

Post Title: Project Coordinator

Reports to: Director, Programme Management Unit(PMU), Ministry of Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

Past and current engagements

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

- **Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.**
- **Strategic objective 2: Smallholders' organizational capacities and access to MoA extension services are improved.**

A new Country Strategic Opportunities Programme (RB-COSOP) has been initiated in 2018.

Currently, IFAD's portfolio in Liberia includes 1 completed, 2 ongoing, 1 ratified and 1 pending projects.

The **Agricultural Sector Rehabilitation Project (ASRP)** was approved in 2009 and completed on 30 June 2017. The project closing date was 31 December 2017. Activities under that project are limited to those related to closure.

The **Smallholder Tree Crop Revitalization Support Project (STCRSP)** is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP was aimed at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services, bargaining power and lower transaction costs. The STCRSP Completion was 30 September 2017 and the Closing date 31 March 2018.

Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant) is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor,

particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant completion date was 31 August 2017 and the closing date 30 November 2017.

Planned IFAD engagements

Two projects were approved by IFAD's Executive Board in December 2015. The **Tree Crops Extension Project (TCEP)** was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Rural Community Finance Project (RCFP) was also approved in December 2015, but the project has yet to be ratified. It is anticipated that this will occur before the 2017 summer recess. The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learnt on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia. In this regard, the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Project Coordinator to lead the implementation of all aspects of IFAD funded TCEP and RCFP projects in Liberia.

Specific duties:

The Project Coordinator under the direct supervision of the Director of the PMU at the Ministry of Agriculture is responsible for the leadership of the IFAD funded TCEP and RCFP projects and day-to-day implementation of these projects in Liberia.

In her/his role of elaborating and executing Annual Work Plan and Budgets, s/he will oversee project management, financial management, human resources, procurement, and rural finance under the leadership of the Ministry of Agriculture and the National Steering Committee chaired by the Minister of the MOA .

S/he will be granted a one(1)year fixed term contract renewable upon satisfactory evaluation and depending on availability of funds with 6-months' probation period.

Key results expected / major functional activities include:

Specifically, The Project Coordinator will:

- Provide strategic leadership for the growth and successful implementation of the projects;
- Plan, organize and coordinate projects implementation in line with rules and regulations and provisions of the loan/grant agreements;
- Supervise the financial management of the projects;
- Elaborate and review project documents as well as IFAD standard procurement and disbursement documents;
- Coordinate timely and quality preparation and compilation of the Projects Annual/Quarterly Work, budget, procurement plans, and progress and financial reports and their submission to the Project Steering Committee in the Ministry of Agriculture as appropriate and submission to IFAD for non-objections;
- Ensure timely audit of projects resources;
- Ensure the efficient management of project resources in a transparent manner;
- Supervise project disbursement, accounting and financial management and ensure eligibility of funds use in accordance with the loan/grant agreements;
- Ensure that procurement of goods, services and works is carried out according to project design and IFAD procedures;
- Lead the recruitment of project staff through a transparent and competitive selection process. Ensure efficient HR management, conduct regular performance appraisal exercise for projects staff;
- Manage the PIU staff to ensure efficiency, including appraising their performance annually;
- Provide direction and leadership in advocating project objectives and in ensuring that all stakeholders (governmental institutions at all levels, civil society, other donors, beneficiaries) are well informed about the project objectives and theories of change;
- Communicate the projects' objectives and components to target groups including stakeholders to ensure sustainability and ownership of the projects;
- Ensure that qualifications and pre-qualifications of implementing partners, consultants, and contractors that may be selected for project implementation are properly assessed;
- Ensure that contractual arrangements with various implementing partners and contractors are adequately negotiated;
- Evaluate performance of implementation by governmental and non-governmental implementing partners, consultants and contractors;
- Ensure a close cooperation and coordination with other national and international development partners at national and district levels;
- Ensure the quality and timely submission of reports (activity reports, semi-annual and annual progress, thematic reports and studies, missions reports, etc.), prepared by the Monitoring & Evaluation cell, project leaders and those responsible for administrative and financial reports;
- Ensure full compliance with directives issued by the NSC and follow-up on the level of implementation of recommendations from supervision / follow-up missions;
- Supervise his/her direct staff;
- Perform any other duty as requested by the PMU Director.

