



# Expressions Of Interest (EOI)



**Selection of Individual Consultant**  
**Ministry of Agriculture, Livestock, Lands and Irrigation**  
**Smallholder Agribusiness and Resilience Project (SARP)**

Calling EOI for hiring of the following positions on Consultancy Basis.

- 1. Head of Value Chain Development (01 position) - Project Management Unit.**
- 2. Human Resource and Administration Manager (01 position) - Project Management Unit.**
- 3. Human Resource and Administration Officer (01 position) - Project Management Unit.**
- 4. MIS Officer (01 position) - Project Management Unit.**
- 5. Agriculture & Livestock Officer (01 position) - Matale District**

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



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#### **General Conditions Applicable for the Above - Mentioned Positions**

All the Qualifications should be in the relevant field of the post. (Please refer the attached TOR)

#### **Age Limit**

Candidates who are below 45 years of age are encouraged to apply

#### **Languages**

Excellent written and verbal communication skills in English and Tamil with Sinhala She/He should have a good sound knowledge in Microsoft office packages as most of the work need to be done by him/herself. Working knowledge of another official language is desirable.

#### **Duration of the Service**

Duration of services - the duration of the post is mentioned in particular Term of Reference (TOR)

#### **Location**

Hub offices located in Nikawaratiya and Madawachchiya. However, traveling to project locations mentioned in the post are involved frequently.

Those who are interested **can download the TOR & EOI through website [www.sarp.lk](http://www.sarp.lk)**. Please forward your proposal (complete resume with relevant copies of the certificates and experiences as per the TOR) **on or before 4.30 p.m. on 8th December 2024 by registered post/by hand to reach the following address and e-mail a soft copy of the registered post application with all the documents indicating subject of the email as the post you apply to [procurementsarp@gmail.com](mailto:procurementsarp@gmail.com)** Please indicate name of the post you apply on the top left-hand corner of the envelope.

For more details, please contact Procurement Specialist on +94 77 344 1309 or [procurementsarp@gmail.com](mailto:procurementsarp@gmail.com) during working days, from 9.00 a.m. to 3.00 p.m.

**Address**

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

**24th 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 establish a dedicated project management unit (PMU) at central level and two regional hubs for 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/Experience Required:**

1. A successfully completed Bachelor's Degree preferably in Bio Science, Physical Science, Agriculture, Agricultural economics, Business Administration, Management or any other relevant field which is recognized by the University Grants Commission of Sri Lanka

**Or**

A qualification recognized by the University Grants Commission as an equivalent qualification to the Bachelor's degree in relevant field

**Or**

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field.

**And**

At least two (02) years post qualifying experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

**And**

At least seven (07) years post qualifying experience in the required area of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

**And**

At least twelve (12) years post qualifying experience in the required area of specialization.

**4. Master's degree in the relevant field is an added advantage**

## **Other Required Qualifications**

- Proven experience as an IFAD funded projects or other international Agencies would be distinct advantage
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- Strong inter-personal skills
- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil



**Monthly Salary:** Based on the Management Services Circular 01/2019

**Duty station**

The Institution Officer will be based in the District Hub offices with field visits as may be required to all districts and ASCs.

**Duration of services**

Duration of service is 24 person months. Initially, the contract will be assigned for a period of twelve (12) months and its extension will be based upon performance evaluation.