

REQUEST FOR EXPRESSIONS OF INTEREST - PROJECT ASSISTANT

IMPROVING PRODUCTIVITY IN AGRICULTURE THROUGH COMPETENCY BASED TRAINING – IM.P.A.C.T PROJECT

1.0 INTRODUCTION

The Competency-Based Training Fund (CBTF) is a Government of Barbados/ Inter-American Development Bank initiative designed to better equip Barbadian workers with the skills and competencies they need to excel in a rapidly changing world.

The Competency-Based Training Fund (CBTF) is a key component of the “Skills for the Future” initiative, which is sponsored by the Barbados Government with loan funding from the Inter-American Development Bank. “Skills for the Future” supports the Government’s Human Resource Development Strategy by aiming to improve the:

- quality and relevance of secondary education
- effectiveness of Technical and Vocational Education and Training (TVET)

Competency-Based Training (CBT)—is a system in which learners are evaluated on their demonstration of knowledge, skills and attitudes in an occupational area. This is different to traditional education which relies on acquiring content-based knowledge (test taking) alone. Competency-Based Training benefits employers and other stakeholders.

The Inter-American Institute for Cooperation on Agriculture (IICA) submitted a proposal entitled ‘Improving Productivity In Agriculture Through Competency Based Training’ to the Competency Based Training Fund (CBTF) to address the skills demand for agriculture in Barbados. The objectives of the project are to:

1. Use and validate regional occupational competency-based standards for three key occupations in agriculture namely; livestock farmers, crop farmers, and agro-processors.
2. Design, test, and establish tools for competency assessment in agriculture.
3. Deliver competency-based training packages to 220 workers over the implementation period in the above-mentioned occupations (of which 37 workers are currently members of the partnering organization, and 183 workers outside the partnership’s business are expected to benefit, including unemployed workers and students).

4. Ensuring that 100% of the trained workers will attain partial accreditation for a Caribbean Vocational Qualification (CVQ) and at least 60% full accreditation.

Against this background, IICA is seeking to contract a Project Assistant to facilitate the implementation of the IM.P.A.C.T project.

2.0. OBJECTIVE

Consulting services are required for the position of Project Assistant (PA) to oversee the management of the Project Coordination Unit (PCU). The objective of the assignment is the effective and timely achievement of the outputs and outcome(s) through efficient coordination of the Improving Productivity in Agricultural Through Competency Based Training (IM.P.A.C.T) project.

3.0. SCOPE OF WORK

The PA will be responsible for administration of the Project Coordination Unit (PCU) and the implementation of all aspects of the IM.P.A.C.T Project. Additional administrative, technical and clerical support will be provided by a Project Secretary and IICA. The PA will report to the Representative, IICA Barbados. The PA's duties will include, but will not be limited to:

- a) Directing and supervising the day to day operations of the PCU and the implementation of the IM.P.A.C.T project, guided by the project documents and the project plans;
- b) Mentoring and supervision of the Project Secretary assigned to assist in the execution of project-related activities/functions specifically with respect to;
 - Registration of candidates with the TVET Council and allocation of candidate numbers
 - Entering candidates for qualifications in accordance with timescales published by TVET
 - Maintenance of candidates' records
 - Liaising with TVET Council for external verification activities
 - Providing information on candidates' progress
- c) Managing the CVQ training programme including procurement of training equipment and resources, and coordinating activities for the CVQ trainers and assessors

