

# **TERMS OF REFERENCE AND SCOPE OF SERVICES**

## **MINISTRY OF AGRICULTURE PROGRAMME UNIT COORDINATOR**

Duty Station: GCNA Complex, Kirani James Blvd., St. George's

### **BACKGROUND OF THE PROJECT**

The Government of Grenada (GOGR) in its efforts to increase productivity and the contribution of the agricultural sector to economic growth, rural poverty reduction and environmental sustainability. The Programme will be jointly financed by The Caribbean Development Bank (CDB) and the International Fund for Agricultural Development (IFAD). It will provide technical assistance and financial support to male and female farmers and entrepreneurs in poor rural communities in Grenada with a view to increasing their ability to own and operate businesses and/or take advantage of employment opportunities. It will also promote farmer adoption of new technologies and practices to build resilience to Climate Change and Climate Variability.

The GOGR has also indicated that it intends to improve rural incomes and farmer resilience, through the promotion of Climate Smart Agriculture (CSA) practices and technologies. In this regard, GOGR has recognised the need to address deficiencies in the country's farm access road network to build its resilience to CC related events and improve the ability of producers to access productive lands and markets. Increasing small-holder farmers' access to the island's relatively lucrative hospitality sector will require investment in irrigation infrastructure and systems to enable farmers to cater to the peak demand from the hospitality sector which coincides with the dry season. Complementing these investment with parallel investment in; (a) stakeholder capacity building and training; and (b) measures to improve access to credit and business support services, will also be essential to ensuring maximum impact and sustainability of interventions. These interventions are deemed necessary for addressing persistent issues of poverty and un/under employment in rural parishes in Grenada.

The Programme became operational in April of, 2018 and will be executed over a six year period, April 1st, 2018 to March 31st, 2024.

### **GENERAL SCOPE OF SERVICES**

#### **Objective**

The Ministry of Agriculture 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 Ministry of Agriculture.

## **Reporting**

The Ministry of Agriculture Programme Unit Coordinator will report to SAEP and the Permanent Secretary of the Ministry of Agriculture.

## **Qualification and Experience**

A university degree in agriculture, preferably with a post-graduate studies in 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, Department of the Environment, 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;
- Experience and/or disposed to work with vulnerable youth;
- Knowledge of institutions linked to agricultural development, Climate Change and agricultural research and marketing, their responsibilities, approaches and practices;
- 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 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.
- 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:** March 1, 2021 to February 28, 2022

**Duty Station:** SAEP Office, GCNA Complex, Kirani James Blvd., St. George's (with continuous fieldwork)