



# Smallholder Agribusiness and Resilience Project (SARP)

Ministry of Agriculture, Livestock, Lands and Irrigation



## Vacancies

The Smallholder Agribusiness and Resilience Project (SARP), a project jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, aims to build resilience and market participation of 40,000 rural households in the climate change-affected districts of Anuradhapura, Vavuniya, Matale, Mannar, Puttalam and Kurunegala. The lead programme agency is the Ministry of Agriculture, Livestock, Lands and Irrigation, which would be establish a dedicated Project Management Unit (PMU) at central level and two regional hubs the implementation of SARP. Total project finance value is USD 82 Mn.

Applications are invited from citizens of Sri Lanka for the post of Institution officer for the Hub 01 Office at Nikawaratiya and Hub 02 Office in Madawachchiya

### Institution Officers (02 positions) – (PS6)

**Salary Scale:** Based on the Management Services Circular 01/2019 Selection 3:2.3

**General Conditions are applicable to the Above - Mentioned Positions**

**All the Qualifications should be in the relevant field of the post.**

The closing date for the submission of application will be **8<sup>th</sup> December 2024**

Please visit [www.sarp.lk](http://www.sarp.lk) for more details about the required qualifications, experience, and as well as the application procedure.

**Project Director,  
Smallholder Agribusiness and Resilience Project,  
No. 2/2/1, Kandewaththa Road, Pelawaththa, Battaramulla.**

24<sup>th</sup> November 2024

## **Terms of Reference (TOR)**

### **Institution Officer – Full time Basis**

#### **Background**

The Smallholder Agribusiness and Resilience Project (SARP), a project jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, aims to build resilience and market participation of 40,000 rural households in the climate change affected districts of Anuradhapura, Vavuniya, Matale, Mannar, Puttalam and Kurunegala. This is pursued through capacity building for climate resilience and inclusive value chains, combined with investments for climate resilience and inclusive value chains including last mile infrastructure. The lead programme agency is the Ministry of Agriculture, which would be establish a dedicated project management unit (PMU) at central level and two regional hubs the implementation of SARP.

#### **Scope of Work**

The Institution Officer, will work under the supervision of the Project Director, M&E Specialist and Area Coordinators. The M&E Specialist will oversee all M&E functions. The Institution Officer will assist the M&E Specialist to design the project M&E system. Specific responsibilities include but are not limited to the following;

- Provide technical advice to the Project Director to establish and operate a viable monitoring and evaluation system. Such a system must be capable of measuring progress in relation to work plans for management purposes as well as being capable of measuring outputs and impacts in relation to selected project indicators.
- Organize and manage the data collection framework for the project and design a data base system.
- Develop data collection formats for service providers, and compile inputs received on regular basis, including taking responsibility for quality, accuracy and timeliness of data.
- Assist in annual data verification exercises in the field.
- Create and regularly update an e-library repository collecting knowledge and stories, and ensuring ease of access.
- Systematically compile lessons learned from programme implementation into formats suitable for dissemination.
- Provide technical support to the project team in data collection and analysis as necessary.
- Help organize stakeholder workshops for feedback to and input from all stakeholders.
- Through regular visits to the field sites ensure the efficient and timely operation of the M&E system.
- Contribute to work plans and reports as required.
- Support the M&E expert in monitoring social and environmental safeguards

## Qualifications and experience:

Area of qualification / experience	Expected level of qualification / experience
<b>Education:</b>	
<b>Bachelor's Degree</b>	She / He should have at least a first degree (Master's degree is an added advantage) in rural development, agricultural economics, rural sociology with experience in the use of computer databases
<b>Working experience:</b>	
	At least five years of experience in designing and implementing monitoring and evaluation systems at project level.
	Familiarity with participatory monitoring and evaluation methodologies and analytic tools will be an advantage
<b>Other qualifications and experience</b>	<ul style="list-style-type: none"><li>• Computer literate</li><li>• Strong inter-personal skills</li><li>• Strong analytical skills</li><li>• Fluency in English and Sinhala and preferably Tamil</li></ul>

## Duty station and duration

The Monitoring and Evaluation Assistant will be based in the District Hubs with field visits as may be required to all districts and ASCs.

Initially, the contract will be assigned for a period of twelve (12) months and its extension will be based upon performance evaluation