

Integrated Rurban Development and Climate Resilience Project (IRDCRP)

Project Director

Terms of Reference

Introduction

Integrated Rurban Development and Climate Resilience Project (IRDCRP) is a project to be implemented under the Ministry of Agriculture, Livestock, Lands & Irrigation jointly funded by the Government of Sri Lanka (GOSL) and the World Bank (WB). The total project cost is US\$ 103 Million and it is designed to support small and medium scale holdings in sub sectors; Agriculture, Livestock, Fisheries and Plantation, for addressing identified lapses along the value chain in farm to folk. The main objective of this 05 years project is to improve productivity, competitiveness and climate resilience of agri-food producers in the project areas.

Duties and Responsibilities of the Project Director

The Project Director (PD) will lead the overall delivery of all aspects of the project and ensure close coordination and supervision of project staff and activities within scope, budget and timeline under the guidance of the Project Steering Committee (PSC) to achieve high quality and timely results and project deliverables. The PD reports to the Secretary of the Ministry of Agriculture, Livestock, land and Irrigation (MoALLI) and to PSC.

More specifically, responsibilities will include:

- Provide leadership, coordination and guidance on all matters pertaining to the smooth implementation of the Project, in accordance with procedures and obligations specified in the World Bank Loan Agreement and implementation arrangements detailed in the Project Operation Manual (POM);
- Responsible for elaboration and the implementation of procedures set in the POM, the Environmental and Social Risk Management Guideline and other relevant documents;
- Ensure regular communication and coordination with the Presidential Secretariat, PSC and all other partners and interested stakeholders, with regard to all project activities;
- Ensure the establishment of the Project Implementation structures both at national and district levels;
- Supervise and coordinate daily activities of the PMU, evaluating performance and operating effectiveness (including on-going staff performance evaluations and feedback), making recommendations for changes, as necessary;
- Preparation of Annual Work Plans and Budget (AWPB), including monthly targets and deliverables as well as annual spending targets in accordance with the Project Documents and submit it to the MoALLI and the World Bank for approval. Tracking of work outputs throughout the year in light of AWPB;
- Assumes direct responsibility for managing the project budget by ensuring that:
 - Project funds are disbursed properly;
 - Expenditure is in accordance with the project document and project work plans;
 - Accounting records and supporting documents are properly kept and financial reports are prepared;
 - Financial operations are transparent and financial procedures/regulations are properly applied;

- Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports as required under the conditions of the Loan Agreement, and any other reporting requirements under the project (for example annual audits);
- Ensure that appropriate procedures are established and implemented for the inspection and monitoring of the work of consultants and contractors, so as to be able to certify that works and services are satisfactorily accomplished in compliance with Terms of Reference and evaluate performance considering the different levels of responsibilities of the Project and synchronize key components to ensure the right results;
- Arrange for short-term staff training, as needed, for PMU staff in areas such as procurement under World Bank Guidelines and World Bank loan disbursement procedures, and other areas as may be considered appropriate;
- Closely cooperate with all relevant stakeholders, and project beneficiaries in designing and implementing project activities according to project documents in the best way to accomplish maximum benefit and positive impact for the project beneficiaries;
- Carry out monitoring visits to Project sites on a regular basis; survey (informally) the intended beneficiaries and other stakeholders as appropriate;
- Prepare progress reports and the final report and organize Project Steering Committee Meetings, progress review meetings and evaluation missions;
- Organize meeting, workshops, and seminars to raise awareness about the project and to disseminate lessons learnt from the project to a wider audience, as appropriate. This will include all technical aspects of the project and those relating to environmental and social safeguards.
- Represent the PMU and the project in general to national and international audiences;
- Lead the Project completion and closure in 2030, including coordinating with World Bank and the MoALLI for timely compliance with the financier's project completion requirements,
- Any other responsibility entrusted by the PSC/ Secretary to the MoALLI

Qualifications and Experience Required

- 1) A successfully completed Bachelor's Degree in the **relevant field**, which is recognized by the University Grants Commission **or** a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **or** An associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field **and** at least 14 years post qualifying experience at managerial level, out of which 07 years should be in the Senior Managerial Level.
- 2) A successfully completed Bachelor's Degree in the **relevant field**, which is recognized by the University Grants Commission **or** a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **or** An associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field **and** Corporate/ Chartered membership **or** a similar professional qualification obtained from a recognized professional institution in the relevant field **or** a postgraduate degree in the relevant field **with** at least 12 years post qualifying experience in Managerial Level, out of which 06 years should be in the Senior Managerial Level.

- 3) A successfully completed Bachelor's Degree in the **relevant field**, which is recognized by the University Grants Commission **or** a qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field **and** a postgraduate degree in the relevant field with Corporate/ Chartered membership **or** a similar professional qualification obtained from a recognized professional institution in the relevant field **with** at least 10 years post qualifying experience in Managerial Level, out of which 05 years should be in the Senior Managerial Level.

Additional Qualifications

- Working experience in a similar or higher capacity in a donor funded project would be considered a significant advantage.
- Knowledge on procurement / accounting, Business & value chain development, marketing, logistics, tank rehabilitation, 4P business model, and Cascade Management would be considered a significant advantage.
- Familiarity with government rules and regulations.
- Ability to analyze information, evaluate options and to think and plan strategically.
- Previous experience of management and developing lead teams and the ability to lead and motivate others.

Communication

Excellent written and verbal communication skills in English and local languages and competency in Microsoft packages and electronic communication.

General conditions

- Age Limit – Below Sixty-two (62) years at the closing date of application
- Short listed applicants based on qualifications and experience will be called for the interview and the decision of the Secretary, Ministry of Agriculture, Livestock, and Lands & Irrigation is final and conclusive on the above recruitments.
- Canvassing in any form will be a disqualification and the applications of such applicants will be rejected.

Duty Station

The project Director will be based in Colombo with extensive travelling to project areas island wide.

Duration of services

The Project Director will be appointed for the project period i.e. June 2030, subject to annual renewal based on the performances.

Probation

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

Salaries and allowances

Based on the Management Services Circular 01/2019