



WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA Rural Economic Transformation Project (RETRAP)

**1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

JOB VACANCIES

The Government of Liberia has received support from the World Bank, for the Additional Financing to the Rural Economic Transformation Project (RETRAP-AF). The RETRAP-AF seeks to increase the income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of Rice, Cassava, Oil-Palm, Rubber, Horticulture, Poultry & Pig husbandry, and Vegetables. The project will be implemented in all 15 counties of Liberia over a period of five years.

The project development objective is to increase the income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access to agricultural marketing infrastructure services.

The Ministry of Agriculture through the World Bank/IFAD PIU now invites eligible candidates to indicate their interest in performing the below listed services:

- 1. Administrative Assistant (one person)**
- 2. County Level Facilitator (Two (2) persons)**

The detailed Terms of Reference (TOR) can be found at the following websites:

- i. Ministry of Agriculture Website: <https://moa.gov.lr/publications/document-type/vacancies-career-opportunities> or www.moa.gov.lr**
- ii. www.emansion.lr**
- iii. Request the TOR directly from the email address below**

If you are interested and fulfill the mentioned requirements of the TOR in any of the positions, please send your application to: National Program Coordinator, STAR-P& RETRAP, Ministry of Agriculture, Program Management Unit, Somalia Drive, Monrovia, Liberia or via the email address below indicating in the subject line the position you are applying for.

Please note that the Application package shall include at least three (3) references with their names, telephone numbers and email addresses; curriculum vitae(cv) with copy of educational credentials.

3. Deadline for submission of Applications is August 18, 2023 at 5:00pm local time.

4. Email: retrapbids@moa.gov.lr with a copy to Email: dkulah@moa.gov.lr



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TERMS OF REFERENCE

COUNTY LEVEL FACILITATOR

The Facilitator (s) will perform the following tasks under the supervision of the Project Agronomist and Deputy Project Coordinator:

Work directly with the FBOs and other potential beneficiaries in helping them overcome barriers deriving from lack of knowledge or insufficient cooperation among groups;

ii. Identify climate change related risks and impacts; c) Develop and implement climate change risks and impacts mitigation plan

4. Support farmers to adapt climate-smart agriculture practices

5. Sensitize farmers on the need for technical and extension advisory services

6. Link farmers to improved farming technologies/techniques through collaboration with CARI

Facilitate the preparation of Business Plans (BPs) for farmers' groups (FBOs)

h) Facilitate the preparation of Subproject proposals for farmers' groups (FBOs) and their participating partners

i) Train the FBOs in financial literacy, adoption of new technologies, managerial skills, and establishment of market linkages

j) Perform feasibility studies on production/business development and provide technical supervision with the participation of the farmers' groups (FBOs)

Key Deliverables

• The county level facilitator will collect data on farmers' field days, exchange visits, farmers field school, study tours, mass media and ICT-based outreach channels, information and knowledge sharing events, such as exhibitions, workshops, conferences, on-farm use of new technology. These include obtaining information on improved seeds, seedlings, livestock, poultry, fertilizer, agro-chemicals, agricultural equipment and farm machinery.

• They will also collect data on commercial facilities/markets constructed/rehabilitated, the number of PPD organizations and FBOs receiving technical assistance or training from the project.

• They will make quarterly reports using the project templates to the Project Agronomist for onward submission to the Deputy Project Coordinator for review, acceptable and action.



Qualification and Experience

The County Level Facilitator must hold a Bachelor of Science degree in Agriculture Science Agribusiness, Economics, Business Administration or other related field from a recognized institution of higher learning. He / She must have at least two (2) years of professional experience in business proposal development, strong organizational skill, entrepreneurship, an effective oral and written communication skills, able to lead and coordinate a diverse group of people. He/ She must be a Liberian citizen.

The Candidate must be computer literate with proficiency in Microsoft Word, Excel, and PowerPoint. Ability to ride a motorbike is an added advantage.

Reporting, Supervision and Performance Evaluation

- The Facilitator will report to their supervisor with direct oversight by the head of the technical team.
- He/ She will work closely with the Deputy Project Coordinator with support from the Technical team;
- Performance will be evaluated by the Deputy Project Coordinator, in consultation with the National Program Coordinator

Facilities, Data and information to be provided by the Client

The RETRAP will provide offices for the Facilitators in their assigned project counties and provide communications (modems and scratch cards) for field work. Each Facilitator will be given a laptop for office use.

Duration of this assignment

The consultancy is intended to hire Facilitators who will be trained and later assigned within STAR-P/RETRAP project counties will have the duration of two (2) years.

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TERMS OF REFERENCE FOR ADMINISTRATIVE ASSISTANT

Post Title: Administrative Assistant

Location of Post: Program Management Unit, Ministry of Agriculture, Monrovia, Montserrado, with extensive travel to project counties.

Contract Duration: 2 years 'contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years

Scope of Services:

PIU administrative tasks shall be handled by the Administrative Assistant under the direct supervision of the Operations Manager. The administrative rules and procedures adopted by the PIU are derived from the policies, guidelines and work methods commonly used by organizations in the context of development Project financing (Sample Contracts for PIU staff, Travel Authorization Form, Expense Claim Form and Code of Conduct are attached as per the Project Implementation Manual.

