



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 PROJECT COORDINATOR 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 Project Coordinator for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Cape Mount, Margibi, Nimba and Lofa Counties.**

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

To ensure the effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Liberia where applicable.

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 at least five years relevant experience to perform the Services. The shortlisting criteria are: the candidate must have a university degree, preferably at the master's level, in agribusiness, business, agriculture or related field. Substantive experience working with and/or in the private sector. A sound understanding of agricultural value chains and multi-sectoral approaches for promoting competitive commercial value chains at the national, regional, and international levels.

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.

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position: vacancies.lr@undp.org. Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- November 28, 2021

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

Post Title: Project Coordinator

Location of Post: **Program Management Unit of the Ministry of Agriculture, LIBSUCO Building, Old LPRC Road, Montserrado County with extensive travel to project counties.**

Contract Duration: **12 months contract, renewable based on agreed satisfactory performance targets and deliverables**

Reports to: **Director, Program Management Unit/MOA**

Recruitment: **National Position**

1.0 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>

2.0 POSITION'S AUTHORITY

2.1 Purpose of Post: To ensure the effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Liberia where applicable.

3.0 MAIN RESPONSIBILITIES

Specific responsibilities of the Project Coordinator will include, but not limited to, the following:

- Prepare and update project annual and quarterly work plans, and submit these to the PMU Director and World Bank Task Team Leader (TTL) for agreement and approval.
- Prepare and participate in quarterly work planning and progress reporting meetings with the PMU Director and World Bank TTL.
- Draft TORs for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submit these to the World Bank for clearance and approval, and administer the mobilization of such inputs.
- Provide technical advice to project beneficiaries, review technical reports and monitor technical activities carried out by responsible parties.
- Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon.
- With respect to co-implementing partners and external project implementing agencies/subcontractors:
 - ensure that these agencies mobilize and deliver the outputs in accordance with their letters of agreement or contracts, and
 - provide overall supervision and/or coordination of their work to ensure the production of the expected outputs.
 - With assistance from the Financial Management Specialist, assumes oversight responsibility for managing the project budget by ensuring that:

- ✓ project funds are disbursed properly;
 - ✓ expenditure is in accordance with the project document and project work plans;
 - ✓ accounting records and supporting documents are properly kept and financial reports are prepared; and
 - ✓ financial operations are transparent and financial procedures/regulations are properly applied
 - ✓ Assumes oversight responsibility on the implementation of the project's M&E system and use of the data generated therein.
- Supervises STAR-P PIU staff and local or international short-term consultants working for the project.
 - Facilitates meetings of the Project Steering Committee and preparing and circulating reports of the same.
 - Facilitates and chairs meetings of the Project Technical Committee and preparing and circulating reports of the same.
 - Ensure the timely submission of work plans, reports, outputs and other deliverables to the PMU Director and World Bank TTL for review and evaluation, as appropriate
 - Works closely with the World Bank during project implementation support, mid-term review, and implementation completion review missions.
 - Participate and present project updates during World Bank Country Portfolio Reviews and Ministry of Finance and Development Planning Portfolio Reviews.
 - Regularly report to and keep the PMU Director and World Bank TTL up-to-date on project progress and implementation issues.
 - Carry out any other activities, related to the successful implementation of the Project, which are assigned by the Director of the Program Management Unit .

4.0 KEY QUALIFICATIONS

4.1 Minimum Academic/Professional Qualifications

A university degree, preferably at the master's level, in agribusiness, business, agriculture or related field. Substantive experience working with and/or in the private sector. A sound understanding of agricultural value chains and multi-sectoral approaches for promoting competitive commercial value chains at the national, regional, and international levels.

4.2 Minimum Experience

At least 5 years' experience in project management, planning and implementation.

Familiarity with World Bank Group funded projects is an asset. .

4.3 Key Competencies

Abilities

- Demonstrated ability to plan and co-ordinate, and monitor his or her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work with under minimum supervision

Skills

- Proven strong analytical skills
- Computer literacy, especially with the software of Microsoft Office is essential
- Excellent team building and interpersonal skills
- Strong networking skills, particularly with the private sector including national and foreign investors. Proficiency in English language with excellent written and presentation skills

Knowledge

- Working knowledge of World Bank and GOL fiduciary and social and environmental safeguard rules and procedures will be advantageous

5.0 PERFORMANCE CRITERIA

- (i) Ensure the timely submission of required documents to the Bank for No Objection and proper execution.
- (ii) Ensure the recruitment of consultants or firms to conduct various activities as outlined in the Project Implementation Manual and AWPB,
- (iii) Ensure timely finalization of reports, services, works, as applicable, by consultants or firms
- (iv) Ensure submission of various reports to the PMU, World Bank, Project Steering Committee, and Project Technical Committee, as outlined in section 3
- (v) Ensure successful implementation of the Project Steering Committee and Project Technical Committee meetings, as outlined in section 3
- (vi) Ensure facilitation and participation in the various World Bank missions, as outlined in section 3
- (vii) Ensure systematic and transparent filing of all project documents and proper use of the integrated M&E/MIS management system.
- (viii) Supervise PIU staff ensuring timely delivery of tasks to be performed
- (ix) Host Monthly or emergency meetings of key staff and regularly update the Ministry of Agriculture and the Bank on project activities.
- (x) Participate and present project updates at World Bank Country Portfolio Reviews and other national review meetings.
- (xi)
- (xii) Facilitate and host project launch workshop in counties of operations and National launch.

Failure to satisfy agreed quarterly performance criteria will lead to warning letter, and subsequent failure to satisfy above global criteria and/or non conformity to the prescribed plans, rules and standards, without documentary evidence or reasons thereof, shall disqualify the staff from the post and lead to the cessation of the contract.