

TERMS OF REFERENCE PROJECT MANAGER

The Ogun State Ministry of Education, Science, and Technology

I. POSITION INFORMATION

Project Title:	Strengthening Coordination for Project Formulation, Preparation, and Implementation Readiness of Ogun State Agriculture Industrialization PforR
Job Title:	PforR Project Manager
Reports to:	The Honourable Commissioner Min of Education
Duration of Employment:	One year with Possibility for renewal
Duty station:	22 man-days each for the first 3 months; on need basis thereafter Abeokuta, Ogun State

II. BACKGROUND INFORMATION

Ogun State (OG) has recorded significant progress across various sectors in the current administration. There is however a need to plan for the medium to longer term, to ensure the achievements recorded are sustainable and to prepare adequately for the future. The Government has prepared a State Development Plan underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five cardinal programmes or objectives. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth available pool of resources available for this purpose. There are therefore two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun state has always been cognizant of the need for an enabling and investor friendly environment, able to attract capital and foster economic growth. The investments into creating such an environment are recognized within this strategic plan, along with a clear intention to build on and consolidate the progress achieved to date.

To improve and strength the economic impact to citizens in the state the government is in the process of applying for budget support from the World Bank, The State is in the preparation stage of the process and needs Project Manager for facilitation and management of preparation process.

III. OBJECTIVE

The Project Manager will be responsible for the day-to-day management of tasks execute by OSGS public and civil servants in relation to the Implementation of Preparation and Readiness.

IV. SCOPE OF WORK

1. Manage and coordinate all project activities, applying strategic planning and systematic coordination of project activities.
2. Manage day-to-day project preparation and implementation readiness and overall coordination of outcomes.
3. Ensure supervision of the project personnel and ensure effective communication and coordination between the departments, units, ministries offices and the development partners.
4. Provide direction and leadership in advocating project deliverables and in ensuring that all stakeholders are well informed about the project activities and goals.
5. Identify any support and advice required for the management, planning and control of the Projects.
6. Ensure timely preparation and compilation of the Project Daily, Weekly, Monthly, Quarterly and Annual Work Plans and Progress/Final substantial and financial reports and its submission as appropriate.
7. Prepare Weekly reports for the key project activities, issues and required action points. Prepare the project semi annual progress reports (progress against planned activities, update on risks and issues, expenditures), annual review report and final review reports, and submit them as appropriate.
8. Plan, organize and coordinate, in conjunction with the implementing MDA, a transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports.
9. Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems between all stakeholders.
10. Together with the host Ministry, identify and pursue opportunities for mobilization of resources to enhance the execution of the State P for R Operation and discuss with the Ministry of Budget and Planning.
11. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives. Mobilize goods and services to initiate activities, including drafting TORs and work specifications.
12. Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective project staff.
13. Represent the Project, as required, to build professional relationships with local, district and regional stakeholders in order to ensure the full participation of a broad spectrum of state leadership in the identification, planning and execution of Project activities.
14. Ensure proper professional relationships with relevant local, national and international partner agencies, and relevant development programmes/projects.

15. Verify and channel all requests for Project, administrative, logistics and other support and report all incidents related to security and issues of general concern to the Honourable Commissioner for Budget and Planning.
16. Manage the transfer of Project deliverables, documents, files, equipment and materials as per the international accepted standards and procedures.
17. Ensure establishment and maintenance of proper electronic and paper filing systems.
18. Perform other duties that may be required by Honourable Commissioner.

V. RECRUITMENT QUALIFICATIONS/COMPETENCIES

Education:	<ul style="list-style-type: none"> ◆ <i>Bachelors degree or equivalent in international development, social sciences, public administration, Education, information Technology, Business Management or other relevant field.</i>
Experience:	<ul style="list-style-type: none"> ◆ <i>10 years of relevant work experience</i> ◆ <i>Experience in the field of development cooperation including in grant management</i> ◆ <i>Knowledge of the issues in the relevant area</i> ◆ <i>Proven ability to draft, edit and produce written proposals and results-focussed reports</i> ◆ <i>Proven experience working with Government, civil society, international organizations and donors</i> ◆ <i>Experience in the usage of computers and office software packages (MS Word, Excel, etc.)</i>
Language Requirements:	<i>Fluency in English</i>

VI. REPORTS AND SCHEDULE OF DELIVERIES

The Project Manager will be required to provide monthly reports regarding his/her activities.

VII. SERVICES TO BE PROVIDED BY THE CLIENT

The Ogun State Government will provide an office for the implementation of the PMs duties; in addition, the State will provide suitable accommodation and transportation within the State.

VIII. INSTITUTIONAL AND ORGANIZATION ARRANGEMENTS

The Individual Consultant will report directly to the Honourable Commissioner (HC) Education. And Liaise with Special Advisers, Senior Special Assistance, Permanent Secretary and Directors etc as required by the HC.