

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Ministry of Fisheries, Marine Resources, and Agriculture**

Male', Republic of Maldives



## **MALDIVES AGRIBUSINESS PROGRAMME**

### **TERMS OF REFERENCE**

#### **PROJECT DIRECTOR**

##### **A. BACKGROUND**

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agriculture Programme (MAP) with the support of International Fund for Agriculture Development (IFAD). The Programme will be managed with the support of an Implementing Partner, by the Project Management Unit (PMU) set-up within the MoFMRA in accordance to the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the program area to sustainably enhance their production levels, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

##### **B. OBJECTIVES OF ASSIGNMENT**

The Project Management Unit (PMU) wishes to contract a Project Director. The Project Director (PD) will lead the PMU and will be responsible for the overall management and coordination of the Project Management Unit (PMU) in implementation of the Program. S/he will be responsible for the quality of technical, operational, organizational and administrative activities needed for efficient program implementation.

## C. RESPONSIBILITIES AND TASKS

The overall responsibilities of the Project Director include, but are not limited to the following:

1. Operational management of the projects according to the Financing Agreements, Project Design Document, Project Implementation Plan, Financial Management Manual, Procurement Manual of the Program to produce the envisaged outputs and outcomes
2. Ensure all implementation arrangements of program activities are carried out smoothly, under the guidance of the Permanent Secretary of MoFMRA, Implementing Partner and stakeholder agencies. Direct the Program implementation in accordance to agreed plans and to report on progress and outcomes in a methodological manner
3. Identification and resolution of implementation problems, with the guidance of the Permanent Secretary of MoFMRA, Ministry of Finance, other partner agencies;
4. Ensure optimum use of Program resources and report to the MoFMRA and the financier(s) on the same;
5. Ensure the Program adheres to social, environmental and climate-related safeguards and contributes to gender equity, women's empowerment, youth promotion and inclusive development;
6. Ensure collection, processing and analysis of surveys and progress data in order to assess and strengthen the effect and impact of the Program;
7. Ensure periodic reporting on Program implementation, including physical and financial reports;
8. Ensure information, reports, and other documentation requests by the Minister/Permanent Secretary for review and or for presentation to Project Steering Committee (PSC) are provided in a timely manner;
9. Ensure proper financial management, including timely application for disbursements and comprehensive reporting on expenditures and expenditure forecasts;
10. Ensure Audit, Monitoring and Evaluation and other relevant reports are compiled and reviewed in a timely manner;
11. Ensure a strong sense of teamwork within the PMU and to foster constructive engagement among the partners involved in Program implementation;
12. Direct PMU staff, hired services and consultants to carry-out their agreed duties to fully achieve the Program objectives;

13. Maintain liaisons with islands, their leadership and their representatives in the Program area;
14. Develop, negotiate and implement agreements with Program partners, including participating institutions and service providers;
15. Represent the Program to all external stakeholders; and
16. Undertake additional tasks agreed with Project Steering Committee (PSC) and IFAD.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. Master's Degree in a field related to agriculture development with professional experience of 5-10 years;
2. Work experience as a Project Director or in any other top management level in development projects in the areas related to agriculture, preferably using IFAD systems or other international agencies;
3. Experience and understanding of project management procedures, such as financial management, business planning, project evaluation, environmental management, as well as institutional reforms including openness to change and ability to manage complexities;
4. Strong leaderships skills, including the ability to delegate responsibility within the team and to implementing partners. Proactive interpersonal communication skills in presenting, discussing and resolving difficult issues, and have ability to work efficiently and effectively with a multidisciplinary team;
5. Demonstrates good oral and written communication skills in substantive and technical areas. A thorough knowledge or demonstrated ability to rapidly acquire knowledge about technical assessments, research processes, procedures for performance monitoring and evaluation;
6. Knowledge and understanding of technical, commercial and legal aspects of procurement of externally financed projects will be an added advantage;
7. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
8. A high level of computer literacy is required. Familiarity with tools for project management, financial management etc. is preferred.
9. Willingness to travel to the islands of Maldives where the project is being implemented (for short or longer durations, as per demand of the Project);

10. The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

1. Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in October, 2020;
2. This position is based at the PMU of the MoFMRA in Male' with travel to islands or field visits as maybe required.

#### **G. RENUMERATION AND OTHER BENEFITS**

1. MVR 22,240 – 30,880 per calendar month as remuneration for the services provided by the Project Director.
2. Training and travel expenses budgeted under the PMU and approved by MoFMRA.
3. S/he shall participate in the “Maldives Retirement Pension Scheme” as required by the Maldives Pension Law.
4. S/he is entitled to “Ramadan Allowance” determined by GoM, prior to the beginning of the month of Ramadan. The allowance will be entitled to Muslims only.