Competencies:

Organizational competencies

- ◆ **Strategic thinking and organizational development:** Personal influence;

- ◆ **Demonstrating Leadership:** Leads by example; initiates and supports change;
- ◆ **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- ◆ **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
- ◆ **Managing time, resources and information:** Coordinates wider use of time, information and/or resources;
- ◆ **Team Work:** Fosters a cohesive team environment;
- ◆ **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally;
- ◆ **Managing performance and developing staff:** Manages staff;
- ◆ **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- ◆ **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.
- ◆ **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- ◆ **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- ◆ **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- ◆ **Risk taker** able to take measured risks while identifying and applying mitigation measures.
- ◆ Strong analytical skills.
- ◆ Strong verbal and written communication skills.

Education:

Post graduate Degree in any of the following:

- ◆ Agriculture related discipline
- ◆ Economics
- ◆ Rural Development
- ◆ Project Management

Experience:

- ◆ At least 5 years' experience in managing multi-donor funded projects
 - ◆ Experience in Agricultural project development and management
 - ◆ Understanding of project monitoring and evaluations
 - ◆ Highly computer literate and experience in the usage of computers and office software packages (MS Word, Excel, etc.)
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Post Title: Financial Comptroller

Reports to: IFAD Project Coordinator
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

Past and current engagements

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Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia. In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Financial Controller manage the financial resources of IFAD funded projects under a single Programme Implementation Unit in Liberia. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Under the direct supervision of the Project Coordinator, and within the framework of projects appraisal reports and loan/grant agreements, the Financial Controller is responsible for the financial and administrative management of the IFAD funded projects within the PIU, including the maintenance of appropriate accounting/reporting systems and projects accounts and the efficient management of projects resources. The Financial Controller is responsible for the supervision of all Project Accountants of the single Programme Implementation Unit.

S/he will be granted a one (1)-year fixed term contract renewable upon satisfactory evaluation and depending on availability of funds with 6-months' probation period.

Key results expected / major functional activities include:

Specifically, the Financial Controller will:

- Develop and maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and record keeping;
- Ensure the availability of funds for smooth and expedient implementation of the projects;
- Responsible for the preparation and monitoring of projects budgets;
- Develop the Annual Work Plan and Budget in coordination with project teams
- Prepare/verify all Withdrawal Applications for submission to IFAD, and ensure the availability of funds for all planned activities;
- Manage the projects bank accounts, approve and co-sign all payments;
- Prepare and provide financial reports including the balance sheet and funds flow statement to the PMU management for submission to the National Steering Committee (NSC) on a semi-annual and annual basis, and maintain all records in a form appropriate for audit;
- Lead the process of contracting an external audit firm to conduct an independent audit of the annual project accounts, ensuring that annual audits are carried out within the specified timeframe;
- Develop and maintain a system of financial control over all expenditure incurred by implementing partners;
- Supervise and coordinate the work of staff placed under his/her direct authority;
- Review and regularly update the Financial and Administrative Procedures Manual of the Project;
- Supervise regular physical inventory of project assets
- Undertake any other activities assigned by the Project Coordinator.

Competencies:

Organizational competencies

- **Demonstrating Leadership:** Leads by example; initiates and supports change;
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
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- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task;
- **Strong analytical skills;**
- **Strong verbal** and written communication skills.

Education:

Advance level degree in finance or Accounting

Experience:

- ◆ At least 5 years' experience in managing donor funded projects
- ◆ Experience managing human resources
- ◆ Highly computer literate with in depth knowledge of the following software packages: COSTAB, MS Office and experience in handling of web-based management systems
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

Post Title: Procurement Officer

Reports to: IFAD Project Coordinator
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

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Organizational context

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Key results expected / major functional activities include:

Under the direct supervision of the Project Coordinator, the Procurement officer will specifically,

- Ensure that all procurement activities are in conformity with the procurement regulations and procedures applicable to the IFAD projects.
- Support the Project Coordinator officer to finalize the 12-months procurement plan based on the AWPB and the Programme needs/requirements in terms of procurements.
- Serve as a Secretary of the Procurement Committee and evaluation committees.
- Manage the procurement tracking database system.
- Support the Project Coordinator to prepare bidding documents and related advertisements;
- Finalize terms of reference and technical specifications prepared by technical staff.
- Organize the bid opening, evaluation and selection process;

- Compile and confidentially keep reports, documents, and records of all SCP-GAFSP procurement activities for transparency and ease of reference; maintain procurement files.
- Regularly update the contract's registry
- Prepare periodic reports on the status of procurement for the project.
- Maintain a close liaison with IFAD pertaining to procurement.

