

## TERMS OF REFERENCE FOR PROJECT COORDINATOR

### BACKGROUND

The Agriculture Modernization Project (AMP) aims to improve the competitiveness in targeted agricultural sub-sectors and strengthen agricultural public sector readiness for EU accession. The project was approved by the Bank on January 30, 2020 and its closing date is June 30, 2025. The project is structured along three complementary components:

#### **Component 1: Agriculture Sector Competitiveness**

Component 1 aims at enhancing farm-level competitiveness and fostering agricultural produce aggregation and integration of farmers to domestic and/or export markets. The component activities focus on technical assistance (through training and advisory services) and off-farm infrastructure investments to complement existing IPARD measures in on-farm productivity-enhancing investments. It includes the following two sub-components:

Sub-component 1.1 - Access to Training and Advisory Services

Sub-component 1.2 - Agriculture and Food Distribution Systems

#### **Component 2: Institutional Capacity for EU Accession**

Component 2 aims at enhancing public support services, including the capacity to design and deliver effective support to the agriculture sector. It includes following three sub-components:

Sub-component 2.1 – Evidence-Based Policy-Making

Sub-component 2.2 - IPARD Implementation Capacity

Sub-component 2.3 - Safe Disposal of ABPs

#### **Component 3: Project Management**

Component 3 aims to supporting MAFWE in the efficient implementation of the project; assuring compliance with fiduciary (financial management, procurement), environmental and social safeguards, and M&E requirements according to the agreed project implementation arrangements. Specifically, the component will provide technical assistance, goods and incremental operational costs associated with the establishment of the Project Management Team (PMT). The PMT will also manage the project's grievance redress mechanism (GRM) and citizen engagement activities. Support for project implementation will also include: provision of technical assistance for the day-to-day coordination, additional technical support, as needed, as well as for fiduciary (procurement, financial management) and safeguards (environmental, social) requirements; training, equipment and incremental operating costs to support project management and monitoring. It will also support financial audits and surveys as required for monitoring and evaluation of project results and impacts.

### OBJECTIVE

The objective of the services by the Project Coordinator is to undertake all activities and procedures for the project implementation, monitoring and reporting according to the Loan and Grant Agreement, including the applicable "World Bank Procurement Regulations for IPF Borrowers", dated July 2016, revised November 2017 and August 2018

(collectively known as “Procurement Regulations”) as well as the “Anti-Corruption Guidelines (the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016.) .

## **SCOPE OF WORK**

The Project Coordinator will be in charge of day-to-day managing the PMT.

He/she will report to the Project Director.

She/he will organize, administer and plan the day-to-day coordination and implementation of project activities.

He/she will be in charge with the administrative and technical decisions regarding the implementation of the AMP.

She/he will be responsible for ensuring efficient and timely implementation of project activities in accordance with World Bank operational policies and procedures.

He/she will be responsible for proper and timely monitoring and reporting on overall project.

## **Specific tasks**

The specific functions and responsibilities of the Project Coordinator –include, but are not limited to:

- Manage the day-to-day implementation of the project by leading the staff of the PMT and implementation teams and by exercising technical oversight of specific contracts under the project.
- Preparation of annual working plans including budget estimates for timely implementation of the Project and submitting it for approval to Project Director.
- Ensuring effective and timely supervision of specific contracts; identifying technical issues and their effective resolution in coordination with the responsible Government agencies and the Bank.
- Management and effective supervision of local and foreign consultants, including preparation of monitoring progress on deliverables under consultant contracts and providing feedback as necessary; general coordination of the work of the consultants consistent with the overall project implementation plan.
- Ensuring effective and timely communication with government and non-government entities/agencies and donors involved and coherence in on-going and planned projects and programs.
- Ensuring that clear working arrangements are established for collaborating with the Government of North Macedonia on all financial, accounting and procurement matters. This would include agreement on the responsibilities of the PMT on the budget process and release of funds, as well as the financial monitoring of all components.
- Ensuring prudent management of project funds, including accounting, financial control and audit procedures acceptable to World Bank, as well as the procurement of goods, works and services in accordance with World Bank guidelines.
- Ensuring that World Bank procedures are fully respected by all the consultants recruited during the project implementation.
- Providing technical oversight of specialized PMT staff to ensure transparent and accountable implementation of procurement and financial management rules established for the Project.
- Managing the project budget to meet day-to-day operating expenses of project components,
- Administrating and supervising all project activities.
- Preparation of semi-annual and annual project progress reports as requested by the Bank and donors as well as preparation of regular reports to the Government as requested.
- Monitoring the maintenance of Internet pages for wider dissemination of the results and reports and consultant's reports, etc.

- Other specific tasks for the project implementation if needed and requested from the Project Director (with confirmation from the Bank).

## QUALIFICATIONS, EXPERIENCE AND EVALUATION

### Qualification and experience (mandatory) criteria

- University degree in economy, agriculture or environmental engineering, or in absence of such 15 years of working experience in the above areas;
- At least 10 years of working experience after attainment of the university degree, but preferably 15 years of working experience;
- At least 10 years of working experience in managing international projects, including coordinating multidisciplinary teams, administrative and financial project management, project reporting and quality control;
- At least 5 years of working experience in agricultural projects;
- Knowledge of the Macedonian legal framework in the areas of agriculture and construction;
- Prior experience working with World Bank would be considered an asset;
- Excellent command of spoken and written English language;
- Computer skills, including word processing and spreadsheets

Evaluation grid for the position:

Evaluated expertise	Points
<b>Qualifications and Skills</b>	<b>20</b>
University degree in economy, agriculture or environmental engineering, or in absence of such 15 years of working experience in the above areas	max 12
Excellent command of spoken and written English language	max 6
Computer skills, including word processing and spreadsheets	max 2
<b>General Professional Experience</b>	<b>30</b>
At least 10 years of working experience after attainment of the university degree, but preferably 15 years of working experience	max 30
<b>Specific Professional Experience</b>	<b>50</b>
At least 10 years of working experience in managing international projects, including coordinating multidisciplinary teams, administrative and financial project management, project reporting and quality control	max 15
At least 5 years of working experience in agricultural projects	max 15
Knowledge of the Macedonian legal framework in the areas of agriculture and construction	max 10
Prior experience working with World Bank	max 10
<b>Total</b>	<b>100</b>

Successful management of the project requires a dynamic person, with excellent communication skills, who is ready to work in a team and contribute to a positive team spirit.

#### **REPORTING**

The Project Coordinator will report to the Project Director.

#### **DURATION OF ASSIGNMENT**

The Project Coordinator is expected to work full time. The contract will be for an initial period of 3 months, renewable for 12 months, based on the satisfactory performance of the incumbent's duties and responsibilities. The place of provision of services is location of MAFWE.