

TERMS OF REFERENCE (TORS)

Project Director

Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)

Project Coordination Unit, Planning and Development Department, KP

Background

The provincial government in partnership with the International Fund for Agriculture Development (IFAD) is implementing KP-Rural Economic Transformation Project to address the main causes of rural poverty and food insecurity. These include low productivity and inefficient production system, wastages and low return from unorganized smallholders dominated farming, poor market orientation and weak linkages to supply chains, youth and women unemployment in rural areas as well as limited access to economic services, causing in turn income losses, food insecurity and malnutrition. The project will cover all 35 districts of the province to allow equitable coverage of the potential of all agro-ecological zones and exploit regional/district specific employment opportunities. The KP- RETP target groups will fall under the category of smallholders (<12.5 acres or 5 ha), landless households (HH), rural youth and the poor. The project will target 50% youth and 25% women beneficiaries in all the project activities. The Project will be implemented over a period of seven years (2022-2028).

Project Components

The project has following three core components:

1. **Agribusiness Development**—focusing on Professional Farmers Organizations, development of public private producers’ partnerships (4Ps), Farm Service Companies and Institutional Services.
2. **Skills Development & Employment** —focusing on Skills Development for agribusiness, employment, start-up capital for self-employment; Public –Private internship programme, support to TEVTA.
3. **Project Management and Policy Support**—focusing on Management, implementation coordination and policy support, technical assistance for institutional/capacity building.

Project Development Objective

The development objective is improved rural income and employment through high value agriculture and off-farm/non-farm related activities in a sustainable and climate resilient manner.

Scope of Work

The Project Director will be responsible for the overall management and coordination of the programme activities as well as the programme implementation in accordance with the provision of financing agreement and project design. The PD will act as the principal accounting officer (PAO) for the Programme and report to the Programme Steering Committee (PSC), which is chaired by the Additional Chief Secretary, KP. The responsibilities of the Project Director include but are not limited to the following:

- i. Ensure that all resources are made available for the timely and smooth implementation of the project activities as per the project design and scope of the financing agreement(s);
- ii. Be responsible for the appropriately capacitating of PCU/RCUs including necessary recruitment, account(s) opening and operation and management of PCU in an effective and efficient manner;
- iii. Establishment of sound management, supervision and monitoring system(s) within the programme for planning, coordination, reporting, financial management, M&E and troubleshooting in line with financial agreement(s) and programme documents;
- iv. Develop an effective stakeholders’ and media management and develop and operationalize communication strategy for the programme and efficient dissemination of all programme purpose and activates within and outside programme area;
- v. Be responsible for the overall management of the programme and of the PCU and RCUs staff and activities undertaken by implementing partners;
- vi. Lead the preparation of the annual work plan and budget (AWPB) and associated procurement plan and ensure its timely submission to relevant fora and seek necessary approvals;
- vii. Ensure the effective and efficient utilization of programme funds and other resources according to the AWPB and procurement plan through supervision and monitoring;

- viii. Ensure that progress, audit and other reports are produced and submitted to the appropriate parties on a timely basis;
- ix. Ensure effective targeting of the poor and vulnerable in target villages/valleys and main streaming of gender, youth and indigenous people in the programme, achievement of gender impacts as planned, and identifying and managing any gender, youth and indigenous people related risks;
- x. Ensure the timely dissemination of programme experience and results to relevant stakeholders within the learning community;
- xi. Ensure effective linkages, liaison and networking with other implementation partners and service providers either working in the programme area or potentially concern with programme activities and with other relevant interventions;
- xii. Establish effective fora for public-private sector interaction and promotion of private sector linkages with the provincial, district and regional/valley/cluster levels or any other beneficiary group representing the programme at relevant events and meetings;
- xiii. Implement the decisions of the PSC and recommendation of the IFAD missions; and
- xiv. Perform any other duty relevant to the programme as may be assign by the PSC and IFAD.

Reporting

The Project Director shall report to the Project Steering Committee (PSC), through Secretary P&D.

Qualification and Experience Required:

Master degree in in Business Management, Agriculture, Agribusiness/Agriculture Economics, Economics, Rural Development, Development Studies, Project Management or any other relevant discipline from HEC recognized university. Minimum 17 years of relevant demonstrable post qualification experience as civil servant (B-17 and above). Only civil servants who meet these eligibility requirements can apply against this position following the prescribed procedure.