Technical/Functional competencies

- Innovative Performer able to generate innovative solutions, assess risk, make decisions and take accountability for his/her actions.
- Leader able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- Planner/organizer able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.
- Strong verbal and written communication skills.

Minimum recruitment qualifications

Education: A degree in Economics, Logistics, Supply Chain Management, Operations Management, Finance or Engineering, Mathematics, or Statistics.

Experience: Minimum of 5 years working experience in procurement within Government and/or donor-funded projects.

Post Title: Tree Crops Officer

Reports to: Project Manager, IFAD TCEP Project
Programme Management Unit(PMU), Ministry of
Agriculture

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Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a tree crop officer to support the tree crop projects in Liberia. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Post's Organizational Accountability

The Tree Crop Officer under the direct supervision of the Project Manager, will be responsible for implementing the tree crop component of the Project through the contract management and technical supervision of Service providers hired to implement the activities under the tree crop component.

A key element of the position is successfully ensuring that the project targets small scale producers through the implementation of production enhancement activities.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory evaluation and subject to funds availability.

Key results expected / major functional activities include:

Specifically, the Tree Crops Officer will:

- Provide up-to-date professional advice to ensure the Programme implements profitable and sustainable tree crop activities for the benefit of smallholder farmers;
- Provide or coordinate institutional and operational support to tree crops service providers and farmers to facilitate rehabilitation and tree crop production;
- Provide tree crop related technical expertise to field missions at all stages of the programme/project cycle (design, implementation, completion);
- Work closely with the Agronomist and Farmer Field School Officer (FFSO) to coordinate and supervise the agronomic aspects of all tree crops under the projects
- Liaise with the Agronomist and FFSSO with any other stakeholder such as seed companies, agro-dealers (distributors and sub distributors), equipment suppliers, cocoa/coffee buyers, and cocoa/coffee exporters to foster a value chain approach;
- Contribute to the design of the overall distribution scheme of improved planting material and tools;
- Supervise and coordinate the distribution scheme of improved planting material and tools;
- Work with the service providers in charge of implementing the activities;
- Facilitate the promotion and dissemination of sustainable agricultural practices through the FFS approach;
- Work closely with the M&E Unit and other project team to draft periodic project progress reports;
- Work closely with other project team members, especially M&E unit to develop the Annual Work Plan and Budget;
- Ensure that knowledge exchange activities are prioritized appropriately and reflect the projects' strategy and objectives in collaboration with the FFSSO and Capacity Building Officer;
- Participate in policy formulation by Government on issues that affect tree crop production, value addition and marketing;
- In collaboration with Tree Crop Officer and IPs, organize farmers into crop-based groups and train them their application for various certifications: e.g. Organic, fair trade, Rain Forest Alliance, global gap etc.;
- Perform other related duties as may be requested by the Project Manager.

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrating Leadership:** Leads by example; initiates and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contributes to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.

- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
- **Team Work:** Fosters a cohesive team environment; able to foster and build team spirit focus and engagement at all levels.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and Experience:

- Bachelor degree in General Agriculture, Agronomy or closely related discipline (a Master Degree will be an added advantage).
- At least 5 years of relevant experience including at least 2 years in implementation of agricultural productivity enhancement projects, especially related to tree crops.
- Knowledge in participatory approaches, gender mainstreaming and Farmers Field School approach will be appreciated.
- Proven record in the field of project implementation of productivity enhancement projects; and Good writing skills and computer literacy are required

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY

Post Title: Project Accountants(2)

Report to: Financial Comptroller, IFAD PIU
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

Past and current engagements

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

- **Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.**
- **Strategic objective 2: Smallholders' organizational capacities and access to MoA extension services are improved.**

A new Country Strategic Opportunities Programme (RB-COSOP) has been initiated in 2018.

