

## **Terms of Reference for Long-Term Technical Advisor – Ministry of Agriculture Development, Somaliland – P101-049**

### **1. Background**

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 2013-2018 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 2018-2022. SDF2 is conceived as an inclusive economic development programme. 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 ambitions are fully aligned with government priorities as defined in Somaliland's second National Development Plan (NDP2 – 2017-2021) and reflect the priorities set out in Somaliland Vision 2030. The Fund Manager is responsible for the day-to-day management and administration of the Fund.

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 Agriculture Development proposed project**

The SDF has allocated funds to the Ministry of Agriculture Development for the implementation of the Sustainable Land Management Project. The proposed project is a scaling up of SDF1 soil and water conservation project at Maroodijeh Upper Catchment and will be implemented in the Durdur Ad Catchment, in Awdal region. The project contains five major components:

#### **Component 1:**

Capacity development component for MoAD 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 projects, 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 MoAD to improve institutional performance and effectiveness of service delivery.

**Component 2:**

Community engagement through creation/enhancing or formation of village development committees (VDC), water management committee, women committee and watershed management committee in the catchments – Under this component the VDCs established under SDF1 in MUC will be maintained and strengthened, and in DAC VDCs will be established (where they do not exist) and strengthened.

**Component 3:**

Construction of soil and water conservation (SWC) structures – This component is divided into two sub-components, namely soil conservation, which is mainly the construction of soil bunds, construction of eyebrows, plugging of gullies on did slopes and the construction of sand dams, and water conservation and the construction of communal berkads and earth dams.

**Component 4:**

Promotion of improved agricultural practices and crop husbandry and farmer trainings. Under this component the project will: 1) conduct a yield assessment baseline survey; 2) introduce and promote legumes in the cropping system; 3) introduce improved crop varieties; 4) provide farmer field school trainings; and 5) construct a feeder road that will enable marketing of farm produce from project locations to Borama and elsewhere.

**Component 5:**

Completion and operationalisation of Aburin Dryland Agriculture Research Centre which was started under SDF1. Under this component the project will purchase the laboratory equipment for the Research Centre.

**3. General description of the role**

The Long-Term Technical Advisor (TA) will serve as the principal advisor to Ministry of Agriculture Development in delivering the 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 and 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 MoAD staff, other actors in soil and water conservation and the SDF Secretariat.

**4. Key tasks**

**4.1 Project Management / General**

- Serve as principal advisor to the Ministry of Agriculture 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;
- Carry out monthly procurement planning and ensure that procurement targets are met;
- Support the PM on, and 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 MoAD 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; and
- Conduct any other activity as agreed with SDF Secretariat and MoAD management.

#### **4.2 Technical Oversight**

- Support the PM in contracts administration and management;
- Provide technical support on reviewing and validating the designs, specifications and BoQs of SWC structures to be constructed in DAC, Awdal region to ensure they are appropriate;
- Provide technical support to the implementation of the sustainable land management activities under Output 3;
- Provide technical support to the formulation and implementation of yield and farming practices survey to establish a baseline data on yield production and other farming practices in DAC and MUC;
- Provide technical support and advice on the development of a model sustainable land management plan to have a clear understanding of how to manage the land after the rehabilitation for sustainability purpose;
- In collaboration and consultation with the Dryland Agriculture Centre and the Extension Technical Officer, assist the development of extension services programme and ensure that the extension services are effectively and efficiently provided and that farmers are getting the required knowledge required in increasing farm production and household income;
- Develop clear vision and plan in consultation with the PM and SDF Secretariat and other relevant authorities for the sustainability, operations and maintenance of the SWC activities, agriculture production, community structures and research and extension activities during and after the project timeline;

- Support the SDF Secretariat and 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 to support the project;
- Be responsible for ensuring that the project activities are implemented in line with the highest technical standards and best practices in SWC and agricultural production;
- 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 safeguards 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 inspections, if necessary, 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 MoAD and the SDF Secretariat; and
- Inspect works at appropriate intervals during defect liability period and issue certification.

#### **4.3 Capacity Development**

- With the PMT and the SDF Secretariat, develop the 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; and
- Provide on-the-job coaching and training to members of the PMT and, where relevant, MoAD 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; and
- Provide input for the SDF programme annual review report and prepare end of project report four months before closure.

## **5. Deliverables**

- Monthly status reports;
- Mission reports;
- Quarterly reports;
- Annual review reports; and
- 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 24 months with possibility of extension. A working week runs from Sunday to Thursday (5 days) for long-term consultants; and
- The TA will be based at the Project Management Team office in MoAD 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 Team Leader or designate; and
- The TA will work with the Project Manager on day to day basis.

## **9. Required qualifications, skills and experience**

### Qualifications and skills

- At least a bachelor's degree in Soil and Water Management or Science of Agricultural Engineering;
- A Master's degree in a relevant field;
- Demonstrated excellent command of spoken and written English; and
- Proven facilitation, analytical and report writing skills.

### General professional experience

- Minimum 10 years of demonstrated experience working at a senior level in project management, including on financial and physical progress monitoring and reporting;
- Minimum 7 years of demonstrated experience with donor-funded projects;
- Minimum 5 years of demonstrated experience in working for a public sector client;
- Proven understanding and demonstrated application of Project Cycle Management (PCM), Logical Framework Approach (LFA), Theory of Change (ToC), Value for Money (VfM), Procurement Planning, and Financial Management;

- Demonstrated understanding of the contribution of the agriculture sub-sector to economic development;
- Demonstrated ability to work collaboratively and effectively within a cross-functional team, fast-paced, and deadline-driven environment and proven capacity to supervise, train and coach teams; and
- Proven understanding of and experience with conflict sensitivity, environmental impact, and gender equity and social inclusion programming.

Specific professional experience

- Minimum 7 years of demonstrated experience in a management and supervisory role in the implementation of Sustainable Land Management focusing on a at least Soil and Water Conservation and improved farming practices.
- Proven experience in managing at least two similar soil and water conservations projects in the last five years is required;
- 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 Team Leader; and
- 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; and
- The TA will be expected to provide own insurance for health care, accidents, and other risks associated to the assignment. The SDF Fund Manager 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 Maroodijeh and Awdal regions;
- Personal computers: The TA will be responsible for provision of his/her own computer;
- The SDF Secretariat will provide transportation by air or road for the TA from his or her home to Hargeisa;
- The SDF Secretariat will arrange all transport by road or air as needed; and
- The SDF Secretariat will arrange accommodation.