

SPECIAL PROCUREMENT NOTE

AFRICAN DEVELOPMENT BANK

AGRICULTURE AND AGRO-INDUSTRY DEPARTMENT

AGRICULTURE SECTOR REHABILITATION PROJECT (ASRP)

SHORT TERM T.A. – IMPLEMENTATION SUPPORT SPECIALIST (ISS)

BACKGROUND

The Government of Liberia received funding from the African Development Bank (AfDB) and the International Fund for Agricultural Development (IFAD) towards the implementation of the Agriculture Sector Rehabilitation Project (ASRP). The total cost of the project is UA 18.3 million (approx. USD 28 million). The ASRP was approved by the AfDB's Board of Directors on 29th April 2009 and the Grant Agreement was signed on 14th May 2009.

The project objective is to contribute to food security and poverty reduction, and increase the income of smallholder farmers and rural entrepreneurs including women on a sustainable basis. The major activities include rehabilitation of swamp rice irrigation systems and feeder roads, provision of improved processing and marketing facilities, introduction of improved agricultural production methods and capacity building to the Ministry of Agriculture (MOA) and the National Agricultural Research Center (CARI). These activities will be implemented within the three project components, i.e: (i) Agriculture Infrastructure Rehabilitation, (ii) Agricultural Production and Productivity Improvement and (iii) Project Management.

Given the limited capacity of the Ministry of Agriculture, the Bank wishes to recruit a project implementation support specialist (ISS) to assist the ministry to duly accomplish prior project start-up requirements. The specialist is required to work full time and be resident in Monrovia, Liberia during the period of the assignment.

OBJECTIVE OF ASSIGNMENT

The objective of the assignment is to support the Ministry of Agriculture, Liberia to fulfil conditions precedent to disbursement in addition to ensuring effective launching of the project and efficient start of project activities.

MAIN RESPONSIBILITIES

The overall responsibility of the ISS will be to provide guidance and quality services to ensure the following:

- Ensure timely recruitment of Project Coordination Unit (PCU) staff and ensuring their efficient functionality
- Ensure that the Executing Agency/PCU makes the necessary prior arrangements and coordination for effective launching of the project.
- Ensure that the PCU staff prepares the Project Implementation Manual, first AWPB, including the procurement plan and first disbursement request. ISS will be responsible for final quality of the documents.
- Ensure the timely procurement of the PCU's start-up equipment.
- Ensure preparation of implementation agreements between the PCU and three key implementing agencies.

TIMING AND DURATION OF ASSIGNMENT

The assignment is to be performed over a period of 3 months. The desired commencement date is 15th December 2009.

QUALIFICATION AND EXPERIENCE/REQUIREMENTS

Minimum of a Masters degree in Engineering or Management or Agricultural Science. Special training and practical experience in project design and management is absolutely essential. Experience as a facilitator is desirable as well as hands on experience in preparation of documents of the nature that is required by this assignment. Candidate must have a working experience of not less than 10 years with proven record of project design and management experience with multilateral development institutions. Previous experience with Bank assisted projects and familiarity with AfDB financed programmes as well as project implementation policies, rules and procedures is essential, particularly working knowledge of procurement and disbursement rules and procedures. Good knowledge and appreciation of functioning of public institutions is a requirement. Results focused professional; good working knowledge of English language with excellent writing and interpersonal skills, with practical knowledge of Microsoft Office (with proficiency in the use of Word and Excel) are a must.

The ISS is expected to reside in Monrovia, Liberia and work at the PCU Office full time. The ISS is required to have a fully functional personal computer (laptop) - at least 80GB HDM and 1GB RAM with *WindowsXP* operating system and *Microsoft Office* applications (*word, excel, outlook, project, power point, tools, etc – 2003*), in addition to reliable up-to-date anti-virus software as a minimum requirement.

Qualified and interested applicants should send application letters with copies of up-to-date curriculum vitae, certificates and other relevant documentations to:

AFRICAN DEVELOPMENT BANK

Attention: The Manager, OSAN.2

Agriculture and Agro-Industry Department (OSAN)

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Closing date: 30 November 2009

Please include telephone, fax and email.