Currently, IFAD's portfolio in Liberia includes 1 completed, 2 ongoing, 1 ratified and 1 pending projects.

The **Agricultural Sector Rehabilitation Project (ASRP)** was approved in 2009 and completed on 30 June 2017. The project closing date was 31 December 2017. Activities under that project are limited to those related to closure.

The **Smallholder Tree Crop Revitalization Support Project (STCRSP)** is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP was aimed at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services, bargaining power and lower transaction costs. The STCRSP Completion was 30 September 2017 and the Closing date 31 March 2018.

Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant) is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor, particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant completion date was 31 August 2017 and the closing date 30 November 2017.

Planned IFAD engagements

Two projects were approved by IFAD's Executive Board in December 2015. The **Tree Crops Extension Project (TCEP)** was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Rural Community Finance Project (RCFP) was also approved in December 2015, but the project has yet to be ratified. It is anticipated that this will occur before the 2017 summer recess. The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learned on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects. In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Project Accountant to for the maintenance of appropriate accounts of IFAD funded projects in Liberia. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Under the direct supervision of the Financial Controller and overall supervision of the project Coordinator , the project accountant is responsible for the maintenance of appropriate accounting/reporting systems and projects accounts .

S/he will be granted one year fixed term contract renewable upon satisfactory evaluation and availability of funds **with 6-month probation period.**

Key results expected / major functional activities

Specifically the project accountant will:

- Assist the Financial Controller in the implementation of a sound financial

- management system;
- Prepare financial reports, including monthly funds reconciliation, and monthly expenditure and statements;
- Prepare transaction vouchers, and input all transactions into the projects accounting system before submission to the Financial Controller for approval;
- Process all payments, ensuring that IFAD procedures are strictly adhered to;
- Process monthly payroll, payment of salaries to staff and NASSCROP contributions;
- Assist the Financial Controller in the preparation of withdrawal applications;
- Monitor financial returns from Implementing Partners, including periodic visits to their offices;
- Assist in the preparation and monitoring of annual operational budgets;
- Maintain a well-organized and up-to-date filing system for accounting and financial records;
- Perform physical inventory of IFAD projects assets each year;
- Provide assistance to the external auditors as required;
- Prepare cash flow forecasts as required;
- Undertake any other activities assigned by Project management.

Competencies:

Organizational competencies

- ◆ **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- ◆ **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
- ◆ **Managing time, resources and information:** Coordinates wider use of time, information and/or resources;
- ◆ **Team Work:** Fosters a cohesive team environment;
- ◆ **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally;
- ◆ **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- ◆ **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- ◆ **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- ◆ Strong analytical skills.

Education:

A Degree in Accounting, Finance, Business Administration and other related disciplines

Experience:

- ◆ At least 5 years' experience working with donor funds and multi projects
- ◆ Experience in working with accounting soft wares
- ◆ Highly computer literate including the use of accounting soft wares

Farmers Field School (FFS) Officer

Post Title: Farmers Field School(FFS) Officer

Reports to: Project Manager, IFAD TCEP Project
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

Past and current engagements

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

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bargaining power and lower transaction costs. The STCRSP Completion was 30 September 2017 and the Closing date 31 March 2018.

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Planned IFAD engagements

Two projects were approved by IFAD's Executive Board in December 2015. The **Tree Crops Extension Project (TCEP)** was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

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Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Farmer Field School Officer to support the organization and empowerment of farmers in the IFAD funded projects in Liberia. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Post's Organizational Accountability

Under the direct supervision of the Project Manager and overall supervision of the Project Coordinator, the FFS officer is responsible for developing and implementing the project's thematic strategy on Farmers Field Schools, organization and empowerment of Farmers.

He/she has a key role in assisting project implementation through the farmers' Cooperatives in the County as required in their thematic specialized areas to achieve the projects objectives.

