

Terms of Reference

Deputy Programme Director (Operational)

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 Programme Director (Operational) of SAPP is responsible to lead the technical aspects of development and implementation of value chain partnerships and conduct financial analysis and assessment using quantitative and qualitative data to identify gaps and develop recommendations on how to improve the proposed value chains and enhance the impact. Lead the outcome and impact assessments and ensure quality standards of data, information and reports such as 4P proposals, AOS, Interim surveys, other reports. He/She should focus on identifying strategic solution for issues arises during implementing of projects, specifically taking logical decisions for adjustments, scaling ups, alterations etc ensuring that the objectives of the program is achieved as specified in the budget allocations with an overall expected outcome.

Duties and Responsibilities

Master IFAD key documents such as FA, PDR, LFA and PIM etc., in connection with business development and implementation and on other operational activities and familiarize fully with IFAD and GOSL guidelines, regulations and on the agreements entered with respective organizations.

Under the direct supervision of the Project Director, Deputy Project Director will be responsible for – inter alia - the following duties:

Management

- Assist the Project Director in supervising project teams towards implementation of the project's work plan acting as a deputy in the preparation of detailed project implementation plan and activity- and partner-based budget for the entire project period.

Inception phase of partnership value chain development:

- Support the design of surveys questionnaires and sub project design by providing quality technical inputs specifically relevant to the needs of farmers-M/SMEs in the targeted sub-sectors / value chains
- Provide technical advisory support in the subsequent selection of 4P proposals, equity financing models and youth initiatives.
- Lead the development and implementation of value chain partnerships and assessment using quantitative and qualitative data to identify gaps and develop recommendations on how to improve the proposed value chains and enhance the impact:
 - Conduct value chain analyses for each of the selected commodities in targeted areas. The value chain assessments will entail: the agronomic production profiles (e.g. agricultural

management practices, land ownership and use practices); value chain mapping (key stakeholders, flow of supplies and products, flow of funds and information, etc.); functional analysis of each value chain (profiling of industry structure, adoption of skills, technology and innovation); climate change implications; economic analysis of potential opportunities to add value along the chain; and policy and institutional conditions necessary to create suitable enabling environment for value chain development.

- Based on the above tasks, contribute to the identification of constraints and barriers (financial, technology, infrastructure, human resources/skills, marketing, regulatory, policy, institutional) that must be addressed to enable the development of the value chain partnerships.
- Support the identification of farmers-M/SMEs and youth collective actions in view of supporting the development of appropriate models for entrepreneurship initiatives or 4P strategic alliances in agribusiness; Coordinate local implementation and ensure satisfactory timely delivery of the farmers -M/SME and farmer Competitiveness surveys overseeing activities of project consultants, experts and local partners
- Coordinate local implementation and ensure satisfactory timely delivery of the market study and consumers' survey, which will consist in a series of assessments of demand and market conditions for products within selected value chains including analysis of input and output markets, structure and dynamics between actors, procurement processes, related standards, existence of monopolies, identification of lead firms, etc
- Technical backstopping and quality control ensuring quality of the data collected and proper analysis considering the context.
- Organize and co-facilitate farmers group discussions (FGDs) and multi-stakeholder consultations ensuring that feedback from key stakeholders is reflected in the final draft;
- Lead the drafting of the 4P project inception /proposals/report with particular focus on the sharing of cost and benefits and overall financials.

Technical guidance

- Conduct economic analysis of the specific agribusiness related interventions along the partnership value chains. The economic analysis will focus on the economic viability for key private partners (i.e. cost-benefit analysis based on market prices of revenues, costs and margins) willing to engage in specific interventions within the value chain. It will also focus on the economic viability from investing in the respective value chains. Based on the economic analyses, the consultant will make recommendations on: (i) the macro-economic rationale for prioritizing value chain based strategies; (ii) pricing structures to incentivize private partners to engage in value chains; (iii) terms and conditions for public-private collaboration engagements at various stages of the value chains including the construction and operation of value chain infrastructure. The consultant will also support the rest of the TA team with the market and demand assessments associated with each value chain, the analysis of climate responsive agribusiness financing options, and other economic assessment related to promoting a value chain approach.
- Technical supervision of BD/M & E consultants/experts ensuring that their deliverables are timely and meet expected quality standards.
- Technical backstopping and quality control regarding partners work, including regular monitoring visits of projects activities and written reports shared with the project team;

- Provide ground intelligence to technical team in the process of output design;
- Provide technical inputs required by the project team and experts;
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc;
- Participates in or leads field missions, including provision of guidance to consultants, government officials and other parties and drafting mission summaries, etc.

Communication

- Ensure sufficient project visibility and respect of communication guidelines throughout project activities;
- Document project monitoring visits and share pictures or short videos on a regular basis;
- Participate in outreach activities; designs and conducts training workshops, seminars, etc., makes presentations on assigned topics/activities.
- Ensure effective internal and external communication and coordination both within the operations team and across the programme and between the Sub Project partners, other partners and service providers of the programme.

Reporting and accountability:

- As a Deputy assist the Project Director in ensuring compliance of rules and procedures thus guaranteeing smooth operation of the project including staff management, budget management, activity and results monitoring, maintain standards of project progress reporting, and compliance with IFAD and GOSL regulations;
- Contribute to progress reports against the project monitoring and results framework, including undertaking/coordinating information and data collection;
- Identify risks to project implementation and propose/put in place mitigation actions.

Maintenance of records:

- Combine and compile the management reports from the M&E, Procurement and Finance units and analyze those reports to ensure its timely submission to Programme Director and quarterly and annual reports to IFAD, the steering committee and LPA as well as other stakeholders (if any).
- Ensure maintain up to date records of all project-based activities and documents.

Undertake any other tasks agreed with the Project Director, in support of efficient implementation of the project.

A. Qualifications/Experience Required:

a). A Bachelor's Degree and a Master's Degree or Higher Degree holder preferably in the field of Agricultural Economics, Agricultural Development, or Development Economics with a

specialization in Agriculture and at least 10 years of post-qualifying practical experience at managerial level in the field of agriculture and rural development, especially related to agricultural enterprise development out of which 05 years should be in the senior managerial level (Project Management/Corporate Management).

OR

An Officer of the Government All Island Services Class I with at least 10 years' experience in class I post

Note: Working experience in a similar or higher capacity in a donor funded project would be considered a significant advantage.

A. 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 by sharing related documents with IFAD.
- Appointment of the selected candidate based on the IFAD NOC and approval of the LPA.

The Deputy Programme Director (Technical & Operational) will be based in Colombo with extensive travelling to project Areas Island wide.

B. 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

C. Probation: 6 months of probation period and performance to be reviewed and assessed before confirmation

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

- Rs. 165,000 (Initial Salary scale) + CoLA

- Rs. 185,000 + CoLA (with two increments, salary scale at the 3rd Year and till end of the programme period)