

**OECS AGRICULTURE COMPETITIVENESS PROJECT (AGRICOM)**  
**TERMS OF REFERENCE FOR PROJECT STAFF**

**Project Coordinator**

**SVGRTCP-C-IC-6**

**BACKGROUND**

The Government of St. Vincent and the Grenadines has received a US\$4.3 million loan from the International Development Association (IDA) of the World Bank to implement the OECS Regional Agricultural Competitiveness Project.

The Project Development Objective (PDO) is to “enhance access to markets and sales for competitively selected farmers and fishermen, as well as their allied aggregators and agro-processors in St. Vincent and the Grenadines. The success of the project will be measured against key indicators.

**Key Result Indicators**

The project will be evaluated against the following indicators:

- Market Access Compliance Score for participating farmers and fishers supplying products to their allied AAs in accordance with the agreed Business Plan per semester
- Compliance Score for sales from all participating AAs complying with the buyers' specifications as per the agreed Business Plans per semester
- Percentage increase in the average annual sales of farmers and fishers participating in strategic alliances under the project
- Percentage increase in the value of gross sales made by aggregators and agro-processors participating in the project
- Direct project beneficiaries
- Number of business proposals submitted and evaluated
- Number of approved business proposals developed into an evaluated business plan
- Private Capital Mobilized
- Participating FFs and AAs adopting an improved agricultural technology promoted by the Project
- Increase in labor productivity of benefitting farmers and fishermen

The project's approach consists of improving small-scale producers' access to markets, using the private sector as a vehicle to align smallholder production with market demand in terms of quantity, quality, and timeliness. The main components of the proposed project are based on the need for improving linkages between demand and supply of agricultural, livestock, and fisheries products. The proposed project will support technically feasible, financially viable, economically profitable, and socially/environmentally responsible business plans through a matching grant mechanism. Furthermore, the project will support preparation of competitively selected business plans led by AAs of agriculture and fisheries products. Implementation of these business plans will be supported by intensive Technical Assistance. The 4 main components of the project are:

### **Component 1: Support for Preparation of Business Plans**

The objectives of this component are to:

- promote an understanding of the Project's scope and objectives through outreach to potential stakeholders and beneficiaries (such as individual and organized FFs, AAs, buyers, and financing actors);
- identify potential business opportunities for prioritized value chains and their translation into viable and profitable business proposals; and
- prepare full business plans for selected proposals. Under this component, the proposed project will finance consultant and non-consultant services, goods, training, and operating costs to implement pre-investment activities.

### **Component 2: Implementation of Business Plans**

This component provides matching grants to co-finance the implementation of technically feasible, financially viable, economically profitable, socially responsible, and environmentally sustainable business plans, which when implemented will help to provide a consistent and timely supply of sufficient quantities of quality produce to buyers, while helping to provide a reliable income to allied producers.

### **Component 3: General Agricultural Services and Enabling Environment**

This component seeks to strengthen general agricultural services directly linked to the subprojects described in Component 2 and needed to enhance the probability of success. It will

also support the strengthening of the overall enabling environment needed for the sustained development of the business enterprises with potential competitive advantages, locally and internationally.

#### **Component 4: Project Management, Monitoring, and Evaluation**

The objective of this component is to ensure effective project implementation, monitoring of activities, and evaluation of the project. Under this Component, the Project will finance the operational costs of the Project.

#### **OBJECTIVE OF THE CONSULTANCY**

The primary objective of the Project Coordinator (PC) will be to lead the Project Management Team and coordinate all project implementation activities to achieve successful outcomes in each component. These include stakeholder sensitization, calls for proposals, support for the preparation of business proposals and business plans, implementation of business plans and associated technical assistance consultancy and strengthening of the overall enabling environment needed for the sustained development of the business enterprises.

#### **SCOPE OF WORK**

The project will be implemented by the Ministry of Agriculture, Forestry, Fisheries and Rural Transformation (MAFFRT) through the Project Implementation Unit (PIU), which will have overall responsibility for the coordination and supervision of the Project. The PIU will be supported by the PSIPMU within the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour (MoEP), which will be responsible for the Financial Management (FM), Procurement and Social and Environmental safeguards.

The responsibilities of the PC will include:

- Supervise the implementation of sub-grants according to the sub-grants manual throughout the project cycle;
- Supervise various contracts and facilitate the work of consultants;

- Prepare the project's implementation and annual work plans and associated budgets;
- Liaise with the PSIPMU on matters of financial management and procurement and safeguards to ensure adherence to the work plan and procurement plan for efficient and effective implementation of the project;
- Update the project Operations Manual and sub-grants manual;
- Supervise the day-to-day activities of the PIU, including the Agribusiness/M&E Consultant, and Administrative/Procurement Assistant to ensure effective project implementation performance;
- Liaise with potential private sector stakeholders, such as buyers, aggregators, agro-processors, farmers' organizations, input suppliers, financial institutions and other service providers to sensitize them and encourage their participation in the project;
- Facilitate and manage inter-institutional collaboration with relevant government agencies, donor agencies, financial institutions, private sector and NGOs to facilitate greater project effectiveness and efficiency;
- Prepare quarterly project implementation progress reports;
- Organize and coordinate World Bank Missions and responses to Aide Memoires;
- Authorize requisition orders for operational costs;
- Facilitate proactive and ongoing communication and publicity regarding project implementation;
- Coordinate project monitoring and evaluation.

## **DURATION OF CONSULTANCY**

The duration of the contract for the Project Coordinator will be 2 years, with the option for renewal based on satisfactory performance.

## **INPUTS**

In addition to the Project Appraisal Document, legal agreement, manual of operations, any law pertaining to this project in draft or approved that would need to be complied with to implement

the various components of this Project, to perform his/her job. The names of the contacts of each implementation unit from other countries, names and contact info of steering committee members, names and contact info of people assigned at the Line Ministries and Agencies who would be responsible for the technical aspects of the implementation of the Project, internal procedures to be followed to get clearances internally.

## **OUTPUTS AND DELIVERABLES**

- Monthly informal reports on the indicators, ongoing contracts and the level of implementation of activities that already have been contracted (the format of the report to be finalized).
- Quarterly formal reporting, including Unaudited Interim Financial Reports (UIFR).
- Disbursement Projections with input from financial management and procurement specialist.

## **REPORTING REQUIREMENTS**

The successful candidate will report to the Permanent Secretary in the MAFFRT. The PC will submit the information monthly progress reports to the Permanent Secretary/MAFFRT. The quarterly reports to the Permanent Secretary in the MAFFRT and the Director of Economic Planning in the MoEP, and to the World Bank bi-annually.

## **QUALIFICATIONS**

### **Education:**

A minimum of a Bsc, or equivalent degree, in Agriculture, Agri-Business, Marketing, Project Management or a related field, is required but a Msc. is desirable

### **Experience:**

- At least 8 years' experience in managing agricultural development activities, including agribusiness and marketing of agricultural commodities;

- At least 3 years project management experience, preferably in projects financed by bi-lateral or multi-lateral donors;
- Experience working in the agricultural sector in the CARICOM;
- Experience mobilizing and working with value chain stakeholders on common projects, including building collaborative partnerships and public-private partnerships;
- Experience in leading, team building and supervision of staff;