Task and Responsibilities

The Administrative Assistant role and responsibilities include but are not limited to the following:

Conduct and manage administrative systems to include all transactions and processes concerning the management of documents and files, and assets of the Project.

The management of documents and files pertaining to Project personnel or assets and ensure Staffs sign in and out in the attendance register.

Ensure that staff who are absent unless for medical reasons, staff may only be absent from work with the prior consent of their direct supervisors and the approval of the Operations Manager.

Supervise office assistant, Drivers and cleaners; manage project vehicles and drivers' schedules;

Ensure Disciplinary measures are imposed on junior level staff (drivers, office assistant, cleaners) when there is a breach of duty or misconduct.

Ensure all Project correspondences are handled properly and effectively, such as incoming correspondence (mail, courier, fax or hand delivery) is centralized by as follows:

Opening and date stamping all correspondence

Recording correspondence in the logbook, indicating the receipt date, name and organization of sender, name of courier, date, name of recipient, reference and subject of correspondence).

Sorting correspondence by recipient

Ensure signed correspondences are registered in the log/way book with date sent, reference, name of sender, name and organization of recipient, subject and transmittal mode (post, courier, hand delivery). Courier is delivered to a courier agency by the PIU driver, or the Office Assistant or other designated staff.

Ensure outgoing correspondence is signed either by the Operations Manager (for important or sensitive correspondence) or by one of the officers for less important correspondence after review by the Operations Manager).

Ensure an electronic directory containing the postal and email addresses, telephone/mobile numbers, fax numbers, contact names, and web sites of all project's partners (GoL ministries, the TTL, PSC, implementing partners, donor community, NGOs, CSOs, banking institutions, suppliers, etc.) is developed and kept up-to-date. This directory is made available online to all staff members.

Blank forms and model documents used for certain transactions (personnel matters, travel, procurement, etc.) are made available to all staff electronically.

Ensure programmatic files are handled with confidentiality at the PIU (under the supervision of the OM). The programmatic files contain both permanent records (such as the appraisal reports, loan/grant agreements, Operations Manual, etc.) and temporary records (such as the Annual Work Plan and Budget (AWPB), technical reports, progress reports, aide-memoirs, etc.).

Ensure Personnel files and other files containing circulars, instructions or general information relating to human resources, staff selection for the various PIU posts, etc are handled carefully with the fullest confidentiality under the supervision of the Operations Manager.

Ensure all documents and files are identified and filed using the PIU filing system must be stored in well identified, secure and easily accessible areas. In order to save storage space, permanent and temporary records are stored electronically (after having been scanned where necessary).

Responsible for scanning and archiving all documents essential files shall be retained in both electronic and printed form to facilitate their access.

Prepare and update all staff annual schedules and the office annual travel plan;

Provide secretarial and administrative assistance to project staff and visiting missions; Maintain an electronic directory of project partners and suppliers;

Welcome visitors, handle telephone calls and incoming/outgoing correspondence;

Maintain up-to-date knowledge on project information/activities and answer general enquiries;

**Handle the monitoring, maintenance and insurance of all project assets;
Manage office supplies and consumables and maintain records of stock inventory;
Organize all workshops, steering committee, mission and staff meetings;
Prepare minutes of all PIU meetings and submit for inputs before finalization for filing
Keep inventory of all project assets both at Monrovia and field levels
Coordinate repairs & fueling for vehicles and office repairs
Organize travel arrangements for project staff, consultants and IFAD/MOA mission members (including procurement of tickets, airport transport and hotel reservations);
Follow up with NASSCOP to ensure that all staff members are duly registered and contributions are paid on a regular basis;
Undertake any other activities assigned by PIU management.**

Key Qualifications

Minimum Academic/Professional Qualifications

A university degree, minimum of bachelor's degree in public administration, Management or Business Administration or related field. A master's degree in any of the above related field is an advantage.

Minimum Experience

**At least 5 years' experience in Managing Project administrative processes, planning and implementation.
Familiarity with World Bank Group funded projects is an asset.**

Key Competencies

Abilities

**Demonstrated ability to plan and organize files, and monitor archive documentations
Demonstrated ability to meet deadlines
Self-motivated professional, with ability to work with under minimum supervision**

Skills

Proven strong analytical skills

**Computer literacy, especially with the software of Microsoft Office is essential
Excellent team building and interpersonal skills**

Strong networking skills, particularly with the private sector including national and foreign investors.

Proficiency in English language with excellent written and presentation skills

Performance Criteria/Deliverables

- (i)**
- Ensure the proper management of all incoming and outgoing communications.**
 - Ensure all office rules and regulations are adequately adhere to in line with policies.**
 - Leave roster**
 - Partners register**
 - Monthly updates on the above tasks**

- **Meetings organized,**
- **Minutes of the meeting prepared and signed by the Chair person**
- **Work plans prepared,**
- **Filing system developed and maintained (Ensure the timely filing of all project documents including human resources, finance, programmatic)**
- **Travel Bookings Process facilitated**

Selection Method: Individual Consultancy Selection (ICS) method