

Ministry of Agriculture and Fisheries (MoA) Programme Unit Coordinator

Terms of Reference

Background

The Government of Grenada (GOG) has received funding from the International Fund for Agricultural Development (IFAD) and the Caribbean Development Bank (CDB) to embark on a six (6) year (2018-2024) programme; the “**Climate Smart Agriculture and Rural Enterprise Programme (SAEP)**” and intends to apply a portion of the proceeds to eligible payments for which this invitation is issued.

The primary goal of the programme is to contribute to the reduction of poverty and vulnerability of men and women in rural communities in the tri-island state of Grenada.

Objective

The MoA Programme Unit Coordinator (MoAC) will be responsible for: the efficient and effective delivery of extension services to beneficiaries, coordinating the activities of the Climate Smart Agriculture (CSA) Component between the Programme Management Unit (PMU) and the MoA.

Reporting

The MoAC will report to the Permanent Secretary of the Ministry of Agriculture.

Qualification and Experience

A university degree in agriculture, preferably with a post-graduate studies under rural development, extension services and/or Climate Change.

At least three years of proven experience in:

- Extension services at a technical management position;
- Developing Terms of Reference and supervising contracts for consultancies and technical services;
- Liaising with public and private sector institutions at the technical level;
- Planning and reporting based on targets;
- Working in rural areas, particularly rural organizations and groups.

Desirable Skills and Personal Qualities

- Experience with IFAD, WB or CDB financed projects;
- A solid understanding of the agricultural and Climate Change institutional framework (MoA and Ministry of Carriacou and Petit Martinique Affairs, Ministry of Climate Resilience, The Environment, Forestry, Fisheries, Disaster Management and Information, Ministry of Education);
- A clear understanding of rural development and extension methodologies;
- Demonstrate a solid understanding in Climate Change issues and Climate Smart Agriculture practices;
- Knowledge of institutions linked to agricultural development, Climate Change and agricultural research and marketing, their responsibilities, approaches and practices;
- Experience in working with producers' organizations representing different sub sectors;
- Leadership skills and ability to operate effectively in a team and contributing positively to working relationships;
- The willingness to work outside of formal working hours and days;
- Willingness to make on-site visits to beneficiaries and service providers on regular basis.
- Experience with the implementation of rural development, agriculture or environmental projects financed by external donors at a technical management position;

- Proven knowledge of social inclusion and gender equality aspects of agricultural and rural development and experience and/or disposed to work with vulnerable youth is essential.

Position Responsibilities

The Ministry of Agriculture Programme Unit Coordinator specific responsibilities include:

- Review the final design documents of the SAEP and collaborate with the PMU for the preparation of the MoU with the MoA.
- Review the final design documents of the SAEP and make suggestions for the eligibility criteria and procedures to be included in the Project Operations Manual.
- Review background and conduct interviews with the Extension Assistants of the MoA to assess their qualifications and performance.
- Select the EAs to be seconded to the Programme in coordination with MoA authorities and the PMU.
- Develop a training plan for EAs.
- Prepare the technical ToRs for the regional training on CC and CSA practices for extension workers.
- Prepare the technical ToRs for the national training on marketing and business development for extension workers.
- Support implementation of training to extension workers, including selection of participants.
- Prepare the technical ToRs for the agricultural / fisheries experts supporting extension workers.
- Prepare a work plan for the technical support of the agricultural / fisheries experts and monitor its implementation.
- Prepare the annual work plan and budget of the MoA Programme Unit activities, in close coordination with the PMU.
- Support and supervise the work of EAs and liaise with the farmers' organizations.
- Conduct field visits to beneficiaries and farmers' organizations to assess the progress in implementation, eventual problems and means to better achieve objectives and targets.
- Liaise with the Ministry of Carriacou and Petit Martinique Affairs for training and technical assistance to extension officers of the MCPMA.
- Support the PSC in establishing the CSA Grant Selection Committee.
- Prepare a draft call for proposals for the CSA Grant Financing each year, in coordination with the Department of the Environment, establishing priorities.
- Liaise with the PMU for releasing annual calls for proposals for the CSA Grant Financing.
- Develop the forms for presenting grants proposals in close consultation with the PMU.
- Conduct an initial assessment of proposals to ensure technical, eligibility and procedural requirements are met before sending to the CSA Grant Selection Committee.
- Support beneficiaries and EAs with procurement procedures of goods and services for implementing grant proposals.
- Coordinate with grant beneficiaries and the PMU the flow of funds for implementing the grant proposals.
- Ensure that the Component is implemented with a focus on social inclusion and gender equality.
- Coordinate with the M&E Specialist the monitoring of the compliance with the targeting strategy and the outreach to vulnerable groups.
- Supervise data collection by EAs for the Programme M&E system.
- Prepare progress reports on the activities carried out under the CSA component, as required by the Programme M&E system.
- Supply all information required by the MoA, the PMU, the PSC, IFAD and CDB on the activities implemented under the Programme.

Duration of Contract: Three (3) years (performance review on a yearly basis)

Duty Station: MAREP/SAEP Office
GIDC Building
Lower Main Street, Sauteurs
St. Patrick
Grenada