Key results expected / major functional activities include:

Specifically, the Farmers Field School (FFS) Officer will:

Methodological support to the FFS:

- Design and Coordinate the development of the FFS implementation strategy with special attention given to the following points: FFS for nutritious sensitive and sustainable agriculture; farm management and establishment of farm business schools;
- Contribute to the development of FFS curriculum, modules and training materials;
- Assist in designing FFS baseline survey and the development of monitoring and reporting tools;
- Review the project implementation strategy and mechanisms and where necessary propose improvements;
- Capture lessons learned, success stories/good practices, document and disseminate.
- Work closely with the project team and the M&E Unit to draft periodic project progress reports;
- Work closely with the project team and M&E unit to develop the Annual Work Plan and Budget;
- Ensures that knowledge exchange activities (visits and field days) are prioritized appropriately and reflect the projects' strategy and objectives;
- As appropriate, actively identify and pursue synergies with sister projects under the country programme.

Hands-on support to FFS:

- Assess training needs in different areas of Farmers' Groups, Groups facilitators and Master Trainers;
- Assist Master Trainers in planning and implementing "Training of Facilitators";
- Coordinate and report on exchange/exposure visits;
- Coordinate with relevant County officers to ensure follow-up/technical support to the FFS and report on such activities;
- Coordinate with cooperatives for ensuring delivery of quality services to the Farmer groups and communities and report on such activities;
- Monitor and document Training of Facilitators conducted by the Master Trainers and evaluate the quality of the trainings;
- Elaborate, Supervise, monitor and document strategies and activities for organization and empowerment of Farmers' Group/Associations/CBO's activities.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and take accountability for his/her actions;
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners;

- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task;
- **Capable team player**
- Strong analytical skills.
- Technical skills necessary: in FFS, sustainable agriculture, farm management, value chain, farmers' organizations.
- Strong verbal and written communication skills

Education:

- A degree in Agriculture from a recognized University with specialization in Extension services

Experience:

- A minimum of 5 years professional experience, preferably in Agricultural extension related projects.
- A minimum of 4 years professional experience in development and coordination of FFS for a donor funded project
- Knowledge of cocoa cropping system is an added asset.
- Excellent oral and written communication skills.
- Knowledge of MS Windows, Word, Excel, PowerPoint.
- Willing and able to be based permanently in remote and rural locations.
- Able to adapt to circumstances to communicate with the rural communities.

Post Title: Institutional Capacity Building Officer

Reports to: Project Coordinator(IFAD PIU)
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

Past and current engagements

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

- **Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.**
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A new Country Strategic Opportunities Programme (RB-COSOP) has been initiated in 2018.

Currently, IFAD's portfolio in Liberia includes 1 completed, 2 ongoing, 1 ratified and 1 pending projects.

The **Agricultural Sector Rehabilitation Project (ASRP)** was approved in 2009 and completed on 30 June 2017. The project closing date was 31 December 2017. Activities under that project are limited to those related to closure.

The **Smallholder Tree Crop Revitalization Support Project (STCRSP)** is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP was aimed at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services,

bargaining power and lower transaction costs. The STCRSP Completion was 30 September 2017 and the Closing date 31 March 2018.

Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant) is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor, particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant completion date was 31 August 2017 and the closing date 30 November 2017.

Planned IFAD engagements

Two projects were approved by IFAD's Executive Board in December 2015. The **Tree Crops Extension Project (TCEP)** was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Rural Community Finance Project (RCFP) was also approved in December 2015, but the project has yet to be ratified. It is anticipated that this will occur before the 2017 summer recess. The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learnt on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects. In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting an Institutional Capacity Building Officer to support the implementation of the IFAD funded projects in Liberia in the Programme Implementation Unit. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Specific duties:

Under the direct supervision of the Senior Project Specialist and the overall supervision of the Project Coordinator, the Institutional Capacity Building Officer will be responsible for management of component one of the project .

