

**TERMS OF REFERENCE  
PROGRAMME COORDINATOR  
AGRICULTURAL & MODERNISATION PROGRAMME**

**BACKGROUND**

The Government of Saint Vincent and the Grenadines has secured EURO 9.930 million from the European Union to implement the Agricultural Development and Modernisation Programme (ADMP). The programme will be implemented over five (5) years and will be primarily to transform the agricultural sector. The Programme commenced on 19<sup>th</sup> March 2013.

The interventions under the programme will focus primarily on:

1. Building capacity among state and non state actors for increased and enhanced agricultural production and productivity in a sustainable way
2. Commercialization of livestock (poultry, sheep, goats and pigs), fruits and vegetable production
3. Build and enhance capacity and infrastructure for the marketing of agricultural produce

The Programme is expected to address a number of cross cutting issues of which expected outputs will include:

1. Improved agricultural infrastructure;
2. Improved access to financial support;
3. Introduction of good agricultural, good manufacturing and environmental management systems;
4. Strengthened agribusinesses, producer organizations and institutional support systems;
5. Strong public/private partnerships in the value chain;
6. Improved and sustainable systems for the marketing of agricultural produce.

The ADMP is expected to make strategic interventions which will contribute to increased growth and employment in the agricultural and rural sectors, in particular, among youths. Other goals include increased export earnings, reduction in the food import bill for poultry, pig, sheep and goat meat and products, fruits and vegetables, increased domestic food and nutrition security and poverty reduction.

The Programme Coordinator will be report directly to the Permanent Secretary of the Ministry of Agriculture, Rural Transformation, Forestry, Fisheries and Industry.

## **DUTIES/RESPONSIBILITIES**

- Provide oversight and guidance to the Programme Management Unit (PMU) on all matters pertaining to the smooth operation of the Programme, in accordance with procedures/guidelines and obligations specified in the Financing Agreement and Programme Estimate for the implementation of the Programme.
- In close collaboration with the Permanent Secretary and the Head of the National Authorising Officer's (NAO) Support Unit, prepare, supervise, coordinate and manage the implementation of the activities outlined in the work programme for the ADMP.
- Responsible for the day to day management and coordination of the ADMP.
- Develop and submit to the Permanent Secretary, Office of the NAO and the Programme Steering Committee, annual work plans, which are consistent with the Multi-annual Support Strategy and the Financing Agreement.
- Prepare and submit monthly and quarterly technical and financial reports to the Permanent Secretary, Office of the NAO and the Programme Steering Committee.
- Work with the Programme Steering Committee and the Office of the NAO to ensure that procurement of all goods and services are done on a timely basis and in line with the rules and procedures laid out in the Programme Estimate governing the implementation of the Programme.
- Work closely with the NAO's Support Unit to ensure that timely payments are made to contractors and suppliers and that replenishment requests are submitted to the Delegation in a timely manner to as per the requirements outlined in the Programme Estimate.
- Adopt a participatory approach with stakeholders to ensure the programme goals and objectives, output and outcomes that are crucial to maintaining its focus on poverty reduction through increasing income in the agricultural sector (increased production, investment, exports and employment) are realised.
- Monitor the work of all contracted suppliers of goods and services to ensure that performance is in line with the terms and conditions of contracts.
- Monitor and evaluate programme implementation in accordance with the Financing Agreement.



## **REQUIREMENTS: QUALIFICATION/EXPERIENCE**

### **QUALIFICATION**

Applicant must have a minimum of a post graduate degree, preferably in Agriculture, Agribusiness, Agricultural Economics, Project management, Rural Development or any related field.

### **EXPERIENCE**

- Applicants should have a minimum of eight (8) years experience in agriculture development at a senior management level. Experience in agriculture development in St. Vincent and the Grenadines would be an asset;
- Applicants must have knowledge and practical experience in European Union procurement procedures and project development modalities and
- Proven skills in the management of projects
- Applicants must possess good communication skills (oral and written), a high level of planning and organizational skills, and knowledge of group dynamics.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Project, Access, Powerpoint) applications.

### **REMUNERATION:**

Remuneration will be commensurate with qualifications and experience.

### **CONTRACTUAL DURATION**

- The Programme Coordinator will be subjected to a three (3) months probationary period.
- Confirmation to the post will be based on the satisfactory performance during the probationary period, as determined by the programme steering committee.
- The engagement of the Programme Coordinator will be one (1) year (subject to 1 and 2 above) in the first instance, with the possibility of extension for a further four (4) years.

Applications must be submitted to:

Director of Planning  
Ministry of Finance and Economic Planning  
Administrative Centre  
Bay Street  
Kingstown  
St. Vincent and the Grenadines

Email: [cenplan@svgcpd.com](mailto:cenplan@svgcpd.com) or [edfpmcu@svgcpd.com](mailto:edfpmcu@svgcpd.com) or [edfpmcu@vincysurf.com](mailto:edfpmcu@vincysurf.com)

The deadline for receipt of applications is **January 6, 2014.**