



**SPECIFIC PROCUREMENT NOTICE
RRB.CS.35 - PROGRAMME MANAGER**

Project country:	Belize
Financing institution:	International Fund for Agricultural Development
Client:	Ministry of Finance, Economic Development, and Investment
Project name:	Resilient Rural Belize Programme
Title:	Specific Procurement Notice (SPN)
Procurement type:	Individual Consulting Services
Procurement Post:	Programme Manager
Loan/Credit/Grant Financing No.:	2000002301

Background: The Government of Belize (GOB), with financing from the International Fund for Agricultural Development (IFAD) and the Green Climate Fund (GCF), has embarked on a six-year Programme, Resilient Rural Belize (RRB), which aims to minimize the impacts of climatic and economic events on smallholder farmers while supporting sustainable market access for their produce. The programme will help farmers employ climate resilient agricultural practices and technologies; integrate profitable smallholder participation into the development of select vegetable, fruit, and honey value chains; and support smallholder production capacity through investments in public and private climate resilient infrastructure and in the strengthening of smallholder farmer Producers Organizations and relevant GOB Departments.

Scope of Work: The Programme Manager will provide overall leadership and management of the Programme Management Unit (PMU), will coordinate the activities to be implemented, and will have the ultimate responsibility for planning, budget preparation and management and execution to achieve the programme's objectives and targets. In addition, the PM will report to the Programme Oversight Committee on policy matters, will act on the MED's behalf in his/her contacts with public and international institutions, and provide overall supervision of service providers contracted by the programme.

Duties and Responsibilities: The Programme Manager will be responsible to:

- Prepare all strategic planning, management and related documents that is important to overall programme implementation.
- Update the Programme Implementation Manual incorporating the relevant legal and other regulations governing the implementation of the programme and present to the Programme Oversight Committee (POC) for approval.
- Establish and maintain, on behalf of the programme, excellent relations with the International Fund for Agricultural Development (IFAD) and the Green Climate Fund (GCF), and all direct programme partners (Ministry of Economic

Development, Ministry of Finance, Ministry of Agriculture, Ministry of Infrastructure Development and Housing, Department of Cooperatives, the National Climate Change Office, the Development Finance Corporation, and other relevant agencies.

- Inform the focal point of the Ministry of Economic Development (MED) on important issues and the programme's status on a regular basis.
- Represent the programme in forums in which it participates, or its results are being featured.
- Oversee all contracting of services, and delegating responsibilities where appropriate to PMU staff.
- Monitor and assess the performance of the PMU staff and service providers.
- Lead the preparation of results-oriented Annual Work Plans and Budgets (AWPBs) for the programme, in close collaboration with the PMU and implementing partners, and present the AWPB to the POC annually, ensuring its approval.
- Ensure that the AWPB is sent to IFAD and the GCF in a timely manner, as stated in the Programme Implementation Manual.
- Network with other agencies and stakeholders to ensure implementation of the activities as detailed in the AWPB.
- Monitor the implementation of the AWPB, adjusting as necessary, and work closely with the Monitoring & Evaluation (M&E) Specialist on setting benchmarks and gender/age disaggregated indicators to assess programme delivery and impacts.
- Ensure that the implementation of the programme is done according to the implementation strategy as indicated in the Final Programme Design documents and ensure gender equity is included and cross-cutting in the programme monitoring and evaluation, as well as in the annual planning.
- Supervise the execution of all procurement in accordance with IFAD's Financing Agreement and Procurement Guidelines.
- Manage the programme's budget and ensure that all expenditures are in keeping with the programme objectives and activities.
- Prepare all programme reports and present these to the POC when required.
- Establish linkages with other national and regional programs involved in rural development in Belize and to ensure complementarity of efforts.
- Collaborate with private sector initiatives that are relevant to the Be-Resilient initiatives.

Core Competences:

- Excellent command of the English language, spoken and written. Spanish language and proficiency would be an asset.
- Solid managerial capabilities for managing human and financial resources, and
- Ability to negotiate and foster partnerships with stakeholders and other institutions.
- Excellent collaboration and communication skills.
- Excellent analytical and problem-solving abilities.
- Superb organizational and time-management skills.
- Willingness to work outside of formal working hours.

Academic Qualifications: The Programme Manager shall possess a minimum of a master's degree in project management, business administration, finance, agriculture, rural development, or any area related to the main components of the programme.

Required Experience:

- Minimum of five (5) years' experience managing projects financed by external donors in a management position.
- Minimum of three (3) years' experience working with agriculture, value chain or rural development projects.
- Minimum of five (5) years' experience liaising with public and private sector institutions at the management level.
- Minimum of five (5) years' experience in preparing project reports e.g., Annual Work Plans, Project Execution Plans, Budgets etc.
- Experience working in rural development, particularly in rural communities and with the rural poor will be considered an asset.
- Experience in negotiating and managing contracts will be considered an asset.

Reporting: The Programme Manager will report to the Programme Oversight Committee (POC). The duty station for the position will be at the PMU Office in Belmopan.

Clarifications: Any request for clarification should be sent via e-mail to the address below no later than July 5, 2021 3:00pm. The client will provide responses to all clarification requests by July 6, 2021 at 3:00pm

Application Submission:

Interested candidates are requested to submit a Letter of Interest, Curriculum Vitae, and two (2) Recommendation letters or References along with a copy of the highest degree. The deadline to submit applications is Friday, July 9, 2021, at 3:00p.m. via the following File Request Link: <https://bit.ly/2ShZ3Z1> (**Note: No application submitted via email will be accepted**)

A consultant will be selected in accordance with the individual consultant selection (ICS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. Interviews *will* be conducted as part of the selection process.

Resilient Rural Belize Programme

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