



## **Terms of Reference for Long-Term Technical Advisor – Fisheries Ministry of Livestock and Fisheries Development, Somaliland P101-107**

### **1. Background to SDF**

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2024. SDF2 is conceived as an inclusive economic development program. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's support is fully aligned with government priorities as defined in the National Development Plan 2 (NDP2) 2017-2021 and reflect the priorities set out in Somaliland Vision 2030.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritise and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

### **2. Ministry of Livestock and Fisheries Development Project**

The SDF has allocated funds to the Ministry of Livestock and Fisheries Development (MoLFD) for the implementation of the Strengthening Artisanal Fisheries in Sanaag Project. The proposed project is further building on the investments made under SDF1 in Maydh as well as Maydh jetty which is currently under construction. The project will strengthen the capacities of fishing communities and support them to market their catch. The project contains three major outputs:

#### **Output 1: Capacity development**

The first output relates to capacity development of MoLFD to enhance its ability to initiate, deliver, and support the management of investments/projects. Crucial for economic development and value for money being realized as a result of the project, will be the ability to select investments with comparative strategic economic and social advantage for diverse members of the population and which are resilient to current and future shocks (climate and otherwise). In summary, the project will provide capacity development to MoLFD to plan, implement and sustain the interventions related to fish production, preservation, and marketing.

## **Output 2: Community governance**

The second output relates to community engagement and seeks to strengthen capacity to participate in and sustain project activities by three current local fisheries committees in Maydh, Hiis and Laasuurweyn as well as Rasmi Fishing Association. Ultimately, the three fisheries committee and one association will be expected to be able to better manage marine resources. Under this output, the project will facilitate reorganization of the four community structures into sustainable as well as inclusive organisations.

## **Output 3: Improved production of artisanal fishing in Sanaag region**

The third output will strengthen the fishing value chain by investing in required software and hardware. As such fishing communities will be trained in techniques to increase production as well as ensuring that it reaches the intended market whilst minimising post-harvest losses. This output will specifically address the following parts of the fish value chain: 1) increasing fish production, 2) fish handling and processing, 3) fish transport and marketing, 4) equipment and services, and 5) support to fishers' associations.

### **3. General description of the role**

The Technical Advisor (TA) will serve as the Principal Advisor to the Ministry of Livestock and Fisheries Development in delivering the fisheries project. S/he will advise and support the Project Management Team (PMT) on various technical matters for smooth implementation of the project on a day-to-day basis. The TA is the counterpart to the Project Manager. The TA is expected to ensure that the project delivers its results in line with the provided time and budget. In doing so, s/he will streamline the project activities as per the project documents and established procedures of the SDF. The TA will closely liaise and coordinate with all stakeholders including other members of the PMT, key MoLFD staff, other actors in the fisheries sector and the SDF Secretariat.

### **4. Key tasks**

#### **4.1 Project Management / General**

- Serve as Principal Advisor to the Ministry of Livestock and Fisheries Development in delivering the project on time and budget.
- Serve as the counterpart to the Project Manager (PM) in the overall project implementation including all planning and monitoring of activities.
- Ensure that the project activities are implemented in compliance with approved SDF procedures and as per the contract documents signed between SDF and the implementing partners and support the PMT in complying with the same.
- Review and deliver a realistic project workplan, disbursement plan, and realistic results framework in line with the SDF overall results framework.
- Develop detailed monitoring and evaluation schedules for all the project components and work with the PM to ensure that they are implemented.
- Carry out monthly project budget monitoring, proactively advise on budget realignment (as needed), carry out quarterly spending forecast and ensure that quarterly spending targets agreed upon are met within a maximum 5% deviation.
- Work closely with the SDF Secretariat in the development of the tender packages for procurement of service providers.
- Technically lead the supervision of implementing partners to effectively and efficiently deliver the project activities in a timely manner and support the PMT in the monitoring and following up of the activities of the implementing partners.
- Support the Project Manager in the administrative functions foreseen in the project including co-signing of Payment Requests submitted by the Project Holder to the SDF Secretariat.

- Review all interim payment certificates and invoices submitted to the PMT from the implementing partners and sign them off before approval by the PM.
- Develop effective relationships with key partners and collaborators including MoLFD departments, implementing partners and other actors in the agriculture sub-sector to ensure project activities are effectively implemented and according to the best practice.
- Ensure that project cross-cutting issues such as Environmental and Social Impact Assessments, Value for Money, Risk Management, Gender Equity and Social Inclusion, Conflict Sensitive Programming, and project contribution to economic growth aspects are fully integrated into the project outputs and reported on.
- Conduct any other activity as agreed with SDF Secretariat and MoLFD management.