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory evaluation and subject to funds availability with 6-months' probation period

Key results expected / major functional activities include:

Specifically, He/ She

- Be responsible for the coordination and implementation of all activities pertaining to the institutional capacity building;
- Develop a capacity building plan^s;
- Provide guidance to NGOs/Service providers hired to implement the activities and oversee the overall process of selection of target cooperatives and beneficiaries in close collaboration with the County authorities (County Agriculture Coordinator, District Agriculture Officers, County administration, etc.);
- Liaise with other relevant programmes and technical departments in the Public sector at state level such as the Ministry of Agriculture;
- Work closely with the M&E unit to monitor and evaluate programme capacity building activities;
- Draft TOR of Technical Assistance to support programme implementation as required;
- Contribute to the design of the overall training and equipment of CAC, DAOs and Cooperatives;
- Contribute to the drafting of periodic project progress reports at project level;
- Work in close collaboration with the PIU staff to develop the annual work plan and budget of projects.
- Undertake any other activities that may be assigned by the Procurement Specialist and Project Coordinator.

Competencies:

Organizational competencies

- ♦ **Demonstrating Leadership:** Leads by example; initiates and supports change;
- ♦ **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- ♦ **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
- ♦ **Managing time, resources and information:** Coordinates wider use of time, information and/or resources;
- ♦ **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

Technical/Functional competencies

- ♦ **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels;
- ♦ **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences;
- ♦ **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task;
- ♦ Strong analytical skills;
- ♦ Strong verbal and written communication skills.

Education:

A degree in any of the following:

- ◆ Agricultural Economics
- ◆ Agricultural Marketing
- ◆ Agribusiness
- ◆ Rural Development
- ◆ Social Sciences (Economics, Public Administration, etc.)

Experience:

- ◆ At least 5 years' experience in working with Agribusiness organizations and cooperatives
- ◆ Experience in Agricultural project development and management
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

Post Title: Works Supervision Engineers (3)

Reports to: Project Manager, TCEP Project(IFAD PIU)
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: 1 July, 2018

Contract Period: One(1) year renewable

Organizational context

The Government of the Republic of Liberia has received funding from the International Fund for Agricultural Development for the implementation of a six years project - **Tree Crop Extension Project in Nimba County**. The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a civil works engineer to supervise all civil works including farm to market roads of the IFAD TCEP project.

The Tree Crops Extension Project (TCEP) was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

Currently, IFAD's portfolio in the Republic of Liberia also includes:

1. The **Agricultural Sector Rehabilitation Project (ASRP)** was approved in 2009. The total amount of the Project is US\$ 27 million. It is co-financed by the African Development Bank. The project centers on recapitalisation of households and focusses on the improvement of the production at farm level. Restoration of agricultural assets is broadly being achieved through the project, which has benefited over 10,000 farming households. The ASRP Completion date is 30 June 2017 and the Closing date is 31 December 2017.
2. The **Smallholder Tree Crop Revitalization Support Project (STCRSP)** is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP also aims at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services, bargaining power and lower transaction costs. The STCRSP Completion date is 30 September 2017 and the Closing date is 31 March 2018.

3. **Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant)** is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor, particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant completion date is 31 August 2017 and the closing date is 30 November 2017.

Key expected results / Major functional activities include:

Under the direct supervision of the Program Manager of the TCEP and over all supervision of the Project Coordinator, the works supervision engineer will have overall responsibility for the monitoring and oversight of the project's construction activities including the farm to market roads. In particular s/he will be responsible for the following:

- In collaboration with the Procurement Officer, s/he will assist in the preparation of bidding documents including Bill of Quantities (BoQs) and cost estimates for works (feeder road construction/rehabilitation projects, structures, buildings);
- Take part in the bidding process of project infrastructure structures including bid evaluation and recommendation for award of contract;
- Assist in the preparation of contract documents;
- General coordination of the whole construction project, including the coordination and planning necessary to manage multiple sites simultaneously;
- Monitoring of compliance with the deadlines for the availability of work sites in comparison with what is projected in the contracts;
- Assess contract and financial impact of possible changes in works;
- Technical and administrative supervision of work contracts, including enforcing the conditions of the generic and site-specific Environmental and Social Plans.

Before construction begins, the Engineer shall ensure that the following are performed:

- The verification and approval of the project implementation documents presented by the construction contractor. These documents must contain the implementation plans, the environmental, health, and safety measures and the generic and site-specific plans.

During the execution phase, the Engineer shall:

- Oversee the implementation of works.
- Prepare and submit a weekly report for the Programme.
- Conduct monthly progress meetings and submit reports for the Programme, including:
 1. Report on percentage of work completion without defects.
 2. Report on financial matters, including actions or measures taken by the construction contractors that may have an impact on cost.

