



Ministry of Agriculture

Program Management Unit

LIBSUCO Compound, LPRC Road

Gardnersville, Republic of Liberia



Country	Liberia
Project	Tree Crop Extension Project (TCEP)
Assignment	Request for Expression of Interest: Procurement Assistant

Brief overview of IFAD-funded activities in Liberia

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia.

IFAD's Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2020-2024 has the overall goal to increase income and employment opportunities for rural men and women while building resilience to climate change and food insecurity. The strategic objectives of the COSOP are to:

- I. Enhance the performance and inclusiveness of value chains that offer job opportunities, wealth creation, food and nutrition security for rural people, including poor households, women and youth.
- II. Contribute to an enabling environment for pro-poor policy development and enhance the capacity of the public sector in Liberia to deliver services to the rural poor.

Currently, IFAD's portfolio in Liberia includes three (3) ongoing projects:

The Rural Community Finance Project (RCFP). 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. The project started implementation in the second quarter of 2019.

The Tree Crops Extension Project Phase I (TCEP-I). TCEP-I 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 work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt.

The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 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 Tree Crops Extension Project Phase II (TCEP-II). Additional financing of US\$23.8 million provided as part of the TCEP-II was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. The TCEP-II financing will be prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions.

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). 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. The below vacancies are positioned within the PIU and will be working on the TCEP/TCEP-II project.

Post Title: Procurement Assistant (1)

**Reports to: Procurement Officer, IFAD-PIU Projects
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: January 1, 2021

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Procurement Assistant will:

- Assist in the preparation of the Annual Procurement Plan for the project;
- Ensure a regular update of the procurement plan;
- Assist in the preparation of Standard bidding documents and related advertisement;
- Draft all request for quotation for procurement activities within the shopping thresholds;
- Draft purchase orders and peruse related supporting documentation in ensuring that procurement files are complete;

- Ensure all procurement related documentations and records are properly and completely file for ease of reference;
- Assist the procurement officer to organize bid opening, evaluation and section process;
- Take notes and prepare minutes during pre-bid conference and bid opening ceremony;
- Assist in the preparation of procurement contracts for signature;
- Assist in the preparation of periodic report on the status of procurement for the project;
- Assist in the coordination for local procurement (when necessary) at the field level;
- Maintain accurate and complete file for all No Objection requested and obtained from IFAD;
- Assist in entering procurement records into the TOMPRO system used by the project
- Regularly update the contract register in the contract management system
- Carry out any other activities that are assigned by the direct supervisor and/or Project Coordinator.

Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **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.
- **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, Economics, Management, Social Science, Logistics and Supply Chain Management, Finance, Mathematics, or Statistics.
- Minimum of 3 years working experience in procurement within Government and/or donor-funded projects.

- Computer Literate with in depth knowledge Microsoft excel, experience in the use of procurement software is an added advantage

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

Program Management Unit, Ministry of Agriculture

Email: ifadrecruit@moa.gov.lr cc: rcole@moa.gov.lr

Deadline for submission of Applications: **December 2, 2020 at 5PM GMT** Visit the [www.moa.gov.lr/careers opportunities/vacancies](http://www.moa.gov.lr/careers_opportunities/vacancies) OR [www.emansion.gov.lr/careers opportunities/vacancies](http://www.emansion.gov.lr/careers_opportunities/vacancies) for details on the Term of References and submission of your applications.

Female candidates are highly encouraged to apply.