



MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
PROGRAM MANAGEMENT UNIT



**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION
PROJECT (STAR-P)**

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTANCY)**

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

Credit No./Project No.: CR 6360-LR/P160945

Assignment: Individual Consultancy to recruit nine (9) Focal Persons for 9 counties- STAR-P

The Government of Liberia has received financing from 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 to recruit nine (9) Focal Persons or 9 counties for the STAR-P.

The services to be carried out by the nine (9) Focal Persons under the supervision of the project Agronomist include: building and keeping a database of FBOs and service providers (such as NGOs, input suppliers, community-based organizations (CBOs), training institutions, consultants, civil society organizations involved in extension delivery or other support to rural people, religious organizations, contractors of good reputation undertaking works in rural areas, and any other relevant stakeholders in the district); developing additional criteria, if any for appraising applications from FBOs and other eligible beneficiaries at the county level; receiving grant applications for review and approval by the Fund Manager; conducting due diligence, where necessary, on applications for funding; liaising with the PIU for the disbursement of funds for approved applications; ascertaining the capacity of a selected service providers to deliver the services for which the funding has been secured; monitoring the activities of grant recipients who receive funding under the LACF, and their service providers, ensuring that the funds are used for the purposes for which they were granted; providing monthly, quarterly and annual progress reports in prescribed formats to the PIU and circulate to all concerned in the district; preparing annual work plan and budget for LACF operations at the county level; and preparing mid-year progress reports (physical and financial progress included) and suggest any changes in physical targets and allocations with full justification.

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include at least an Associate degree in agriculture, agronomy, agribusiness management, business administration, agricultural economics, agricultural development, development economics with a specialization in agriculture, or a closely related field. A Bachelor's degree is an added advantage; at least 2 years of working experience for Bachelor's Degree and five years working experience for Associate Degree and qualification with background on farm production practices and related activities; experience in nursery establishment and management including facility installation and maintenance; demonstrated experience in farmer training and facilitating farmer field schools, especially in rice and horticulture production; demonstrable successful experience in farmer mobilization and linking smallholder farmers to markets; practical experience in farming a strong advantage; and experience with development of market-oriented programs.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- a) www.emansion.gov.lr
- b) www.moa.gov.lr

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

All applications **MUST** be sent via email to: starprecruit@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: **March 4th, 2020 by 5pm GMT**

Female candidates are highly encouraged to apply.

TERMS OF REFERENCE
RECRUITMENT OF NINE (9) FOCAL PERSONS IN NINE COUNTIES FOR
THE SHALLHOLDER AGRICULTURE TRANSFORMATION AND
AGRIBUSINESS REVITALIZATION PROJECT (STAR-P), THE MINISTRY OF
AGRICULTURE

<u>Duty Station:</u>	County of assignment
<u>Contract Duration:</u>	2 years with option to extend based on performance
<u>Reports to:</u>	Agronomist, STAR-P
<u>Type of contract:</u>	Lump sum Contract

Scope of the Services

Under the over guidance of the Agronomist with support from the Project Implementation Unit, the Project Focal Persons in collaboration with county-level agricultural offices of the MoA at the county unit will coordinate project activities and ensure that work plans are prepared, budgeted, and implemented in a timely manner and that use of project funds is in line with the provisions of the project's guidelines. He/She will train and enhance small holder farmers' capacities on good agricultural practices and response to national, regional, and international market demands. The County Focal Point will train farmers on good agricultural practices and soil conservations techniques, provide technical support in the preparation of nurseries for raising seedlings, create linkage between farmers and potential markets by holding demonstration field days, conduct continuous monitoring and evaluation of the effectiveness agricultural production in the county

Main Responsibilities

- Building and keeping a database of FBOs and service providers (such as NGOs, input suppliers, community-based organizations (CBOs), training institutions, consultants, civil society organizations involved in extension delivery or other support to rural people, religious organizations, contractors of good reputation undertaking works in rural areas, and any other relevant stakeholders in the district).
- Developing additional criteria, if any for appraising applications from FBOs and other eligible beneficiaries at the county level.
- Receiving grant applications for review and approval by the Fund Manager.
- Conducting due diligence, where necessary, on applications for funding.

- Liaising with the PIU for the disbursement of funds for approved applications.
- Ascertaining the capacity of a selected service providers to deliver the services for which the funding has been secured.
- Monitoring the activities of grant recipients who receive funding under the LACF, and their service providers, ensuring that the funds are used for the purposes for which they were granted.
- Providing monthly, quarterly and annual progress reports in prescribed formats to the PIU and circulate to all concerned in the district.
- Preparation of annual work plan and budget for LACF operations at the county level.
- Preparation of mid-year progress reports (physical and financial progress included) and suggest any changes in physical targets and allocations with full justification.

Qualification and Experience

- At least an Associate degree in agriculture, agronomy, agribusiness management, business administration, agricultural economics, agricultural development, development economics with a specialization in agriculture, or a closely related field. A Bachelor's degree is an added advantage
- At least 2 years of working experience for Bachelor's Degree and five years working experience for Associate Degree and qualification with background on farm production practices and related activities;
- Experience in nursery establishment and management including facility installation and maintenance; and
- Demonstrated experience in farmer training and facilitating farmer field schools, especially in rice and horticulture production
- Demonstrable successful experience in farmer mobilization and linking smallholder farmers to markets;
- Practical experience in farming a strong advantage;
- Experience with development of market-oriented programs is desirable.

Key Competencies

Abilities

- Demonstrated ability to plan, develop, implement and monitor his/her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work with minimum supervision

Skills

- Computer literacy, with basic knowledge in the use of Microsoft Office Particularly Excel, Word and PowerPoint is essential
- Excellent team building and interpersonal skills
- Proficiency in oral and written English with good communication skills