#### **4.2 Technical Oversight**

- Support the PM in contracts administration and management.
- Technically support in the feasibility assessment, planning, implementation of activities under all three outputs of the project in line with the approved Project Proposal.
- Develop clear vision and plan in consultation with the PM and SDF Secretariat and other relevant authorities for the operations and maintenance and overall sustainability of investments made under the project.
- Support the PM in the development of technical specifications for use in tender documents as required for various activities and components of the project.
- Support the PM in technically supervising STEs engaged on the project.
- Be responsible for ensuring that the project activities are implemented in line with the highest technical standards and best practices.
- Advise as necessary when called upon by the tender evaluation committee with technical issues related to the works and supplies tenders.
- Scrutinize contractors' detailed work program and guide contractors in preparation of supervision schedules/work plan for all works packages.
- Monitor implementation of environmental standards, health and safeguarding plans.
- Establish quality assurance system including verification of sources of material and certification.
- Carry out necessary quality control activities and certify that the quality of works conforms to the specifications and drawings.
- Check construction works as per the contract for achieving the expected outputs of the project.
- Record the work measurement and certify the contractor's interim and final payment certificates.
- Assist third party monitoring as decided by SDF Secretariat in consultation with the PM.
- Draft completion certificates for issuance by the SDF Secretariat.
- Assist for resolution of all contractual issues including examining contractor's claims for variations/extensions or additional compensations etc and prepare recommendations for approval by MoLFD and the SDF Secretariat.
- Inspect works at appropriate intervals during defect liability period and issue certification.

#### **4.3 Capacity Development**

- With the PMT and the SDF Secretariat, draft a capacity development plan that includes all capacity building activities (e.g. a training needs assessment), the budget, timelines, and a monitoring plan, in line with the project proposal and project and fund logframes and support the PMT in implementing it.
- With support of short-term experts and institutions where appropriate, implement the capacity development activities.

- Provide support to planning, procuring and organizing training/coaching on, among others, improved project management, and Operations and Maintenance, including the development of an O&M strategy.
- Provide on-the-job coaching and training to members of the PMT and MoLFD technical staff.

#### **4.4 Monitoring, Evaluation, Reporting, and Results Management**

- In consultation with the SDF Secretariat, review, improve and maintain the project-level results framework with clear milestones.
- Review, revise, and finalize the project's Theory of Change.
- In consultation with the SDF Secretariat, populate baseline data/indicators for the project logframe to measure the project's progress at the output, outcome, and impact level.
- Report project progress against the logframe targets.
- Review and quality assure all progress reports submitted by the implementing partners and provide appropriate comments.
- Support the PMT in the monthly and quarterly reporting of the project progress to the SDF Secretariat.
- Provide input for the SDF programme annual review report and prepare end of project report 6 months before closure.

#### **5. Deliverables**

- Monthly status reports.
- Mission reports.
- Quarterly reports.
- Annual review reports.
- End of project report.

#### **6. Key Performance Indicators**

- The TA will propose performance indicators based on the above tasks against which s/he will be evaluated every six months.
- The TA, PM, and SDF Secretariat will agree on the performance indicators.

#### **7. Timing and duration**

- The expected duration of the assignment is 18 months with possibility for extension. Working days for long-term consultants are from Sunday to Thursday.
- A one-year renewable contract will be issued to the successful candidate.
- The TA will be based at the Project Management Team office in MoLFD but will work from the SDF Secretariat office in the afternoon (1:00 PM to 4:30 PM) unless on a mission.

#### **8. Reporting Arrangements**

- The TA will work under the overall supervision of the SDF Secretariat's Deputy Team Leader for projects or designate.
- The TA will work closely with the Project Manager, assigned to manage the Project by the MoLFD.

#### **9. Required Qualifications, Skills and Experience**

##### Qualifications and skills

- At least a master's degree in any field related to Fisheries Management such as Fisheries Sciences, Marine Sciences, Marine Biology or Ecology.
- Demonstrated excellent command of spoken and written English.

- Proven facilitation, analytical and report writing skills.

#### General professional experience

- Minimum 12 years of experience working at senior level (Advisor, Project Manager, Director) in the fisheries sector.
- Minimum 10 years of demonstrated experience with donor-funded projects.
- Proven understanding of and experience with conflict sensitivity, environmental impact, and gender equity and social inclusion programming.

#### Specific professional experience

- Minimum 8 years of experience in the management of artisanal fisheries sector related projects, especially capacity building interventions and value chain strengthening.
- Minimum 5 years of demonstrated experience in developing fish policies or strategies which bring to practice artisanal fisheries value chain development and grassroots fisheries organisations.
- Have managed at least one similar project in the last 7 years.

As part of the selection process, TA candidates will be requested to provide examples of verifiable project reports from their most recent or relevant assignments. Links to reports which are available online can be provided as a part of the application.

#### **10. Payment**

- All fees will be paid at the end of every month after submission of time sheets and invoices by the TA and after approval by the SDF Secretariat Team Leader.
- The SDF Secretariat will organize and pay for accommodation of the TA in Hargeisa. DSA are paid during missions outside Hargeisa as per SDF2 guidelines.

#### **11. Duty of Care**

- The TA will work under the overall SDF Secretariat Health, Safety and Security protocols.
- The TA will be expected to provide own insurance for health care (which must include Medevac provision), accidents, and other risks associated to the assignment. The SDF Secretariat shall be free from any liabilities arising from the same.

#### **12. Other provisions**

- Duty post: The work is to be performed in Hargeisa with frequent travel to the Project sites in Sanaag region.
- Personal computers: The TA will be responsible for provision of her/his own computer.
- The SDF Secretariat will provide transportation by air or road for the TA from her or his home to Hargeisa.
- The SDF Secretariat will arrange all transport by road or air as needed.
- The SDF Secretariat will arrange accommodation.