

## TERM OF REFERENCE

### PROJECT IMPLEMENTATION ASSISTANT FOR MEDEP

#### Background

On behalf of the Government of Maldives, The Ministry of Fisheries and Agriculture (MOFA) is currently implementing a grant project titled “**Mariculture Enterprise Development Project (MEDeP)**” funded by the International Fund for Agricultural Development (IFAD).

The overall goal of **MEDeP** would be to expand livelihood opportunities and reduce vulnerability. The development objective of the project would be to enhance incomes and employment especially for youth and women from mariculture activities. The key outcomes expected from the project would include (i) enhanced capacity of the Ministry of Fisheries and Agriculture to regulate and manage the mariculture industry (ii) strengthened capacity of the private sector including companies, small and medium enterprises and individual entrepreneurs to invest and participate in the mariculture value chain and (iii) increased capacity of poor households especially women and youth to realize productive gains from the mariculture sector.

In keeping with IFAD policy, the direct target group of MEDeP would be the rural poor, who tend to be concentrated at the lower end of the private-sector continuum. The target group for the MEDeP would include (i) young women and men interested in mariculture (ii) small entrepreneurs along the mariculture value chain and (iii) private sector firms willing to invest in mariculture.

The main benefit of the MEDeP would be the growth of an alternative source of livelihood, employment and incomes thereby reducing the vulnerability in the country which has a very limited resource base. The project is expected to lead to the development of the private Mariculture sector.

**The Project Implementation Assistant will service the above mentioned MEDeP project as detailed below;**

#### **Tasks and responsibilities**

The Project Implementation Assistant will work as part of the PIU team to support all the components of both the projects with Project Implementation Unit, with a specific focus on the following tasks:

- Assist Project Director and project team with the implementation of the activities of MEDeP project
- Work closely with the Project beneficiaries to implement project in the project islands.
- Assists and facilitate to build awareness among beneficiaries on best mariculture management practices, sustainability and standard and disseminate information to the communities via various media and potential service providers.
- Facilitate forums and meetings for information exchange between beneficiaries and the markets.
- Ensure regular reporting is submitted to PIU after implementation of each activity.
- Assist M&E Officer in monitoring, evaluation and knowledge management of the project to ensure the submission of all progress reports on time to PSC and IFAD.
- Support Supervision and Implementation Missions, MTRs, Project Completion Report and ensure to compliance with their recommendations.
- Work as part of the PIU team to ensure that the work programme is regularly updated to reflect progress and anticipated timeline.
- Prepare monthly progress reports and work plan updates of the project.
- VCCO
- Provide any other necessary inputs/support to PIU request by Project Director .

- Assist PIU in preparing/maintaining the administrative, finance and on procurement process tasks.
- Assist M&E officer and visits the project sites/field regularly and provide progress of the ongoing project activity from the beneficiary.
- Assist and provide support to PIU team to manage day to day operations

## Reporting and management

The Project Implementation Assistant will report directly and will be managed by the PIU Project Director.

## Deliverables/Outputs and performance evaluation

- Agreement will be reached with the Project Director on particular activities that are planned to contribute to the fulfillment of each of the tasks above, along with the outputs and deliverables to be provided to the Project Director to demonstrate that such activities have been completed as scheduled. Such information will be documented in the form of an activity/evaluation grid/table.
- Performance will be assessed by the Project Director against the previously agreed activities and deliverables on quarterly or on random basis if Project Director requires it. Except in cases where there are valid reasons for a failure to complete activities and provide the deliverables specified, employment may be terminated by the PIU/MOFA.

## Timing and Location

The Project Implementation Assistant will be employed on a full time basis (depending on performance as assessed by the performance evaluation process described above). The Project Implementation Assistant will be housed with the PIU and be based in Malé, but is expected to spend considerable periods of time in the field, and typically around 70% of his/her time. It may be necessary to work some weekends if travel logistics and the availability of beneficiaries require it. The exact timing and location of the field visits will be determined by the PIU Project Director as part of the Programme planning processes.

## Qualifications

The **PI Assistant** should possess the following qualifications as a minimum standard for recruitment:

- A Diploma qualification in project management, business, international development or related discipline.
- A minimum of 2-3 years' experience in project management of multi-cultural teams.
- Experience in aquaculture or mariculture farming would be an added advantage.
- Previous work experience on agricultural and fisheries sector in the Maldives.
- Excellent communication skills and ability to write clearly in English and Dhivehi to international reporting standards.
- Strong computer literacy in word and excel
- Previous experience of working with, and building capacity in small-scale fisheries sector businesses and cooperatives.
- Experience in working with international donors within the region.