

Terms of Reference
Deputy Manager (Value Chain Implementation)

Scope of the work and number of staff supervised

The Smallholder Agribusiness Partnerships Programme (SAPP) is funded by the International Fund for Agricultural Development (IFAD), a specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. The Goal of the Programme is to contribute to Sri Lanka's smallholder poverty reduction and competitiveness.

Deputy Manager (Value Chain Implementation) will work under the guidance of Agri-Business and Institutional Development Specialist of the Programme in the areas of SAPP approved 4P project Implementation. S/he will play a catalytic role in planning and implementation of activities proposed under 4P Projects with project partners Company/FPO, PFIs, Beneficiaries and other stakeholders when and where necessary to ensure that 4Ps resources are utilized meaningfully to achieve the objectives of each project and ensure timely implementation of projects. S/he is involved in supervising Programme Officers in the Business Development Division and supervision of field staff.

A. Duties and Responsibilities

Specifically, the incumbent will be required to:

Master IFAD key documents such as FA, PDR, LFA and PIM etc., in connection with business development and implementation and on operational activities

1. Master with all sub project and on the 4P contract agreements and project implementation processes and guidelines.
2. Build effective coordination and strong relationships with stakeholders of the 4P projects and ensure timely implementation of projects.
3. Plan and conduct Promoter Orientation meetings and develop implementation plan and follow up the same with the objective of making the promoter/s engaged in activities approved through the contract agreement timely and ensure that agreed terms and conditions are followed during project implementation.
4. Plan and conduct farmer mobilization programmes with the participation of stakeholders of the industry to make them aware about the project components and the each party involvement and what would be expected from the beneficiaries to achieve the objectives of the project and finally ensure expected out come is achieved from each project.
5. Ensure distribution of project information, outcome and lessons learned among stakeholders and assist M & E to prepare and publish and communicate project information

6. Finalize and facilitate project implementation activities and time frame with the key partners of the project and facilitate required resources are provided timely and monitor the project implementation progress and report accordingly.
7. Take remedial action to expedite project implementation activities at field level with no delay and if needed propose the management strategic deviations to be taken on the the process to achieve targets timely.
8. Assist in identifying relevant training programmes /exposure visits for project beneficiaries.
9. Undertake regular project implementation support visits to project areas to assist project delivery, identify gaps and support needs to ensure minimum standards are met.
10. Supervise field staff and monitor and report the progress of their forward plans and assigned activities.
11. Attend follow up activities of projects implemented in order to ensure project activities are taking place as planned and monitor market opportunities available for produce of project beneficiaries, to lead for a sustainable market linkage.
12. Organize and conduct Regional Multi-stakeholder Committees and ensure their active participation in project implementation.
13. Identify policy interventions and report accordingly and engage with policy related work to streamline partnership value chains.
14. Assist in preparing AWPB and effecting necessary adjustments by providing relevant inputs.
15. Facilitate evaluation teams from donors and follow-up on the recommendations of such evaluation teams
16. Any other related duties assigned by the PD.

B. Qualifications/Experience Required:

- a) A Bachelor's degree preferably in the field of Agriculture, Agric. Extension or Agribusiness or any other most relevant field which is recognized by the University Grants Commission and at least 8 years post qualifying experience in the relevant field.

OR

An Officer of the Government All Island Services Class III or above or similar status in the relevant field with at least 9 years' experience in class III post.

b) Post graduate qualifications in the relevant field will be an added advantage.

Note: Working experience in a similar capacity in a donor funded project is desirable.

C. Process of Selection

- Calling applications by different advertisements such as newspaper, TV, radio, social networks and keeping the vacancy open for minimum 14 days.
- Long listing the applications and share with IFAD the list of all applicants and related CVs
- Short listing the applicants in consultation with IFAD
- Conducting interviews for the short listed applicants. Panel to be agreed with IFAD and questions to be reviewed by IFAD
- **Method of Selection:** Relevant Experience: 50%, Qualifications: 30%, Interview Performance: 20%
- Obtaining NOC from IFAD for the selected candidate
- Appointment of the selected candidate based on the IFAD NOC and approval of the LPA.

The Deputy Manager (Value Chain Implementation) will be based in Colombo with extensive travelling to project areas island wide.

D. Duration of services:

The incumbent will be appointed for the program period i.e. 30 June 2023, subject to annual renewal based on the performances reviewed and assessed in consultation with IFAD

E. Probation: 6 months of probation period and performance to be reviewed and assessed in consultation with IFAD

F. Salary Scale: Based on the Management Services Circular 01/2019

- Rs. 135,000 (Initial Salary scale) + CoLA

- Rs. 150,000 + CoLA (with two increments, salary scale at the 3rd Year and till end of the programme period)

