

TERMS OF REFERENCE

HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL DEVELOPMENT PROJECT (HESADP)

PROJECT MANAGER

1.0 BACKGROUND

The Government of the Cooperative Republic of Guyana (GCRG) requested IFAD funding for a loan operation for the agricultural sector. The “Hinterland Environmentally Sustainable Agricultural Development Project” Loan No. 2000001704 will focus its activities in Region 1 and Region 9. The Development Objective of the Project is “Improved livelihood resilience through income generation, access to assets, improved nutrition and adaptation to climate variability”. Livelihood resilience will be strengthened by increasing income-generating opportunities; improving access to public goods, knowledge and technologies; and enhancing food security and nutrition.

The preliminary design of the loan is based on three components:

- 1) Component 1.** The objective of this component is to support Village and Community Councils (in Region 9), value chain roundtables (in Region 1) and Regional Development Councils in planning and prioritizing investments for the development of local value chains and resilient communities and livelihoods. The expected outcome is that communities and producer groups have strengthened capacities to identify investment opportunities and manage economic and climate change risks. The main instruments that will be developed by this component are Community Production Development Plans (CPDP) for Region 9 and Value Chain Action Plans (VCAP) for Region 1. These overall medium-term plans will be the basis for the development of three types of concrete investment plans to be implemented with the project support: Public/Collective Investment Plans (P/CIP), Community Training Plans (CTP), and Business Plans (BP).
- 2) Component 2.** While component 1 will provide training, studies and capacity building needed to develop these plans, component 2 will support their actual implementation. Under component 2 an Investment Fund will be established to finance, through non-reimbursable mechanisms, public and common goods and services in the following categories of investments that may be included in the different types of investment plans: (a) investments in public and common goods and services that contribute to the reduction of climate and investment risks, included in P/CIPs; (b) services for training, capacity-building and awareness-raising activities, and related background studies, that contribute to the reduction of climate, economic and nutritional risks, included in CTPs; (c) technical assistance and services to favor activities that have positive spillover effects on the hosting communities since they contribute to the diffusion of models, knowledge, technologies and capacities that improve livelihood resilience by reducing the climate, economic and nutritional risks, included in BPs.
- 3) Component 3.** The purpose of the third component is to establish management and administrative procedures including accounting and auditing as well as setting up monitoring and

evaluation mechanisms in accordance with IFAD and national guidelines. Specific evidence-based knowledge products will be developed on the basis of Project experiences in order to extract lessons and best practices, up-scale innovative solutions, and achieve better outcomes and greater impact from development resources. Also, coordination and activities to link project and regional planning will be supported.

The Government has acknowledged the importance of improving both overall programme administration and its capacity to manage and coordinate external resources. Given the similarities in the execution of donor-funded projects, and given the need to coordinate the execution of these projects, the Ministry of Agriculture (MoA) has established a single unit, the Agriculture Sector Development Unit (ASDU), which will execute all donor-funded projects in order to improve the execution and at the same time provide administrative savings to the MoA. In addition to this, the MoA expects the ASDU to be closely involved in the design of new donor-funded projects for the Ministry.

2.0 CONSULTANCY OBJECTIVE

The purpose of this position is to ensure that the objectives, outputs, and targets of the project, as detailed in the Project Appraisal Documents and Operations Manual, are met. To do so, the incumbent is required to manage and ensure implementation of the project's activities, including supervision of PMU staff.

3.0 SCOPE OF WORK

The Project Manager will ensure effective execution of the project, in accordance with the signed project document. Some of the tasks shall include, but will not necessarily be limited to, the following:

- i. Prepare and update the project's Annual Work Plan (AWP) and quarterly plans
- ii. Prepare all strategic project planning, management and related documents that is important to overall efficient and effective project implementation,
- iii. Develop, maintain and update project management and operational manuals informing the legal and other regulations governing the implementation of the project,
- iv. Participate actively in the hiring of all PMU personnel and prepare evaluation reports on personnel hired directly by the Project,
- v. Manage the budget of the project and ensure that all expenditures are in keeping with the project objectives and activities, at both the national and regional levels,
- vi. Prepare bidding documents, terms of reference or MOUs and oversee procurement of all Project service providers, including the Financial Institution(s) responsible for the administration and execution of the Investment Fund,
- vii. Submit to IFAD procurement clearances and bidding documents for prior review,
- viii. Supervise the implementation of service provider contracts and MOUs (including the Financial Institution(s)), paying particular attention to the social goals that should be mainstreamed in the project – attention to women, youth and vulnerable groups,
- ix. Work closely with the Project Regional Coordinators and M&E Specialist on monitoring progress on the Project Logical Framework indicators and assessing project delivery and impact,

