

TERMS OF REFERENCE PROJECT COORDINATOR

Ogun State Agricultural Production and Industrialization Program [OGAPIP]

Project Implementation Unit

I. POSITION INFORMATION

Project Title:	Ogun State Agricultural Production and Industrialization PROJECT MANAGEMENT UNIT: Project Coordinator
Job Title:	OGAPIP Steering Committee and The Honourable Commissioner, Ministry Budget and Planning
Reports to:	
Duration of Employment:	5 years Abeokuta, Ogun State
Duty station:	This position is open to Civil Servants in the Ogun State Government and the General Public

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 strengthen the economic impact to citizens in the state the government has applied for credit from the World Bank. The State is in the preparation stage of the project and seeks a Project Manager who will oversee the preparation and implementation of the project.

II. SCOPE OF WORKS

The main responsibilities of the Project Coordinator are to manage and oversee quality and timely preparation and implementation of the project. The annual work plan agreed upon between the World Bank and State will determine the specific annual direction of the project and the activities to be implemented. The Project Coordinator will be responsible for recruiting staff members and consultants for the project, and for coordinating and monitoring their work.

Further, the Project Coordinator will be responsible for implementing the fiduciary arrangements agreed with the World Bank, including planning, monitoring and reporting; daa collection and analyses and reporting and measuring the project performance.

The Project Coordinator will report both to OGAPIPs Steering Committee and the Ministry of Budget and Planning.

Specifically, the scope of work of the project Coordinator includes:

- Ensuring effective and efficient management of all project activities in accordance with the Financing Agreement;
- Managing all employees of the project, ensuring that the highest ethical standards are upheld in the project;
- Providing quality assurance for all reports to be submitted to the government, the World Bank and internal and external clients;
- Ensuring accurate and timely submission of quarterly and annual activity reports and financial reports to the WB;
- Monitoring project funds, approving project disbursements according to the Project Operational Manual and liaise with WB on budgetary changes if required;
- Establishing operating arrangements for financial management and accountability, including ensuring all supporting documents are maintained and that a robust records management system is established to maintain accurate audit trail;
- Ensuring recommendations made as a result of the annual audits are implemented;
- Ensuring facilitation of annual financial audit and that recommendations therefore are fully implemented Ensuring strict adherence to laid down procurement procedures;
- Leading the preparation of OGAPIP Annual Review Meeting;
- Ensuring operational and financial closure of the program according to WBs procedures at year end;
- Liaising with WB throughout the project cycle, informing WB on progress and obstacles in the implementation and providing necessary documentation upon request from WB;
- Participating in advocacy and policy dialogues with relevant stakeholders on issues included in the portfolio of the program;
- Coordination with partners and other relevant stakeholders;
- Any other tasks deemed necessary to achieve the project objectives according to the request of the State or WB.

III. RECRUITMENT QUALIFICATIONS/COMPETENCIES

Education:	<ul style="list-style-type: none"> • Masters degree or equivalent in international development, social sciences, public administration, Agriculture, Business Management or other relevant field.
Experience:	<ul style="list-style-type: none"> • 10 years of relevant work experience • Experience in the field of development cooperation including in grant management • Knowledge of the issues in the relevant area • Proven ability to draft, edit and produce written

	proposals and results-focussed reports <ul style="list-style-type: none"> • Proven experience working with Government, civil society, international organizations and donors • Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
Language Requirements:	<i>Fluency in English</i>

IV. SERVICES TO BE PROVIDED BY THE CLIENT
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The Ogun State Government will provide an office and tools to achieve the objectives.

V. INSTITUTIONAL AND ORGANIZATION ARRANGEMENTS

The Individual Consultant will report directly to the Steering Committee and be supervised by the Honourable Commissioner, (HC) Ministry of Budget and Planning

Expression of Interest and Resumes' should be sent to OgunP4R@ogunstate.gov.ng before 31st, March 2019.