

Technical 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 Technical Coordinator (TC) will be responsible for: the efficient and effective delivery of support services to beneficiaries, coordinating activities of rural service providers (RSPs) and supervising service providers contracted under the Programme.

Reporting

The TC will report to the Programme Manager (PM).

Qualification and Experience

A university degree in agriculture or related to business and rural development (business, economics, social sciences or a related field).

At least three years of proven experience in:

- Development projects or environmental projects financed by external donors at a technical management position;
- Developing, negotiating and managing contracts for consultancies and technical services;
- Liaising with public and private sector institutions at the technical level;
- Planning and reporting based on targets;
- Successful working experience in previous and similar projects, with a clear understanding of Climate Change issues and Climate Smart Agriculture;
- Working experience 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 rural development, business development, marketing and entrepreneurship;
- A solid understanding of Climate Change issues and Climate Smart Agricultural practices;
- Experience and/or disposed to work with vulnerable youth;
- Knowledge of institutions linked to business and agricultural development, their responsibilities, approaches and practices;
- Experience with the implementation of rural development or environmental projects financed by external donors at a technical management position;
- 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;
- Proven knowledge of gender equality aspects of agricultural and rural development and experience and/or disposed to work with vulnerable youth is essential

Position Responsibilities

The Technical Coordinator specific responsibilities include:

- Review the final design documents of the SAEP and prepare a proposal for the components' implementation operational eligibility criteria and procedures to be included in the Project Operations Manual.
- Conduct workshops, discussions and interchanges with the main implementing partners on the design of the Programme, the operational targeting criteria to be applied and the communication plan to be implemented to the target group, until reaching a detailed proposal for implementation.
- Preparation of draft Memoranda of Understanding (MoU) with the Grenada Investment Development Corporation (GIDC) for the implementation of the start-up business support to youth and business development services for new businesses based on the final design report and in close collaboration with the GIDC.
- Preparation of draft MoUs with the Grenada National Training Agency (NTA) and/or the New Life Organization (NEWLO) and/or TAMCC for the implementation of vocational skills training to youth based on the final design report and in close collaboration with the partners.
- Preparation of draft MoUs with the Ministry of Agriculture (MoA) and the Ministry of Carriacou and Petit Martinique (MCPM) for the implementation of the extension services to beneficiaries based on the final design report and in close collaboration with the partners.
- Preparation of draft MoUs with the Ministry of Climate Change Resilience, Environment, ...
- Plan, lead and coordinate, in close collaboration with the M&E Specialist, the Financial Manager and implementing partners, the preparation of the technical content of the Annual Work Plan and Budget (AWPB) for both components
- Coordinate the implementation of annual work programmes as agreed with partners.
- Conduct field visits to beneficiaries and implementing partners to discuss the progress in implementation, eventual problems and means to better achieve objectives and targets.
- In coordination with the M&E Specialist and partners monitor the compliance of the targeting strategy and the outreach to vulnerable groups.
- Propose appropriate action, including the amendment of the MoUs, if deliverables and/or progress is less than agreed and expected.
- Prepare, in coordination with the Ministry of Agriculture (MoA) and the Ministry of Carriacou and Petit Martinique Affairs (MCPMA) and the Procurement Officer, the Terms of Reference (ToR) for the recruitment of staff, and consultants and procurement of goods and services for the implementation of the corresponding MoUs
- Prepare, in coordination with the MoA, the ToRs for the specialized regional training of extension officers in CC issues and CSA practices.
- Monitor performance and supervise the work of the Technical Assistant and the Marketing Officer.
- Coordinate with the GIDC and the MoA the release of calls for proposals for grant financing for each technical component, including the communication plan.
- Coordinate with the GIDC the establishment of selection committee for grant financing.
- Coordinate with the MoA the establishment of the CSA Grant Selection Committee
- Coordinate with the CSA Grant Selection Committee the recruitment of specialized support for assessing/scoring CSA grant proposals.
- Coordinate with the CSA Grant Selection Committee and the National Climate Change Committee (NCCC) the submission of approved proposals.
- Coordinate and ensure that all relevant information is presented to the selection committees for the grant financing.
- Coordinate and ensure that beneficiaries are informed on the status of their proposal and the results of the selection process.

- Coordinate with beneficiaries and implementing partners the procurement of goods and services for the implementation of initiatives financed by the Programme.
- Coordinate with the Financial Division, beneficiaries and implementing partners the flow of funds under the grant financing schemes, ensuring transparency and accountability.
- Coordinate with implementing partners and beneficiaries the flow of information to the M&E system regarding the implementation of both technical components.
- Prepare draft progress reports on the technical components as required by the M&E system.

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