- x. Oversee the preparation and submission of quarterly progress reports (on technical, managerial and accounting matters) to MOA and of six-monthly progress to the National Steering Committee (NSC) and IFAD,
- xi. Ensure the implementation of the Project’s social inclusion and gender equality strategy and supervise the performance of the Specialist in this area,
- xii. Establish and maintain on behalf of the project excellent relations with all direct project partners such as NAREI, GLDA, NGMC, MOIPA, MOC, MOB, MNRE, FIs, private sector, NGOs and with other agencies sharing the objectives of the project so that synergies can be maximized,
- xiii. Draft TORs for key inputs (i.e. personnel, training, and procurement),
- xiv. Respond to all requests by the ASDU Director as it relates to management and implementation of the Project,
- xv. Respond to all request by the all the IFAD supervision points to ensure timely reporting, efficient and effective management of the project,
- xvi. Represent the project in all direct activities of the project and in forums where the project is participating or its results are being featured,
- xvii. Liaise on behalf of MoA with IFAD on all aspects of the Project,
- xviii. Represent MoA in all its dealings with the project’s service providers
- xix. Ensure active beneficiary participation in all areas of the Project and that social and gender issues are incorporated in all project components and activities,
- xx. Coordinate and promote capacity development of the PMU and especially training of regional personnel and beneficiaries to ensure smooth delivery of the project and sustainability of the projects results,
- xxi. Any other task that maybe give from time to time.

4.0 SPECIFIC TASKS

The project manager will:

Skill Area	Activities
Technical Functions	<ul style="list-style-type: none"> i. Ensure PMU’s activities are in accordance with the Project Document. ii. Develop and establish change control and configuration management processes. iii. Supervise PMU staff and evaluate their performance. iv. Develop and deliver monthly and ad hoc project performance reports. v. Develop project, requirements, contingency and risk management plans, documentation and presentations as requested. vi. Comply with the relevant Government of Guyana policies, procedures and regulations for project management staff and public officers
Special Technical Functions	<ul style="list-style-type: none"> i. Lead project review exercises designed to adjust, organize and streamline project

	<p>procedures/schedules/plans, highlighting the activities that will impact on project implementation.</p> <ul style="list-style-type: none"> ii. Manage and control project implementation according to the approved project plans. iii. Adopt and apply appropriate technical and quality strategies and standards to project management and implementation. iv. Guide project staff in the performance of project tasks and identification of resource requirements. v. Establish mechanisms to track and report on project performance. vi. Ensure effective coordination between, and reporting from, procurement, financial, and other project staff.
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5.0 CHARACTERISTICS OF THE APPOINTMENT

- Type of Appointment:** Individual.
- Duration:** 1 year, renewable on the basis of performance.
- Place of Work:** Agriculture Sector Development Unit (ASDU), Ministry of Agriculture, Georgetown, Guyana

6.0 QUALIFICATION AND EXPERIENCE

Minimum Qualifications

University Degree in an area related to the three main components of the project: - Strengthening of Community and Producer Groups Investment Planning; Implementation of Investment Plans; and Project and Knowledge Management and Coordination.

Knowledge/Experience

- i. At least ten (10) years of experience in high level rural area project management, including working with male, female and international consultants;
- ii. At least five years of experience in working with indigenous villages or communities;
- iii. Understanding and experience with accounts and ability to manage them electronically;
- iv. Experience writing annual, progress, midterm and project completion reports;
- v. Demonstrated evidence of being an excellent communicator and confident leader;
- vi. Sensitivity to gender equality and ethnic issues;
- vii. Rural area grass roots experience.

7.0 REPORTING REQUIREMENTS

The Project Manager will report to the Director of ASDU and will work closely with IFAD. If there is no director in place, the Project Manager shall report to the Permanent Secretary, Ministry of Agriculture

8.0 Compensation Package

The contract will be for one-year duration but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in place for projects funded by IFAD.