



IFAD-Project Implementation Unit
Program Management Unit (PMU)
Ministry of Agriculture Annex
University of Liberia Campus, Fendell



Terms of Reference for Procurement Officer & Farmer Field School Officer

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: 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. 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-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. 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 vacancy is positioned within the PIU and will be working on the TCEP/TCEP-II project.

Post Title: Procurement Officer

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

Primary Location: Monrovia

Start Date: 1 June 2020

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Under the direct supervision of the Project Coordinator, the Procurement Officer will specifically:

- Provide supervisory role to the procurement unit ensuring that all procurement activities are in conformity with the procurement regulations and procedures applicable to the IFAD projects.
- Ensure the all procurement plans are done 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 (Tomache and NOTUS) and ensure all procurements are updated in the system on a timely basis.
- Prepare all bidding documents and related advertisements;
- Review all terms of reference and technical specifications prepared by technical staff.
- Organize the bid opening, evaluation and selection processes and ensure minutes are done on a timely manner;
- Compile and confidentially keep reports, documents, and records of all SCP-GAFSP procurement activities for transparency and ease of reference; maintain procurement files.
- Update the contract's registry on a regular basis.
- Prepare periodic reports on the status of procurement for the project.
- Maintain a close liaison with IFAD pertaining to procurement.

- Assist the project coordinator in management of recruitment process for individual consultants.

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

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

Attention:

**The Recruitment Team
IFAD PIU
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: **May 24, 2020 by 5pm GMT**

Qualified Female candidate are highly encouraged to Apply.

Post Title: Farmer Field School (FFS) Officer

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

Primary Location: Saclepea, Nimba County

Start Date: 1 June 2020

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Farmer 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.

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

Attention:

**The Recruitment Team
IFAD PIU
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: May 24, 2020 by 5pm GMT

Qualified Female candidate are highly encouraged to apply.