- d) Preparing and submitting to the Representative, IICA Barbados and the Project Steering Committee, monthly, quarterly and annual work plans/reports for the Project;
- e) Organizing quarterly meetings of the Project Steering Committee to discuss project progress and status;
- f) Supervision of all components, including ensuring that activities and procurement schedules are carefully planned and executed, and that there is adherence to Inter-American Development Bank's (IADB)/Competency Based Training Fund (CBTF) procurement procedures;
- g) Monitoring and evaluation of the Project, in compliance with the implementation schedule;
- h) Ensuring that stakeholders are kept informed about the progress of the Project through the preparation and dissemination of information briefs, pamphlets and other media;
- i) Developing close working relationships with all project participants and stakeholders to achieve a shared vision of the Project and its objectives;
- j) Representing the IM.P.A.C.T Project in all dealings with partners, the Competency Based Training Fund (CBTF), consultants, suppliers and contractors;
- k) Reporting on participation by partners and other stakeholders in implementation of the Project;
- l) Managing the satellite CVQ centres and the procurement of goods, services and preparing consultancy contracts required to administer the CVQs;
- m) Ensuring that, where appropriate, public notices regarding project implementation matters are disseminated in the media, distribution of notices in the communities;
- n) Convening, at least on a monthly basis, meetings with the strategic partners and consultant(s), for the purpose of coordinating work activities;
- o) Submitting to IICA and/or CBTF, monthly/quarterly reports on expenditures in accordance with reporting guidelines;
- p) Facilitating the disbursement of cheques and reimbursement of claims submitted to IICA with regard to all components financed from the CBTF grant;

- q) Controlling the budget in accordance with IICA's and CBTF's rules and financial controls to prevent funds and assets misuse;
- r) Maintaining accounts on project-related expenditure and disbursement activities;
- s) Creating advertisements for consultants for the various components of the Project, and assisting in their selection and management
- t) Ensuring that all contractual obligations are adhered to and making all necessary arrangements to ensure implementation as per project targets;
- u) Submitting to IICA and/or CBTF, within one (1) week after the end of each month, the monthly reports on implementation of all components of the Project as referred to in the Implementation Schedule;
- v) Liaising with IICA and/or CBTF on all relevant technical, financial and administrative aspects of the Project;
- w) Submitting to IICA and/or CBTF (within three (3) weeks after the end of each month), the monthly reports prepared by Project Secretary on the progress of project related activities;
- x) preparing and submitting to IICA and/or CBTF a Project Completion Report by the deadline specified in the Reporting Requirements contained in CBTF grant agreement;

4.0. EXPECTED RESULTS

The assignment aims to assist the Project Coordination Unit with required administrative and logistical support that satisfies IICA's commitments to the Competency Based Training Fund (CBTF) grant.

- ER.1 Accurate CVQ records and complete candidate portfolios
- ER.2 Technical and financial reports prepared for CBTF and IICA
- ER.3 IM.P.A.C.T Project monitoring plan developed
- ER.4 Project visibility material e.g. pamphlets, information briefs, e-pages
- ER.5 Four satellite CVQ training sites established and operational

5.0. DELIVERABLES

- Progress Reports (Monthly/Quarterly)
- Work plan (Quarterly/Annual)
- Financial/Expenditure reports (Monthly/Quarterly)

6.0 REPORTING

The Project Assistant will report to the Representative, IICA Barbados and Project Steering Committee (PSC).

7.0 DURATION

The assignment is expected to be conducted over a period of approximately 20 - 24 months, commencing June, 2015.

8.0 REQUIRED QUALIFICATIONS/EXPERIENCE

- Advanced university degree (Masters or equivalent), preferably in project management, education, training, social sciences or other related field. A first level university degree with a relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.
- Extensive experience in planning, implementation, monitoring and evaluation of projects.
- Knowledge and experience as a coordinator and/or external verifier for National/Caribbean Vocational Qualifications (N/CVQs)
- Ability to work under pressure with competing demands
- Ability to meet several deadlines
- Strong analytical skills, oral and written communication and team building skills;
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

9.0 EXPRESSION OF INTEREST

IICA now invites individuals to indicate their interest in performing the described role. Interested eligible candidates shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, experience in similar assignments, availability etc.), in addition to their CV.

Expressions of interest must be delivered to the address below by **15 May 2015** not later than 4.00pm and must be clearly marked:

“Expression of Interest for Project Assistant – IM.P.A.C.T Project”.

Attention: IICA Representative, Barbados

Inter-American Institute for Cooperation on Agriculture

3rd Floor Baobab Tower

Warrens

St. Michael.

Applications by Email must be sent to: iica.bb@iica.int