



Announcement No: POC-029-23
Opening Date: 6/21/2023
Closing Date: Until Filled

P.O. Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

Terms of Reference: National Technical Manager (NTM)
Project Title: Small Island Food and Water Project (SIFWaP)
Salary: \$30,000
Project Duration: Six Years and a possibility of an extension
Project Based: The NTM will be based at the FSM Dept. of Resources & Development, Division of Agriculture

Project Background:

The **International Fund for Agricultural Development (IFAD)** provided a grant to the FSM Department of Resources & Development to target the whole FSM region as the target country for implementation. The Project will target rural communities on outer islands as well as semi-rural communities on the main/capital islands. The goal of SIFWaP is for people living in the beneficiary communities in the Federated States of Micronesia to have access to sustainable and healthy diets. SIFWaP's development objective is to strengthen household resilience to shocks by improving food, nutrition and water security and livelihood opportunities in the small island communities of the Federated States of Micronesia.

The National Technical Manager will have overall coordination and management responsibility for SIFWaP. The NTM will head the NDU under the overall supervision of the FSM Dept. of Resources & Development and in close collaboration with CPCU. The NTM will work closely with the CPCU Project Planning and M&E specialist.

Under the overall supervision of the Assistant Secretary for the Division of Agriculture, the NTM will work on the following tasks to coordinate the implementation of the project:

- a) Provide Project strategic direction and positive leadership for the NDU team.
- b) Hold regular monthly meetings with all key staff and implementing partners to discuss Project planning, progress and issues.
- c) Oversee project targeting at island, community and household levels and ensure that appropriate social inclusion strategies are in place
- d) With support from the CPCU, coordinate preparation of the component AWPBs and consolidate these, together with the NDU AWPB, into an overall Country AWPB, and ensure timely submission
- e) Ensure proper implementation of all Project activities in accordance with the Financing Agreement and PIM.
- f) Ensure that the consolidated progress reports are prepared on a timely basis and submitted to all concerned implementing partners, CPCU, CPSC and IFAD.
- g) Review, approve, and monitor all service agreements with External Service Providers.
- h) Establish effective Project coordination mechanisms.
- i) Supervise the selection, recruitment, performance, and training of the project staff.

- j) Ensure that relevant, timely and quality information is provided to all stakeholders at all times.
- k) Establish and maintain linkages with other programs and projects; as well as the SIFWaP NDUs in other three participating countries to maximize synergy and efficiency as well as to achieve project objectives.
- l) Supervise and ensure accuracy and timely submission of the outputs of the Finance and Administration Officer especially the six-monthly financial reports.
- m) Ensure that the project activities are fully aligned with the guidelines prepared under the preparatory work.
- n) Identify and address key issues affecting implementation of the Project.
- o) Promote full transparency and accountability in Project implementation procedures at all times.
- p) Ensure proper of organization of, cooperate with and provide logistic support to IFAD supervision, implementation support and evaluation missions as required.
- q) Work with and be advised by the CPSC on all matters related to Project execution.
- r) Liaise with CPSC and PSC members on a routine basis.
- s) In collaboration with the CPSC and the other implementing staff, identify key policy issues and help them bring these forwards to the appropriate forum.

Project Start-up

- a) Finalize and subsequently update the PIM, with the assistance of the CPCU.
- b) Coordinate finalizing of the Annual Work Plan and Budget (AWPB) in close collaboration with CPCU,
- c) Coordinate the project launching and inception workshop,
- d) Supervise establishment of the NDU offices and provide on-going institutional support as required.
- e) Finalize and adapt the draft M&E Manual to FSM situation, in close collaboration with CPCU Project Planning and M&E specialist
- f) Ensure that all MoU and partnership agreements with Government line agencies, service providers, private sector, and other implementing partners are in place.

Monitoring and Evaluation

- a) Establish, maintain and update a Project M&E system at NDU and IDU levels, ensuring that all M&E data are disaggregated according to gender, age and disability.
- b) Design a system for M&E by outer island communities and ensure its integration into the Project M&E and incorporation into progress reports.
- c) Ensure that all staff and implementing partners understand Project reporting requirements and arrange for relevant training of staff.
- d) Design formats for quarterly, semi-annual and annual progress reports and ensure their timely and accurate production in coordination with Project staff.
- e) Provide inputs to finalize TORs of baseline survey, mid-term and completion evaluations.
- f) Identify need for special studies to be carried out during implementation.

Qualifications & Work Experience

- Demonstrated experience in project related work preferably with management skills at the National Government level.
- Minimum 5 year experience in any project related work most preferably management.
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- Extensive successful experience with liaison and consultation with a wide range of organizations and community groups, including those representing women, youth and PWDs.
 - Ability to integrate best practices into the on-going direction of the Project.
 - Proven ability in managing socially inclusive rural development projects preferably with community-based aspects.
 - Ability to head and be part of a team and to lead innovation and change.
 - Experience in the development and implementation M&E and Knowledge Management systems.
 - Experience in the implementation of community-based M&E procedures.
 - High level of written and verbal communication skills.
 - Excellent inter-personal skills.
 - Strong planning, management, and organizational skills, including experience in supervising staff.
 - Understanding and commitment to community development and gender equality principles.
 - Demonstrated capacity to work successfully within a multi-disciplinary, decentralized environment.
 - Proven ability to liaise effectively with a range of people from diverse backgrounds and various abilities and beliefs, including those from vulnerable or disadvantaged groups.
 - Computer literacy with strong skills in word processing and some skills in the use of spreadsheets.
 - Respect for and acknowledgement of traditional knowledge and practices where this can be integrated into the overall direction of the Project.

Application Submission:

1. Interested candidates are invited to submit the following documents/information to demonstrate their relevant qualifications and experience:
 - FSM Personnel Job Application
 - Curriculum Vitae
 - Copies of relevant degrees/certificates
2. Application package should be directly sent to FSM Personnel and email to mjacob@rd.gov.fm
3. Deadline for Submission: Until Filled