



TERMS OF REFERENCE FOR THE RECRUITMENT OF IFAD-PIU LEGAL OFFICER

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| Country | Liberia |
| Project | All IFAD-PIU Projects, Ministry of Agriculture |
| Assignment Title | IFAD-PIU Legal Officer |

Context

With funding from the International Fund for Agricultural (IFAD), the Government of Liberia (GOL) is currently implementing four 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 and has a duration of six years.

The Tree Crop Extension Project (TCEP). TCEP includes an IFAD loan of US\$13 million, Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$4.5 million and an additional amount of US\$9 million for rural roads. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt. The TCEP was ratified in 2019, and started implementation in January 2019, and is intervening in at least 8 statutory districts in Nimba County. Its duration is 6 years. The TCEP is adopting 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 Crop Extension Project II (TCEP-II). Financing of US\$23.8 million was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. Its duration is 6 years. The TCEP-II financing is prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. The TCEP-II also adopts 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) building on the achievements and lessons learnt from the IFAD co-financed Smallholder Tree Crops Rehabilitation Support Project (STCRSP).

Building Climate Resilience Project (BCRP) in Liberia's Rice and Cocoa Sectors. An Adaptation grant of US\$8.84 million was received from the International Fund for Agricultural Development (IFAD) to finance the Building Climate Resilience Project (BCRP). The project is designed to reach 25,000 smallholder farmers including 10,000 rice producers, 10,000 cocoa producers and 5,000 smallholder farmers from other enterprises of which at least 40% will be women and 40% young people.

The goal of the BCRP is that livelihoods and climate change resilience of rural farming households in Bong County are improved. The project development objective (PDO) is to promote agriculture as a business for enhanced incomes and reduced rural poverty in Bong County. The project became effective for disbursement on 19 September 2019. The project's current completion date is 30 September 2025 and closing date is 31 March 2026 in line with the implementation period of the Tree Crops Extension Project phase II (TCEP-II).

The Program Implementation Unit (PIU)

The Ministry of Agriculture is the implementing agency for all IFAD funded projects in Liberia through a dedicated Program Management Unit (PMU). It is thought that a single Program Implementation Unit (PIU) with the required thematic expertise to manage IFAD funded projects is deemed to be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Based on recommendation from the last IFAD Implementation Support Mission (4th – 17th May 2022), the PIU now seeks to recruit a Legal Officer for all IFAD-funded projects with the following general and technical / functional competencies:

General Competencies:

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates, and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources, and information:** Coordinates wider use of time, information and/or resources.
- **Teamwork:** 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.
- **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;
- High degree of professional ethics and integrity

Post Title: Legal Officer

Reports to: The Minister of Agriculture
Ministry of Agriculture, Republic of Liberia

Primary Location: Monrovia

Estimated Start Date: March 1, 2023

Contract Period: One (1) year renewable based on performance

Key Results Expected / Major Functional Activities Include:

This position is a full time, sole charge role that will provide expert focused legal advice to the PIU on major contract agreements, strategic regulatory issues, etc.

Specifically, the Legal Officer will:

- Draft and / or review all legal documents, notification letters / indemnity letters / letters of intent to award contract, legal contracts and agreements to be signed by the PIU to ensure that it is legally enforceable including monitoring legal obligations under contracts / agreements to ensure compliance;
- Research and evaluate different risk factors regarding legal decisions and operations and maintain current knowledge of alterations in legislation;
- Identify and analyze legal issues, negotiate and draft legal documents, write and edit reports, opinions, correspondence, articles, and other documents that present legal issues to the PIU;
- Provide advice on different legal issues and draft legal opinions, memoranda and other briefing documents;
- Conduct legal research by utilizing various resources and selecting the relevant material to analyze the legal information;
- Specify internal governance policies and regularly monitor compliance;
- Provide sound, accurate and timely counsel to the PIU in a variety of legal topics and collaborate with the PIU / MOA to devise efficient defense strategies as necessary;
- Provide clarification on legal language or specifications to the PIU as may be required;
- Apply effective risk management techniques and offer proactive advice on possible legal issues;
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.) creating relations of trust;
- Maintain register of all legal matters in courts;
- Any other related tasks that may be assigned from time to time by the PIU.

Other Responsibilities:

- Provide clarification on legal language or specifications of contracts entered into by the PIU;
- Identify and analyze legal issues and make legal representations on behalf of the various projects of the PIU;
- Investigate issues of Fraud, corruption, and allegations of non-performance / non-compliance of staff and independent consultants hired by the Projects; and
- Provide legal advice on different legal issues within the IFAD-sponsored projects in the PIU of the Ministry of Agriculture.

Qualification and Experience

- A university degree in law, preferably at post-graduate level or appropriate tertiary legal qualification (e.g., Contract Law, Corporate Law, Civil Law, etc.) licensed as a lawyer / Attorney;
- A lawyer with at most 5 years' of post qualification experience and a member of the Liberia National Bar Association and must be a practicing lawyer;
- Significant practical legal experience on issues of contract agreement, land acquisition, etc.;
- Demonstrate experience in the provision of high-level legal advice on key contracts issues;
- Proven experience in the creation and management of high value design and infrastructure contracts;
- Ability to represent PIU in civil litigation including appearing as counsel in court proceedings;
- Demonstrate knowledge of and total commitment to ethical work and tendering practices;
- Experience in working with international organizations / multilateral donor programs is a plus;
- Excellent oral, written communication and negotiations skills and ability to quickly draft reports which require minimal editing; and
- Conversant with computer software such as MS Word, Excel, PowerPoint etc.

Applications:

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

Programme Management Unit Ministry of Agriculture Email: recruit@moa.gov.lr

Deadline for submission of Applications: **February 14, 2023 at 5 PM GMT**

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY

Only pre-selected consultants will be contacted.