



**Government of Sierra Leone
Ministry of Agriculture & Forestry**

Re-Advertisement

Sierra Leone Regional Rice Value Chain Programme Terms of Reference for the Project Coordinator

Date: 5th December, 2019

Project Location/Duty Station: Torma Bum, Bum Chiefdom, Bonthe District

Background

The overall goal of the Regional Rice Value Chain (RRVC) Program is to contribute to the respective countries' ambitions of becoming self-sufficient in rice given that most are currently importing significant amounts of rice at high cost. Achieving this goal requires supporting smallholder farmers that dominate the rice production systems in the targeted countries (Guinea, Niger, Senegal, Sierra Leone and The Gambia. It is within this context that this program aims at improving the production and commercialization of the smallholder rice sector in these five countries. This is critical to the national self-sufficiency and import substitution goal of the country. Value chain approach is the main delivery mechanism of the regional program and its specific country projects. The approach will stimulate public-private partnership where the private sector plays a key role with the governments and development partners providing the required enabling environment. A key success factor of the program is increasing, in a sustainable manner, smallholder rice paddy yields to a range of 3-5 ton/ha, up from the prevailing 1-2 ton/ha.

The Government of Sierra Leone through the Ministry of Agriculture & Forestry (MAF) has obtained a Financing from the Islamic Development Bank (IsDB) as partial funding for the implementation of the Rice Value Chain Development Project (RVCDP) under the National Agric. Transformation 2023 programme. Part of these funds are going towards supporting a Program Management Team to be located in Torma Bum, Bonthe District. The Ministry of Agriculture & Forestry now invites

applications from suitable and qualified Sierra Leonean candidates to fill the following vacant positions:

PROJECT COORDINATOR

Under the overall technical supervision of the Executing Agency the Ministry of Agriculture & Forestry, the project coordinator will be responsible for: (i) overall day-to-day management of the project, including coordination of procurement, financial management and M&E; (ii) coordination with all the executing agencies and focal points responsible for the implementation of the specific subcomponents; and (iii) coordination with other donors and relevant programs/projects; and will undertake the following activities:

Specific duties

- Provide advisory and technical support to the project team and stakeholders in other ministries and/or departments, the private sector in various aspects of the RRVCP, taking into account their individual and collective responsibilities in accelerating the achievement of the project goals.
- Supervise the staff of the RRVCP and provide overall management guidance and support to project implementation;
- Play key role in ensuring the quality of project implementation and results delivery through establishing efficient project implementation structures, close monitoring and assistance;
- Monitor complex operational and project management issues to ensure overall quality of full range of operational products prepared by the project team;
- Act as a focal point to liaise with the Is DB team on routine basis for effective project implementation;
- Serves as a focal point or spokesman on technical, policy and operational issues to external constituencies, expert groups and other stakeholders;
- Oversees and leads the preparation of key documents/systems as well as operational reports of the RVCDP in a timely manner and of good quality. This will require the successful coordination and integration of input from multi-disciplinary project staff, the project's consultants and technical partners as well as other stakeholders;
- Develop and oversees the execution an operational framework and approach for dissemination of information on the project as well as lessons learnt from the project in a timely manner;
- Facilitate and organize stakeholders meetings (including the private sector) to discuss and exchange ideas on project issues and its relevance;
- Develop and build client relations at senior levels and plays an advocacy role in disseminating information regarding the project and generating additional funding and policy-related support for the project ;
- Ensure the efficient management of project resources in a transparent manner.
- Execute the project disbursement, accounting and financial management in accordance with the Is DB procedures.

- Negotiate and undertake contractual arrangements with various implementing partners, service providers, NGOs and contractors in a manner that is consistent with the procurement policies and procedures of the government and the Is DB.
- Ensure that procurement of goods and services is timely carried out and in accordance with the approved procurement plan.
- Coordinate the preparation of the RVCDP-Is DB's annual work plan and budgets (AWPB) and procurement plan. Present and get the endorsement of both by the Project's Steering Committee (PSC) before submission to MAF for approval.
- Monitor and oversee the efficient execution of the AWPB to ensure the project implementation is timely and is in line with the approved Procedures of the Is DB as well as the appropriate delivery of programme outputs;
- Appraise and evaluate the performance of the staff assigned to the program based on the adopted MAF Staff Appraisal System
- Assess the qualifications and pre-qualifications of implementing partners, consultants, and contractors that may be selected for the programme implementation as per the existing policies and procedures of MAF and IsDB
- Evaluate and ensure the performance or the quality of works done for RRVCP by governmental and non-governmental implementing partners, consultants and contractors is of good quality and executed in the most cost-effective manner.
- Follow-up on tasks commissioned to ensure that deadlines are met and take necessary actions including drawing attention of the MAF top management on required support from it as appropriate.
- Liaise with the RVCDP District Coordinating Committees and the District Implementation Teams to ensure that there is no discrepancy between the RVCDP-Is DB annual work plan and District plans.
- Develop synergistic cooperation with other national and international development partners and project they fund at national and district level.
- Organize the PSC and District Implementing Committee meetings. Function as the Secretariat to the PSC (Project Steering Committee);
- Ensure actions recommended by these committees are executed effectively.
- Prepare quarterly and annual reports to Is DB and MAF highlighting the programme outcomes, impacts and lessons learnt.
- Recommend all program payments to the Permanent Secretary for approval and co-signs all payments.

Qualification and Experience

- Master degree in the following fields: Agriculture & agric related fields - , Agric. Economics, Project management or rural development with at least 10 years working experience in the field of Agriculture and at least 7 years in senior management position.
- Prospective candidates should prove capacity in leading a group made of multi sector technicians.
- He or she must have solid knowledge in programme/projects management, with sound experience of guiding and motivating staff towards achieving, as a

team, project objectives elaborated in the Result-based Logical -framework of the project

- Strong experience in building and maintaining strategic linkages with a wide range of stakeholders including Line Ministries and/or departments, national and regional partners who may add value to the project
- Experience in leading Multi-disciplinary Teams to conduct variety of responsibilities such as sector review, monitoring and supervision and analyzing feedbacks for proper reporting.
- Adequate computer literacy is strongly required for the position. Good oral and written communication skills is also essential.
- Well-developed leadership, inter-personal, communication and negotiating skills, as well as ability to work effectively in teams and groups
- Good planning and time management skills is critical
- Not reaching the statutory retirement age during the project implementation period

TIMING AND OUTPUTS

The Project Coordinator will be offered a one-year performance based contract renewable for up to five years, subject to satisfactory performance.

How to apply:

Expressions of interest accompanied by curriculum vitae and copies of degree(s) and certificates must be delivered to the address below by 19th December, 2019 at 12pm (GMT) Sierra Leone time and mention “**Consultancy Services for Position you applying for**”.

The Permanent Secretary
Ministry of Agriculture and Forestry
Youyi Building, Brookfields, Freetown
Email: ps@maf.gov.sl
OR

Online Applications

For all information on how to apply and to view the job descriptions, please visit the MAF website <http://www.maf.maf.gov.sl>

For submission, please send your CV and Cover Letter to recruitmentisdb@gmail.com

Please ensure role title is in the subject of the email.

For all inquiries, please send an email to: jajalloh@yahoo.co.uk
Shalpha33@hotmail.com
Mksandy007@yahoo.com

Women are particularly encouraged to apply for the position.

