

## Caribbean Action under the Intra-ACP Agriculture Policy Programme

### TERMS OF REFERENCE

#### TECHNICAL COORDINATOR – APP COMPONENT 3

<b>Project:</b>	<b>Caribbean Action under the Agricultural Policy Programme (APP)</b>
<b>Component Action:</b>	<b>Contribute To Agricultural Enterprises Development through Improved Market Linkages</b>
<b>Organisation:</b>	<b>Inter-American Institute for Cooperation on Agriculture (IICA), Trinidad and Tobago</b>
<b>Duty Station:</b>	<b>Trinidad &amp; Tobago</b>
<b>Duration:</b>	<b>13 months</b>
<b>Deadline for Application:</b>	<b>22<sup>nd</sup> Oct. 2015</b>

## 1. CONTEXT

### 1.1 THE APP PROJECT

The “Caribbean Action under the Programme entitled Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific” is funded under the 10th European Development Fund (EDF) and executed through a Contribution Agreement signed between the European Union (EU) and the Inter-American Institute for Cooperation on Agriculture (IICA). The APP is being implemented in collaboration with the Caribbean Agricultural Research and Development Institute (CARDI) and the CARICOM Secretariat (CCS).

The specific objective of the Action is to contribute to enhanced regional (Caribbean and Pacific) and interregional capabilities of the agricultural sectors in eradicating poverty. The specific objective is to increase the capability of Regional Agricultural Development Organizations of the Caribbean and Pacific regions to address the development needs of smallholder agriculture.

The outcomes of the Action are expected to improve:

1. Policy regimes and incentive schemes for smallholders in the regional development strategies.
2. Food security at national and local level by increasing production and productivity of selected commercial and nutritionally valuable agricultural produce by using technological and organizational solutions that address specific development constraints of smallholder groups and rural communities.
3. Regional institutional capacity.

These Outcomes are to be achieved through actions taken in three Components namely:

1. Component 1: Strengthening regional agricultural development policy and strategy
2. Component 2: Improving the Transfer/Adoption of Research/ Technologies
3. Component 3: Contribute To Agricultural Enterprises Development through Improved Market Linkages

The main beneficiaries are the following stakeholders in the fifteen (15) CARIFORUM countries (CARICOM<sup>1</sup> plus the Dominican Republic), namely:

1. Small producers/Entrepreneurs (including MSMEs) in the Caribbean, particularly those organized associations and networks, including but not limited to Caribbean Farmers Network (CAFAN) Caribbean AgriBusiness Association (CABA), Caribbean Network of Rural Women Producers (CANROP) and Caribbean Agricultural Forum for Youth (CAFY) to enhance their technical and managerial capacities;
2. Policy advisors, technicians, and Extension Services in the Ministries of Agriculture and producer organizations in CARIFORUM to enhance capacity for creating the enabling policy environment for small producers.
3. Regional Agricultural Development Institutions, including, but not limited to CARICOM, CARDI, IICA and the University of the West Indies (UWI) to strengthen capacity for delivering support services to small producers and processors.

The implementation period of the APP project starts on 1st September 2015 and will end on 31st December 2016, with all actions identified for implementation falling within this period. This period was established in a new APP plan, accepted by the Delegation of the European Union to Barbados and the Eastern Caribbean on 14 September, 2015<sup>2</sup>. The new APP Plan establishes two Phases, the:

1. Operational Phase 1st September 2015 – 30 September 2016, during which time the bulk of technical actions will be scheduled for completion to deliver the results as defined; and
2. Close-Out of the Operational Phase 1st October – 30 December 2016, which will conclude all technical works and focus on a series of engagements with stakeholders and knowledge management activities to promote, validate and disseminate information on results achieved/products generated.

The APP project responds to an established set of priorities for countries in CARIFORUM that collectively contribute to the regional goals of food and nutrition security, deepening regional integration through agri-food intra-regional trade, and enhancing integration of countries into global food and agricultural markets, and is built on well-defined interventions at the:

1. **Regional level**, with a focus on strengthening regional coordination mechanisms established for more effective institutional collaboration and delivery of support and technical advice to stakeholders, related to development of both priority themes and commodity-based industries;

---

<sup>1</sup> CARICOM states comprise Antigua & Barbuda; the Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Haiti; Jamaica; Montserrat; Saint Lucia; St. Kitts & Nevis; St. Vincent & the Grenadines; Suriname; and, Trinidad & Tobago.

<sup>2</sup> ARES (2015) 3798474 – 14/09/2015 re EDF/2012/310015 Intra ACP Agriculture Policy Programme for the Caribbean

2. **National level**, with emphasis on strengthening the enabling environment through direct engagement and support with Ministries of Agriculture for the development and/or strengthening of national plans in keeping with national policy/strategic frameworks, and aligned with regional policies and strategies;
3. **Producer Group level**, with emphasis on adding value to their existing initiatives to strengthen group governance, operational efficiency and impact on membership, particularly as it relates to, inter-alia, expanding business and market opportunities.

