

# **OECS AGRICULTURE COMPETITIVENESS PROJECT (ACRICOM)**

## **TERMS OF REFERENCE FOR PROJECT STAFF**

### **Administrative Assistant**

#### **BACKGROUND**

The Government of St. Vincent and the Grenadines has received a US\$4.3 million loan from the International Development Association (IDA) of the World Bank to implement the OECS Regional Agricultural Competitiveness Project.

The Project Development Objective (PDO) is to “enhance access to markets and sales for competitively selected farmers and fishermen, as well as their allied aggregators and agro-processors in St. Vincent and the Grenadines. The success of the project will be measured against key indicators.

#### **Key Result Indicators**

The project will be evaluated against the following indicators:

- Market Access Compliance Score for participating farmers and fishers supplying products to their allied AAs in accordance with the agreed Business Plan per semester
- Compliance Score for sales from all participating AAs complying with the buyers' specifications as per the agreed Business Plans per semester
- Percentage increase in the average annual sales of farmers and fishers participating in strategic alliances under the project
- Percentage increase in the value of gross sales made by aggregators and agro-processors participating in the project
- Direct project beneficiaries
- Number of business proposals submitted and evaluated
- Number of approved business proposals developed into an evaluated business plan
- Private Capital Mobilized
- Participating FFs and AAs adopting an improved agricultural technology promoted by the Project
- Increase in labor productivity of benefitting farmers and fishermen

The project's approach consists of improving small-scale producers' access to markets, using the private sector as a vehicle to align smallholder production with market demand in terms of quantity, quality, and timeliness. The main components of the proposed project are based on the need for improving linkages between demand and supply of agricultural, livestock, and fisheries products. The proposed project will support technically feasible, financially viable, economically profitable, and socially/environmentally responsible business plans through a matching grant mechanism. Furthermore, the project will support preparation of competitively selected business plans led by AAs of agriculture and fisheries products. Implementation of these business plans will be supported by intensive Technical Assistance. The 4 main components of the project are:

### **Component 1: Support for Preparation of Business Plans**

The objectives of this component are to:

- (i) promote an understanding of the Project's scope and objectives through outreach to potential stakeholders and beneficiaries (such as individual and organized FFs, AAs, buyers, and financing actors);
- (ii) identify potential business opportunities for prioritized value chains and their translation into viable and profitable business proposals; and
- (iii) prepare full business plans for selected proposals. Under this component, the proposed project will finance consultant and non-consultant services, goods, training, and operating costs to implement pre-investment activities.

### **Component 2: Implementation of Business Plans**

This component provides matching grants to co-finance the implementation of technically feasible, financially viable, economically profitable, socially responsible, and environmentally sustainable business plans, which when implemented will help to provide a consistent and timely supply of sufficient quantities of quality produce to buyers, while helping to provide a reliable income to allied producers.

### **Component 3: General Agricultural Services and Enabling Environment**

This component seeks to strengthen general agricultural services directly linked to the subprojects described in Component 2 and needed to enhance the probability of success. It will

also support the strengthening of the overall enabling environment needed for the sustained development of the business enterprises with potential competitive advantages, locally and internationally.

#### **Component 4: Project Management, Monitoring, and Evaluation**

The objective of this component is to ensure effective project implementation, monitoring of activities, and evaluation of the project. Under this Component, the Project will finance the operational costs of the Project.

#### **OBJECTIVE OF THE CONSULTANCY**

The primary responsibility of the Administrative Assistant will be to provide routine administrative and secretarial support activities to the Project Manager and project staff.

#### **SCOPE OF WORK**

The project will be implemented by the Ministry of Agriculture, Forestry, Fisheries and Rural Transformation through a Project Implementation Unit (PIU) with overall responsibility for coordination and supervision.

Specifically, the tasks of the Administrative Assistant will include but not limited to:

- Performing general secretarial and office management functions which are approved by the Project Coordinator;
- Efficiently organizing, maintaining and safekeeping of an electronic and manual filing systems and files of the PIU;
- Carry out photocopying, retrieval of documents, and correspondence;
- Answer telephone calls, fax messages and general correspondences by order of Project Coordinator;
- Ensuring clear and accessible database of all incoming and outgoing documentation for PIU;
- To accurately pass all incoming information to relevant staff;
- Organizing day-to-day schedule for PCU Coordinator.

- Organizing PCU meetings and typing minutes of meeting;
- Support PIU staff in organising logistics for all business round tables, conferences, training sessions, and other project activities of the PIU;
- Ordering, purchasing and stocking of office supplies;
- Keeping track of security and maintenance of the office;
- Perform any other appropriate tasks determined by Project Coordinator.

## **MINIMUM QUALIFICATIONS**

**Education:** An Associate Degree in Business Administration, secretarial services or related subject.

**Experience:**

- A minimum of 3 years of professional experience in administration or related functions.
- Adequate computer skills and knowledge of Microsoft and other relevant software;

## **DURATION OF CONSULTANCY**

The duration of the contract will be 2 years, with the option for renewal based on satisfactory performance.