

Terms of Reference (TOR)

Deputy Project Director - Project Management Unit (MSD Approved PS 02 Level of the Salary Category Cadre Position)

Background:

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka is for a period of 6 years (2021 to 2027). It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. Total project finance value is USD 82 Mn.

Scope of work:

The Deputy Project Director in the Project Management Unit will report to the Project Director and assist the Project Director in performing the project activities in general and more specifically technical functions to achieve the project targets. The core duties of this position include coordinating project implementation activities such as procurement/contracts management and facilitation, grants management, monitoring and evaluation and overall result focused coordination with sub-project unit with other units within SARP project. He/she will lead and guide the project staff in the preparation of Annual Work Plan & Budget in accordance with the project documents and agreements between the project implementers and the GoSL agencies in order to achieve project outputs and outcomes.

Duties and Responsibilities:

Project management and oversight

- DPD's role is a part of the project leadership and he is responsible to support the PD in strategic planning and implementation.
- Develop project implementation plan for the units in project districts and monetize the project activities in term of multiyear budgeting.
- Ensure that the project is implemented in accordance with its design and within the available budget, and steer the district units of the project to ensure reaching expected outcomes and that the right target groups are being reached.
- Perform any other task needed to SARP (coordination between the project staff, e.g. Support a collaborative work environment by ensuring seamless coordination across the senior project staff, strengthening communication channels, and establishing support mechanisms that promote synergy and integrated project implementation
- Monitor implementation of activities as per AWPB and agreed deadlines as well as according to detailed implementation, procurement and HR plans. Identify bottlenecks and develop solutions with necessary implementing agencies.

- Facilitate compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms.
- Carryout any other duties assigned by the project director

Team leadership and technical guidance

- As a member of the project leadership, the DPD will support the PD in coordinating learning and engagement with complementary donor funded initiatives, including SAPP
- 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.
- Coordinate and co-work with all the Specialists (Consultancy based – PS 03 equivalent) and other PS 03 level staff members in their daily assignments.
- Timely reporting and communication with the SARP apex management team (at the PMU) and adoption of program compliance with all requirements of the IFAD.
- Travel to project sites as and when needed. The incumbent would be required to travel occasionally to provinces as needed.
- While all specialists (PS 03) and consultants (PS 03) will report directly to the PD, the DPD will oversee all other project staff and will be involved in their performance assessments and ToR adjustments.
- Provide strategic guidance and technical advice to the Project Director (PD) and the senior project staff in the development and formulation of detailed implementation plans.

Financial and procurement management

- Lead the finance unit in ensuring of budget forecasting of project, preparation of periodic financial forecasts, preparation of monthly and quarterly and annual financial expenditure and budget versus actual reports, and ensuring compliance to the overall financial operation manual of SARP.
- While the Procurement Specialist will retain direct responsibility for contract execution, the DPD will lead the team in ensuring procurement timelines are met, fostering effective procurement relationships, and overseeing contract administration with a special focus to Relationship management, dispute handling and negotiations.

Monitoring and Evaluation

- Coordinate with monitoring staff (unit), ensure complete and quality information is regularly collected, analyze such information, identify successes and bottlenecks on the basis of such analyses, present potential solutions to bottlenecks and present success stories for knowledge management team
- The DPD will support the implementation and oversight of M&E activities, working closely with the M&E team to ensure quality and timeliness
- Lead bi-weekly (or monthly) internal project progress review meeting and brief the PD when the PD is absent at the meeting and maintain a progress review meeting log as well.
- Monitor and manage project risks - in collaboration with the PD and senior staff, and donors identify new risks and update risk frameworks for consideration of the line ministry, other government stakeholders and the donor.

Stakeholder coordination

- Share technical updates with stake holders, support Project Director in dialogues
- Project coordination, cooperation, and communication with beneficiaries and related stakeholders including implementation agencies.
- Develop innovative improvements to enhance the performance of the project and conduct periodic desk reviews to ensure timely updates of all planning instruments in close collaboration with stakeholders.
- Participate in strategic level project meetings with stakeholders and periodically share information on technical project-related issues with the Government, donors, and other partners.

Reporting and communication

- Review and write SARP reports, project documents and proposals as and when needed.
- Guide in preparation of ad hoc thematic and substantive reports/analysis/briefs.

Education Qualifications and other Experience


- Bachelor Degree in Business Management or Agriculture field in a recognized University or qualification similar to Degree recognized by UGC or Associate membership / similar professional qualifications in the relevant field in a recognized Professional Body and at least 11 years post qualifying experience at managerial level out of which 05 years should be in the senior Managerial Level.

OR

- Bachelor Degree in Business Management or Agriculture field in a recognized University or equivalent qualification to degree recognized by UGC or Associate Membership/ similar professional qualifications from a recognized Professional Body and Post Graduate Degree or Corporate / Chartered Membership or similar qualifications in a recognized Professional Body with at least 09 years post qualifying experience at managerial level out of which 04 years should be in the senior Managerial post.

OR

- Bachelor Degree in a recognized University in Business Management or Agriculture field or qualification similar to Degree recognized by UGC and a Post Graduate Degree in Business Management or Agriculture field with Corporate/Chartered Membership / similar professional qualifications in a recognized Professional Body with at least 07 years post qualifying experience at managerial level out of which 03 years should be in the senior Managerial post.
- Senior managerial level experience in Agriculture, Agri-Business, and Irrigation Management for five years would be highly desirable.
- Ability to analyze information, evaluate options, and think and plan strategically.

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- Strong strategic leadership, management, and coordination skills.
 - Proven experience in financial oversight, procurement, M&E, and working with government and donor-funded projects.
 - Experience in building partnerships with the private sector and government agencies.
 - Excellent oral and written communication skills in English and working knowledge of Sinhala and/or Tamil.

Salary Scale:

- Based on the Management Services Circular 01/2019

Location and period of execution

The Deputy Project Director will be based in Project Management Unit at Colombo with field visits as may be required.

Duration of services

Duration of service is 1 (one) year subject to six (6) months' probation period and extension will be subjected successful performance evaluation **according to the Management Service Circular 01/2019.**