## 1.2 JUSTIFICATION

The project entails the implementation of more than forty broad, interconnected activities, across fifteen (15) CARIFORUM countries within a short time frame, requiring significant coordination by component at the national and regional level. Given the demands of the project and the time constraints on the part of the Component Leaders due to competing organizational projects, the project would benefit from designated Coordinators at the component level to ensure the successful completion of activities.

The Coordinator would manage the technical and administrative function of component activities, and would therefore need to be:

1. Technically competent in the Component's thematic area; and
2. Experienced in applying core internationally recognized project management principles to lead activities.

He/she would be the point of contact for the Component, disseminating project information and updates to the Component Leader, the PMU and other project stakeholders, working to control the project scope as it related to the component, and manage costs and deadlines.

## 1.3 CURRENT SITUATION IN THE SECTOR OR THE INSTITUTIONAL/ THEMATIC AREA

Under the new plan for implementation of the APP project, IICA in consultation with its Partners, defined four (4) core Actions linked to the Logical Framework in the APP Description of the Action to be implemented, in full, over the operational phase of the project.

In June 2015, Component 3 completed the work plan defined for Year 1, and the Actions to be implemented in the new APP Plan are designed to give effect to the findings and recommendations emerging from the rapid assessments and stakeholder validation workshops for the three sub-components. These actions comprise two key areas for technical works and provision for support for the management and coordination of project implementation (see summary below).

Activity	Action	
3.1	3.1.2.1	Facilitate improved governance frameworks and organizational capacity of National producer groups and Regional Networks
	3.1.3.1	Support small CARIFORUM producers/entrepreneurs to improve marketability (presentation and market opportunities) of select agri-food products
3.3	3.3.1.1	Enhance CARIFORUM financial service providers' understanding of innovative agri-value chain financing schemes for MSMES
Project Coordination		To provide technical and administrative support to execution of Component actions

#### 1.4 RELATED PROGRAMMES AND OTHER DONOR ACTIVITIES

The Project is collaborating with several regional and international organisations on various activities inclusive of but not limited to:

Component	Related programmes and organisation
Component 1: Regional Policy and Strategy	Integration of disaster risk management and climate change considerations in the regional agricultural sector – Food and Agricultural Organisation (FAO) and Caribbean Disaster Emergency Management Agency (CDEMA).
Component 2: Applied Research and Technologies	Demonstration of improved sustainable production systems with respect to protected agriculture – University of the West Indies, St. Augustine.  Training with respect to climate ready germ plasm – Centre for Pacific Crops and Trees (CePaCTA), Fiji.
Component 3: Enterprise Development through market linkages	Agriculture Value chain Financing - Technical Centre for Agricultural and Rural Cooperation (CTA), Finance Alliance for International Trade (FAST), IICA's Flagship Project on Competitiveness.
	Compiling a Directory of contact information profile and requirements of food importers in the CARIFORUM Region - Food and Agricultural Organisation (FAO)

#### 1.5 CONTRACTING AUTHORITY

This Terms of Reference pertains to Component 3 and is being administered by the Inter-American Institute for Cooperation on Agriculture (IICA).

### 2. DESCRIPTION OF PROPOSED ACTIVITY/CONSULTANCY/CONTRACT

#### 2.1 PURPOSE

The purpose of this contract is to provide technical and administrative support in the management and coordination of activities to be implemented under Component 3, as defined in the Work Plan, for the successful on-time execution and dissemination of results obtained to collaborators and stakeholders.

#### 2.2 EXPECTED RESULTS:

ER1: Timely and quality delivery of Component 3 activities and fulfillment of Component Reporting.

ER2: Knowledge Management: An organised, user friendly, information repository of Component 3 activities inclusive of technical outputs, all documents outlined in ER1, visibility material (photographs, press releases, and artwork). The repository should be accompanied by a document/user guide outlining overall organisation, table of contents, and some way to search the available documents as well as the specific information in them.

## **2.3 ASSUMPTIONS & RISKS**

1. The quality of work and deliverables meets the expectations of the Contracting Authority, donor agency, and APP beneficiaries.
2. That the facilities and oversight provided by the Contractor are adequate for a productive working environment.

## **2.4 SCOPE OF WORK**

### **2.4.1 General Description**

This is a fixed price project-management contract for which the schedule of payments will be specified in the final Contract and the Terms of Reference which forms an integral part of the Contract.

The scope of work includes facilitating and coordinating the implementation of planned actions under the guidance of the IICA Agribusiness Specialist, who is also the Technical Leader of Component 3, as described in Section 2.4.3.

The Technical Coordinator will also liaise with other IICA staff in the offices, identified collaborators/beneficiaries, including CaFAN, CABA, CANROP, CAFY, and identified groups of small producers/entrepreneurs, and Ministries of Agriculture at the national level and potential and contracted services providers to ensure facilitate effective execution of joint activities.

The Consultant - Technical Coordinator will also work closely with the PMU Project Coordinator to ensure smooth implementation and timely reporting.

### **2.4.2 GEOGRAPHICAL AREA TO BE COVERED**

Fifteen (15) individual CARIFORUM countries: Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

### **2.4.3 SPECIFIC TASKS**

The specific tasks to be undertaken in order to achieve the contract results are grouped and defined below. To effectively carry out these tasks, the Technical Coordinator will liaise closely with and participate in internal briefings and training, as necessary, by the PMU and IICA, on the correct procedures and system for project management.

#### **Technical Support:**

1. Keep track of activities to be implemented, ensuring that all relevant descriptions of same are prepared, updated and communicated, as necessary;
2. Support the preparation of resource material for events (meetings, seminars, trainings);
3. Review and undertake quality control on technical works (reports, proposals etc.) submitted by Consultants the PMU, IICA Offices and other collaborators;
4. Facilitate and participate in C3 Technical Meetings, Workshops, Training events, as others as maybe required by the project

5. Liaise as necessary, with the Technical Coordinators of Components 1 and 2, on all matters relating to execution of technical work plans, and in particular, on activities for which collaboration is required and synergies envisaged.

**Administrative Support:**

1. Manage the communication flows from the C3 Technical Leader to internal as well as external collaborators/stakeholders.
2. Manage an efficient documentation system for C3-related matters (filing, storage of reports, etc)
3. Plan and manage logistics for C3 events (ticketing, venue, invitations, etc.).
4. Engage/consult and coordinate with the PMU on matters related to procurement, budgeting, service and supplier contracts and Letters of Agreements (LOAs)
5. Prepare for and participate in meeting of APP governance bodies, as required and instructed.

**Activity Monitoring and Reporting:**

1. Apply monitoring templates/tools developed by the PMU to follow-up and report on the progress of implementation of Component 3 actions;
2. Maintain and track individual 'Activity reports' in keeping with the format required by the PMU,
3. draft and finalise Technical and Financial reports on all C3 activities in accordance with the requirements established by the PMU
4. Collate and store all products (reports, working documents, photographs, presentations, etc.) generated from implementation of C3 activities and achievements to enable comprehensive, credible and timely submission of reports in keeping with the requirements as established by the PMU and the Component leader.
5. Present C3 reports to stakeholder, collaborators and other interested parties, as may be necessary in the duty station, and, as required and instructed, any other participating CARIFORUM/non-CARIFORUM where a C3 or APP project event will occur.

Other assigned tasks as required.

### **3. MANAGEMENT OF THE ACTIVITY/CONSULTANCY/CONTRACT**

#### **3.1 RESPONSIBLE BODY**

The Inter-American Institute for Cooperation on Agriculture (IICA) will be the Contracting Authority responsible for managing this contract.

#### **3.2 MANAGEMENT STRUCTURE**

The APP Project Leader and the Component Leader – C3 are responsible for the management of the consultancy. However, overall project coordination is the responsibility of the Project Coordinator, PMU, based in IICA Trinidad and Tobago.

The Technical Coordinator –C3 will report directly to the Component Leader – C3, who will be directly responsible for supervising/oversight of the Contract and will liaise with the latter on all aspects of the professional services to be rendered in accordance with the Terms of Reference.

#### **3.3 FACILITIES TO BE PROVIDED BY THE CONTRACTING AUTHORITY AND/OR OTHER PARTIES**

The Contracting Authority will provide the Technical Coordinator with temporary office space and use of communication and printing facilities for the efficient execution of tasks and conduct of meetings. **If necessary**, access to computer equipment will be facilitated during the period when the Consultant operates from the IICA Office.

No equipment is to be purchased by the Consultant on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract.

The Contracting Authority will involve the Technical Coordinator in training sessions for key personnel involved in APP Project management on IICAs procedures.

#### **3.4 LOGISTICS AND TIMING**

##### **3.4.1 Location**

The operational base for the assignment is the IICA Office in Trinidad and Tobago.

##### **3.4.2 Start date & period of implementation of tasks**

The intended start date is 1<sup>st</sup> November 2015, and the period of implementation of the contract will be thirteen (13) months from this date, this being 30<sup>th</sup> November 2016.

#### **4. REQUIREMENTS**

Applicants must already be resident in Trinidad and Tobago.

##### **4.1 EXPERTISE REQUIRED**

This activity requires an individual, with the following qualifications, expertise and experience.

##### **4.1.1 *Qualifications and Skill***

- The individual should have a minimum BSc degree in Agriculture, and preferably an MSc degree in Agribusiness or its equivalent

##### **4.1.2 *General professional experience***

- A minimum 5 years' professional experience working with public and/or private sector entities within in the agricultural sector at the national and/or regional levels.
- Project management experience and a sound understanding of Project Management related issues;

##### **4.1.3 *Specific professional experience***

- The individual should preferably have experience working with international organizations in the management of externally funded projects and specifically facilitation of meetings and technical activities, report writing. Administrative and financial management experience would be an asset.
- Advanced knowledge of Microsoft Office (emphasis on Excel, Word and PowerPoint and MS Project);
- Excellent communication and interpersonal skills and be able to work as a team;
- Able to carry out his/her work in an organised manner;
- Strong attention to detail;
- Ability to balance multiple tasks in a time-sensitive environment, under pressure, and meeting deadlines;
- Flexible and willingness to take on jobs as per required by the Component Leader

##### **4.2 REPORTING REQUIREMENTS**

The Contractor will report to Mr. Robert Reid, IICA Agribusiness Specialist, and shall submit the following progress reports in English in electronic format:

1. Weekly Activity Tracking Reports on ongoing and planned activities for the respective month (format to be provided by the PMU)
2. Draft monthly activity progress reports Technical Coordinator's Reports, no later than three (3) working days before the end of the reporting month;
3. Final monthly report (technical works and expenditures) no later than five (5) of the following month;
4. Draft quarterly reports (technical works and expenditures) no later than five (5) working days before the end of the quarter, including as annexes:

- a. a technical summary of all works (reports, studies, workshops, captioned and dated photographs and videos, etc.) produced/generated by the Component and an identification of location of said reports (printed and electronic versions);
  - b. a listing of all visibility events undertaken by the Component and link to same;
5. Final Consultant's end of contract report, documenting works done, limitations, lessons learned and recommendations for improving productivity and efficiency of said works, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 working days after receipt of comments on the draft final report

All monthly reports must be accompanied by a corresponding invoice which will form the basis for payment.

#### **4.3 SUBMISSION AND APPROVAL OF REPORTS**

All reports referred to above in section 4.2 must be submitted by the contracted consultant in English in electronic format to Mr. Robert Reid, based in the IICA Office in Trinidad and Tobago. Mr. Reid is responsible, in consultation with the PMU, for the requisite approvals for the Consultant's reports and will provide feedback to the consultant within ten (10) days of receipt of reports.

#### **4.4 CHANGES TO THE TERMS OF REFERENCES**

Changes to the Scope of Work may be made only in accordance to the needs subject to mutual written agreement between the Technical Coordinator and the Contracting Authority with the endorsement of the APP Project Management Unit (PMU) which will also be responsible for endorsing all reports under this contract.

### **5. MONITORING AND EVALUATION**

#### **5.1 DEFINITION OF INDICATORS**

All task undertaken by the Technical coordinator, will be reviewed on a monthly basis and must be deemed to be of such standard to ensure that the quality of project deliverables meets the expectations of donor agency and project beneficiaries. Key performance indicators for the Technical Consultant include:

- i. Work Plan for the activities of the project developed in coordination with the Component Leader and Project leader of the project.
- ii. Monthly/quarterly project implementation progress report (inclusive of monitoring and supervision of contracts/activity, visibility, finance;
- iii. Reports and proceeding of seminars, workshops and training
- iv. Final report inclusive of lessons learnt.

---

**TO APPLY:**

- 1) Applicants are requested to submit an electronic copy of their resume with a signed cover letter by email to the IICA Office, Trinidad & Tobago no later than Thursday, 22<sup>nd</sup> October 2015, at 5:00 p.m. (local time).
- 2) Address the application by email to:  
The Project Coordinator  
Agriculture Policy Programme  
Inter-American Institute for Cooperation on Agriculture  
10 Austin Street  
St. Augustine  
Trinidad  
Email: [appcaribbean@gmail.com](mailto:appcaribbean@gmail.com)  
(Include: "APPLICATION TECHNICAL COORDINATOR C3" as the e-mail subject).
- 3) Any prospective applicant who requires any clarification on technical or contractual matters may submit their query to IICA via email at [appcaribbean@gmail.com](mailto:appcaribbean@gmail.com) . IICA will respond in writing (via email only) to any request for clarification of the vacancy Announcement that it receives prior to the deadline as indicated above.

**Selection and evaluation**

Candidates must fulfil the minimum profile requirements and comply with the application instructions in order to be evaluated. Short-listed candidates will be contacted directly.