



GOVERNMENT OF SIERRA LEONE
Ministry of Agriculture and Forestry

REQUEST FOR EXPRESSION OF INTEREST

RE-ADVERTISED

The International Fund for Agric. Development (IFAD) through the AVDP is supporting the MAF to set up the Agric Delivery Team (ACT) for the implementation of the National Agric Transformation Programme 2023. The Agricultural Coordination and Transformation (ACT) team is to enhance delivery systems and structures within the Ministry of Agriculture and Forestry. The mandate of the ACT team, as a delivery unit, is to facilitate, coordinate and report on the implementation of the National Agriculture Transformation Programme (NAT 2023).

The Ministry is looking out for highly trained, qualified and experience personnel for the following positions:

1. **Monitoring and Evaluation Coordinator**
2. **Data Analyst**

Recruitment Procedures

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the **IFAD and Government of Sierra Leone Rules and Procedures for staff recruitment.**

The TORs are found on MAF website at <http://www.maf.gov.sl>

Interested Persons may obtain further information at the address below during office hours from 8:30am to 5:00pm, Sierra Leone time.

Applications accompanied by curriculum vitae and copies of degree(s) and certificates must be delivered as follows:

For Online Applications

Please send your CVs, certificates and Cover Letters which should have your detail contacts (email address and Telephone Nos) to:

recruitmentifad@gmail.com.

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

Women are strongly encouraged to apply.

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

For Hard copy applications

Please send applications to: The Permanent Secretary,
Ministry of Agriculture and Forestry
1st Floor, Youyi Building
Brookfields, Freetown, Sierra Leone

Closing Date: All applications must be in by 12:00 mid-day Sierra Leone time on Thursday 18/02/2020. Please indicate the position you are applying for on the envelope

Terms of Reference: Monitoring and Evaluation Coordinator

Reporting to the National Development Partner Programme Coordinator, the Monitoring and Evaluation Coordinator has a cross-cutting role to support the delivery of the NAT 2023, facilitating the planning and tracking of the different priorities. The M&E Coordinator works closely with the Planning, Evaluation, Monitoring and Statistics Division to ensure quality data is available to show progress and impact of the implementation of NAT 2023.

Specific duties & Responsibilities

- Lead on cross-cutting policy issues, supporting the formulation and review of policies to enhance the delivery of NAT 2023
- Co-chair the Governance Working Group (with Head of PEMSD), with cross-cutting issues across priority value chains
- Facilitate and accompany MAF staff to collect, analyse and manage timely and quality data
- Support the preparation of policy briefs for the Minister, the Deputy Minister and Chief Agricultural Officer as and when required
- Provide technical support to the MAF towards the establishment of a Consolidated Project Management Unit for efficient management of donor resources
- Facilitate the collation of status report on all MAF projects to guide management decision making: guide and support the Ministry's Management Team to ensure that all existing projects are aligned to the priority focus of the Ministry
- Work with other ACT members and MAF staff to provide support to the Office of the Permanent Secretary in drafting cabinet papers, directives, procedures
- Assist in the production of planning and monitoring tools, study reports, policy reports, special reports, annual reports etc
- Support capacity building in PEMSD to create an efficient data collection and management system, and in the areas of planning, project management and performance management, ensuring that they have the necessary skills to deliver;
- Undertake other appropriately assigned duties in acting as focal point for designated MAF Project(s)

Minimum Requirements/Qualifications

- A post graduate degree in Agricultural Economics, Project Management, Rural Development or related disciplines.

- Over 5 years relevant working experience under a similar environment, preferably as an Agricultural Economist, M&E specialist, or Policy Analyst.
- Experience working on development projects related to agriculture funded by international development partners in Sierra Leone.
- Experience working with staff from different backgrounds, in a demanding environment with constantly changing landscape.
- Experience liaising with government staff and officials, development partners, NGOs.
- Must be knowledgeable in Monitoring and Evaluation, Data analysis, Delivery and Result-Based Management (Managing for Development Results in Agriculture) with strong computer literacy.
- Must have hands-on experience in building Monitoring and Evaluation systems.
- Must have experience in leading evaluations on high impact projects/initiatives.
- Must have experience in conducting policy research related to the Agricultural Sector in Sierra Leone.
- Must have excellent data analysis skills and familiar with common statistical software.

Additional assets/Qualifications

- Ability to work efficiently in a team with a high sense of confidentiality and flexibility;
- Ability to operate within a fast-moving environment and react appropriately to change;
- Excellent analytical and organizational skills, strong attention to detail, high regard for accuracy and top-quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- Very good interpersonal skills to interact within multicultural environment.

Timing

The ACT M&E Coordinator will be offered a one-year contract renewable for up to six years, subject to satisfactory performance.

Duty Station - **MAF, Youyi Building, Brookfields, Freetown**

Terms of Reference: Data Analyst

The International Fund for Agric Development (IFAD) through the AVDP is supporting the MAF to set up the Agric Delivery Team (ACT) for the implementation of the National Agric Transformation Programme 2023. The Agricultural Coordination and Transformation (ACT) team is to enhance delivery systems and structures within the Ministry of Agriculture and Forestry. The mandate of the ACT team, as a delivery unit, is to facilitate, coordinate and report on the implementation of the National Agriculture Transformation Programme (NAT 2023).

Reporting to the National Development Partner Programme Coordinator, the Data Analyst provides cross-cutting delivery and monitoring and evaluation support to the ACT team members. The Data Analyst facilitates feeding data into the tools tracking implementation of NAT 2023, and follows up with relevant staff to identify this data. This role is also that of a day-to-day problem-solver to support ACT team members and MAF staff to use delivery tools.

Specific duties & Responsibilities

- Support ACT members to produce annual and bi-annual plans for implementing NAT 2023
- Support ACT members to use automated and non-automated delivery tools, like meeting reports, action trackers, political reports, etc.
- Support ACT members and MAF staff to problem-solve issues arising from the implementation of NAT 2023 by actively participating to the Working Group
- Review cross-cutting policies relevant to NAT 2023
- Liaise with the M&E Coordinator to help MAF staff to collect, analyse and manage timely and quality data, and help feed this data into plans and trackers
- Support the preparation of policy briefs for the Minister, the Deputy Minister and Chief Agricultural Officer as and when required
- Facilitate the collation of status report on all MAF projects to guide management decision making
- Produce and support the use of all planning and monitoring tools, templates for study reports, policy reports, special reports, annual reports etc.
- Undertake other appropriately assigned duties

Minimum Requirements/Qualifications

- A Bachelor's Degree in Economics, Statistics, Project Management, Agric. Economics, or related disciplines.
- Over 2 years relevant working experience under a similar environment, preferably as an economist, M&E specialist, statistician, agronomist

- Experience working on development projects related to agriculture funded by international development partners in Sierra Leone.
- Experience working with staff from different backgrounds, in a demanding environment with constantly changing landscape.
- Experience working with government staff and officials, development partners, NGOs.
- Must be knowledgeable in Monitoring and Evaluation, data analysis, statistics.
- Must have strong computer literacy, with advanced Office knowledge and ideally some coding knowledge.

Additional assets/Qualifications

- Ability to work efficiently in a team with a high sense of confidentiality and flexibility;
- Ability to operate within a fast-moving environment and react appropriately to change;
- Excellent analytical and organizational skills, strong attention to detail, high regard for accuracy and top-quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- Very good interpersonal skills to interact within multicultural environment.

Timing

The Data Analyst will be offered a one-year contract renewable for up to six years, subject to satisfactory performance.

Duty Station - **MAF, Youyi Building, Brookfields, Freetown**