3. Identify contractors' lack of performance and lack of compliance with the contracts.
 4. Quickly propose adequate remedial measures to resolve deficiencies in work and products of the contractors, if any.
- Prepare payment certificates related to the work completed and submit to the Client for payment.
 - Prepare monthly cost reports on the financial standing of the project.
 - Supervise the compliance with implementation plans, technical specifications, environmental management plans and implementation of works.
 - Ensure the application of the general and site-specific Environmental Management Plans.
 - Monitor compliance with the contract specifications and time frame to ensure that planned time, cost and quality are adhered to.
 - Ensure the compliance with all contract provisions and take necessary measures to apply them.

Other:

- For the management of works and control of their execution, the Engineer shall issue variation orders and site instructions in accordance with the Conditions of Contract.
- When there are technical and environmental problems during the execution of the works, a discussion between the construction contractor and the Engineer must take place in order to find adequate solutions to these problems. Before their implementation, these solutions shall be submitted for approval to Program Manager, if they imply a waiver to the terms of the work contracts. The Engineer will include these solutions in the monitoring framework and report back to the Program Manager on the effectiveness of the implementation of the solution.

Upon completion of the construction works, the Engineer shall:

- Assist the Client in preparing the temporary and final acceptance of works.
- Establish final reports and detailed account for the closing of the Contract.

For Take-over and commissioning of the works: Upon completion of the construction works, the Engineer shall:

- Carry out inspections and prepare snag lists.
- Monitor the completion of the snags within a stipulated time frame.
- Supervise commissioning and testing during commissioning.
- Prepare certification of the completion of the works for the Client.
- Compile final report, detailed accounts for closing the contract and as-built documentation (drawings, manuals, etc.).

At the end of Defects Liability Period: Prior to the end of the defects liability period, the Engineer shall:

- Visit the sites and inspect the works for any defects.
- Instruct the works contractor to attend to the defects and monitor the remedial works.
- Prepare the final account and assist in negotiations to settle the final account.

- Prepare the Final Completion Certificate.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory annual evaluation till the end of the Project with 6-month probation period.

Competencies

Organizational competencies

- Strategic thinking and organizational development: Personal influence.
- Demonstrated leadership: Lead by example and initiate and supports change.
- Learning, sharing knowledge and innovating: Challenges, innovates and contributes to a learning culture.
- Focusing on clients: Contribute to a client-focused culture.
- Problem solving and decision making: Solving complex problems and making decisions that have wider corporate impact.
- Managing time, resources and information: Coordinate wider use of time, information and/or resources.
- Team Work: Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- Communicating and negotiating: Acquire and use a wide range of communication styles and skills.
- Building relationships and partnerships: Builds and maintains strategic partnerships internally and externally.
- Managing performance and developing staff: Manages staff
- Capable Team Builder able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- Effective Negotiator and Communicator with proven ability to build and nurture contacts with communities, demonstrated ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- Innovative Performer able to generate innovative solutions, assess risk, make decisions and accept consequences.
- Leader able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- Planner/organizer able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.

Qualifications and Experience

The Engineer shall be based in based in Nimba, and should have experience and qualifications in management of infrastructure construction activities for projects of similar size and scope.

The designated Engineer shall have the following minimum qualifications and experience:

- a) University degree in engineering, construction management or administration or a related field from a recognized university/institution.

- b) Qualified Chartered/Register Professional Civil Engineer or approved equivalent.
- c) At least 10 years demonstrable experience with managing and supervising the construction of a variety of works (feeder roads, structures, buildings), experience on the projects of a similar nature and extent to that of the projects described for construction.
- d) Managed the construction at least five (5) project similar to type of project described for construction
- e) Excellent written and oral communication skills in English.
- f) Prior experience in the region is a plus.

*All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email: **Kindly indicate in the email subject, the Title of the position you are applying for.***

Recruitment Team

**IFAD Projects PIU
Programme Management Unit
Ministry of Agriculture**
Email: recruit@moa.gov.lr

Deadline for submission of Applications **June 20, 2018 at 5PM GMT**

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY