



MINISTERUL AGRICULTURII,
DEZVOLTĂRII REGIONALE ȘI
MEDIULUI AL REPUBLICII
MOLDOVA

MINISTRY OF AGRICULTURE,
REGIONAL DEVELOPMENT AND
ENVIRONMENT OF THE
REPUBLIC OF MOLDOVA



UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD
THE CONSOLIDATED PROGRAMMES IMPLEMENTATION UNIT (CPIU-IFAD)

TERMS OF REFERENCE

For full-time position Value Chain Development Coordinator

Location: CPIU-IFAD, CHISINAU

Terms for employment: 25. Oct.2018-30th Sep.2020

Project: IRECR

Background

The Consolidated IFAD Programme Implementation Unit (CPIU-IFAD) was created in year 2000 by the Government of Moldova to implement the rural and agricultural development programmes funded by the International Fund for Agricultural Development, based in Rome, Italy. Under the direct supervision of CPIU-IFAD Director, the Value Chain Development coordinator will be responsible for the design, implementation and impact assessment of pro-poor Value Chain Development activities, a key component within IFAD programme in Moldova.

The CPIU-IFAD will recruit a full time consultant to coordinate project activities on Value Chain Development(VCD), with a strong background in agriculture business development, in producer association and cooperation, quality management system, with experience in implementation of international projects, policy development in agriculture. She/he will be based in the CPIU-IFAD team and will take lead and responsibility for the delivery of the component under the overall supervision of the CPIU-IFAD director and will ensure direct coordination with the stakeholders, Government of Moldova, public administration at the central and community level, producer groups.

Duties and Responsibilities

- To take overall responsibility and leadership on the planning, implementation and monitoring of the VCD component with in ongoing projects. This entails the preparation and monitoring of Annual Work Plans and Budgets(AWPB), progress reports, analytic reports on VCD component;
- Manage the component in accordance with the approved annual work plans, coordinate all VCD activities and ensure complementarities with other programmes and projects;
- Develop ToR, and selection criteria for contracting national and international consultants/subcontractors, maintaining strong quality control and providing advisory support as required;
- Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders' communities (from local to national levels);
- Facilitate, monitor and supervise the process of selection of farm leaders, and the set up of key component outputs and tools, including the Training activities, transfer of technologies, facilitation of producer group creation;
- Prepare the ToRs for procurement of goods and consulting services. Prepare terms and conditions for grant applications and ensure publication in local media. Lead the awareness and promotion of component activities, support selection process of grant applications through desk and field review and final scoring by an Evaluation Committee;
- Maintain close coordination/linkages with the project participating partner organizations. Work closely with other project components and key stakeholders (NGOs, community associations, farm associations, private sector, etc.) to coordinate the overall implementation of component activities;

- Verify volume and quality of services provided by experts, service providers, review and approve reports, protocols of services completions, sign Minute-notes for payments of experts and services providers contracted for implementation of activities within managed components;
- Oversee the needs assessment and provision of required training and capacity building of involved government officials and key stakeholders; coordinate and facilitate all the steps of the mainstreaming process and monitor progress in legislation and governance improvement;
- Assume a lead responsibility for the organization of component-related meetings, conferences and workshops;
- Monitor and supervise the quality of the awareness raising publications and the guidelines on best practices produced through the component;
- Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the component;
- Draft framework agreements and manage linkages and coordination with main partners and stakeholders involved in value chain development;
- Provide instructions to consultants and contractors. Supervise training activities, study tours and field days;
- Assist the other CPIU departments in day-to-day activities related to integration of value chain development activities with other IFAD programme components: provision of financial services (investment loans) and public economic infrastructure development;

Competencies

- Works collaboratively with colleagues to achieve organizational goals;
- Ability to build strong client relations;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Monitors and adjusts plans and actions as necessary;
- Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Good communication skills, including in workshop and facilitation settings.
- Strong knowledge of computer management skills,

Required Skills and Experience

Educational Background:

University degree in horticulture, agronomy, food processing, agriculture economics, farm management, or other specialties related to agriculture and/or business administration.

Job Requirements & Experience: The candidate should have following experience, skills and knowledge mix:

- a strong background and good knowledge of agriculture business and development of related policies and legislation in Moldova;
- a strong proven experience in developing agriculture value chains and strengthening producer's groups.
- a strong proven experience in the implementation of internationally funded development projects in agriculture (Project management, good managerial and technical skills, team leading);
- good knowledge of the different national and local stakeholders concerned with agriculture, resources management, rural development, including government and administration,

private sector, farm cooperation and association, civil society and international development partner agencies, and strong ability and readiness to communicate, and work with them;

- strong communication skills, especially written communications; group facilitation skills;
- fluent written and spoken English, Romanian and Russian;
- creative and pragmatic approach to problem solving;
- well-organised and well oriented to details;
- demonstrated knowledge and practical skills in identification of priorities and development, evaluation of policies and policy documents in agriculture.
- experience working with stakeholders and collaboration with representatives of civil society, producer groups, and farm associations.
- Experience in development of normative and legislative documents related to agriculture business.
- Ability to work in multinational environment and with multiple external parties.

Selection Criteria

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The key criteria for shortlisting evaluation are the following:

1. General qualification - 30 points:

- Education degree: PhD or MSc, in the field of specialization for the vacant position;
- Graduation of specific international training courses in the last 5 years, related to the field for vacant position.

2. Specific previous experience in the field for vacant position – 50 points:

- Professional experience in the field related to this position – **min. 5 years**;
- Experience of work in international funded project implementation in agriculture, **min. 2 years**
- Experience in research, education, consultancy and extension services in agriculture.

3. Language skills -10 points:

- Fluency in English, Romanian, Russian

4. Computer management skills – 10 points

Consultant will be selected in accordance with the Selection-based on consultants' qualifications (CQS) method. Only shortlisted candidates will be invited to submit Technical and Financial offers.

Evaluation of Technical offers will be conducted based on information provided in the offers, against the following evaluation criteria:

Criteria	Points
- Technical Approach and Methodology	50
- Work plan	30
- Organization and Personnel	20
Total	100

Interested candidates shall submit information on their credentials to perform the services, including descriptions of similar assignments, experience in similar conditions, availability of appropriate skills, qualifications and other relevant information.

The finalist will be offered a fixed-term employment contract based on 40-hour weekly work programme and concluded in line with national labor legislation.