



Republic of Liberia
Smallholder Agriculture Transformation and Agribusiness Revitalization Project
(STAR-P)

Ministry of Agriculture

Credit No: 160945



Consulting Services: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE POST OF ADMINISTRATIVE ASSISTANT FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT.

Request for Expression of Interest

1. The Government of Liberia has applied for financing to the World Bank toward the cost of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and intends to apply part of the proceeds for consulting services for **Recruiting the Services of a Administrative Assistant for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Margibi, Nimba, Lofa and Grand Cape Mount Counties.**

2. The scope of assignment includes, but not limited to;

Manage the Administrative and Clerical Function of the STAR-P PIU.

3. The Ministry of Agriculture now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are at least a Bachelor's degree in Management, Public Administration or other related Social Sciences from a recognized University.

4. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers July 2016 and revised November 2017 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

5. A Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** Method set out in the Consultant Guidelines.

All applications **MUST** be sent via email to: **recruit@moa.gov.lr**

Attention:

**The Recruitment Team
STAR - P
Program Management Unit
Ministry of Agriculture, Liberia**

Note: Applicant **MUST** indicate in the email subject, the Title of the Position he/she is applying for.

Closing Date: April 30th , 2019 by 5pm GMT

Female candidates are highly encouraged to apply.

TERMS OF REFERENCE FOR RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT FOR THE SHALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF AGRICULTURE

Post Title: Administrative Assistant

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

Contract Duration: 13 months contract, with 3 months' probation period, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Project Coordinator

Recruitment: National

Background

The Government of Liberia requested the support of the World Bank to design and implement the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The proposed development objective is to increase agricultural productivity and promote commercialization of smallholder farmers for selected value chains in selected counties of Liberia. The project will fulfill these objectives by: (i) strengthening the productive capacities of smallholder producers; ii) facilitating input and output market linkages for smallholder producers; and (iii) supporting institutional strengthening and capacity building for a competitive commercial agriculture sector.

Project details can be found at:

<http://documents.worldbank.org/curated/en/539361545925964964/pdf/project-appraisal-document-pad-smallholder-agriculture-transformation-and-agribusiness-revitalization-project-star-p-p160945-12192018-63681026525344785.pdf>

Scope of Services

Manage the Administrative and Clerical Function of the STAR-P PIU.

Main Responsibilities

Under the general supervision and guidance of the STAR-P Project Coordinator, the main duties and responsibilities of the Administrative Assistant are, but not limited to:

- Prepare and update annual staff schedule and annual travel plan.
- Carefully handle all programmatic or permanent records of the project:
- Maintain up-to-date knowledge on PIU information /activities and answer general inquiries;
- Prepare draft of various correspondences ready-to-go for review by the Project Coordinator
- Monitor and maintain fixed assets registry and manage the maintenance of office equipment and office supplies;
- Manage the office supplies and consumables in maintaining record of assets & stock inventory;
- Facilitate the organization of workshops, Project Steering Committee Meeting, Project Review Meetings and staff meetings; prepare meeting minutes and circulate for minimum inputs for finalization and filing;
- Manage local and international travel arrangements for PIU staff and visitors (including procurement of tickets, hotel reservation and pick-up from the airport);
- Create and maintain a roster of individual consultants and for potential candidates for temporary positions;
- Responsible for the scanning and archiving all project related documents in both electronic and hard copies to facilitate easy access for the Project Coordinator

- Facilitate various Implementation Support Missions, draft Itineraries for the Donors and GoL inputs; circulate these itineraries to various stakeholders and confirm various meetings for Missions as well as record attendance, minutes from various meetings and circulate draft two days after meetings are held.
- Work along with the Procurement Officer to track and file all No Objections received for various activities from the Donors.
- Manage PIU vehicles and drivers' schedules under the supervision of the Project Coordinator;
- In consultation with the Procurement Officer, develop a directory for various vendors
- In consultation with the M&E Officer and the Project Coordinator, develop a directory of various stakeholders, Implementing Partners, development partners, government agencies, firms, consultants, etc
- Undertake any other activities assigned by the Project Coordinator.

Qualifications and Experience

- At least a Bachelor's degree in Management, Public Administration or other related Social Sciences from a recognized University.

Key Competencies

Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.

Skills

- Excellent interpersonal and team building skills, including negotiation skills
 - Excellent written and spoken communication skills, including presentations
 - Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications
 - Good filing skills (Electronic and hard copies)
 - Well-developed organizational skills
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- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia is an added advantage.
 - Working knowledge of the operational modalities for national and international NGOs is desirable.