TERMS OF REFERENCE (TORS)
Project Coordinator
Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)
Project Coordination Unit, Planning and Development Department, KP

Background

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Project Development Objective

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Scope of Work

The Project Coordinator will be responsible for coordination of work between different component leads at PCU level as well with the RCUs. Further, the PC will lead in general administration of project under the direction of PD. The responsibilities of the Regional Coordinator include but are not limited to the following:

- i. Establishment of systems for planning, coordination, reporting, financial management, M&E and trouble-shooting at PCU and field levels.
- ii. Be responsible for the overall management and coordination of the project activities at PCU and RCUs level;
- iii. Coordinating with component leads and RCUs for AWPB and associated Procurement Plan;
- iv. Ensure the effective utilization of project funds and other resources according to the AWPB through supervision and monitoring;
- v. Ensure mainstreaming of gender, climate change, and nutrition aspects in programming project activities—at PCU, RCUs, and Implementing Partners' levels. Ensuring that the project direction on these aspects is effectively executed and reflected in project reporting;
- vi. Ensure the timely dissemination of project experience and results to provincial government and other stakeholders.
- vii. Ensure adequate linkages, liaison and networking with other implementation partners and service providers either working in the district or potentially concerned with project activities and with other relevant interventions;
- viii. Establish effective fora for public-private sector interaction and promotion of private sector linkages with the district and valley level farmers or any other beneficiary groups.
- ix. Represent the project at relevant functions and meetings—where directed by PD for this purpose.
- x. Perform any other duty relevant to project as may be assigned by the PD.

Reporting

The Project Coordinator shall report to PD, PCU

Qualification and Experience Required:

Master degree in in Business Management, Agriculture, Agribusiness/Agriculture Economics, Economics, Rural Development, Development Studies, Project Management or any other relevant discipline from HEC recognized university. Minimum 12 years of relevant demonstrable post-qualification experience as civil servant of appropriate seniority (B-17 and above). Only civil servants who meet these eligibility requirements can apply against this position following the prescribed procedures.

TERMS OF REFERENCE (TORS)

Finance Manager-PCU

Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)

Project Coordination Unit, Planning and Development Department, KP

Background

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Project Development Objective

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Scope of Work:

The FM shall be responsible for overall financial management and reporting. The FM shall liaise with IFAD on all aspects of project’s financial management, lead capacity building activities in the area of financial management under the project to capacitate accounting staff within PCU and other partner organizations to comply with guidelines and policies and procedures, keep PD updated on latest developments and issues in project’s financial management and provide suggestion to the best possible option, maintain liaison with IFAD in managing the assignment account, and participate in Project Steering Committee meetings and activities; assist/advise the PD in all financial matters as and when required.

The responsibilities of the Finance Manager include but are not limited to the following:

Budgeting and Planning

- i. Assist the PD in preparation of AWPB and facilitate in the approval of AWPB from Project Steering Committee.
- ii. Prepare report on monthly financial progress of the project for the attention of the PD and further discussions.
- iii. Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project/s in line with project’s procurement plan and Work Plan/Cash Plan.

Funds Management

- iv. Ensure timely releases of counterpart funds from provincial government.
- v. Liaison with P&D, line departments, Provincial Accountant General (AG) in connection with budget, releases, disbursement and other issues of financial management.

- vi. Prepare realistic cash forecasts on quarterly basis in coordination with the project team/implementing partners.
- vii. Engage with IFAD for release of funds and maintenance of sufficient liquidity for project implementation.
- viii. Prepare and process withdrawal application in accordance with IFAD's Disbursement Guidelines for drawing funds from the assignment account(s).
- ix. Track funds and follow up with National Bank of Pakistan and IFAD to ensure timely credit of funds into the project's assignment account(s).

Internal Controls

- x. Perform internal control assessment in view of the systemic weaknesses as reported from time to time in the supervision missions/audits/periodic inspections by PCU and take remedial actions
- xi. Take measures to strengthen internal controls system as per IFAD's guidelines stipulated in this document;
- xii. Assess the need of other monitoring controls, such as internal audit and suggest it to the management accordingly.

Expenditure/Payment Processing

- xiii. Ensure compliance with internal control framework—including applicable government rules and procedures while processing payments.
- xiv. Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- xv. Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- xvi. Ensure that IFAD's No Objection Letter (NOL) is obtained for every prior review activity before processing any payment.
- xvii. Prepare request for payment and forward to PD for approval after fulfilling all codal formalities.
- xviii. Ensure that only eligible payments are forwarded Coordinator's approval and drawing funds from the assignment account.
- xix. Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- xx. Record all transactions timely and accurately in the books of accounts and ensure that no expenditure remained unaccounted.
- xxi. Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- xxii. Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and IFAD's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- xxiii. Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- xxiv. Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with approved procedures.
- xxv. Prepare monthly bank reconciliation statements of assignment accounts.

- xxvi. Reconcile the expenditure on government prescribed format with the office of Accountant General KP on monthly basis.
- xxvii. Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- xxviii. Prepare and process monthly project payroll and submit to PD for approval prior to making any payment under salaries.
- xxix. Ensure that the fixed assets and inventory records are maintained for the project identifying location and user of each asset/inventory and arrange for the annual and periodical inventory of the assets/consumables.
- xxx. Ensure safe custody of all financial records for review by IFAD Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- xxxi. Prepare quarterly financial reports and submit to PD and Bank in a timely fashion for review and approval.
- xxxii. Ensure that annual financial statements and other reports as specified under the Financing Agreements and as per recommended/suggested by supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘Financial Reporting under Cash Basis of Accounting’.
- xxxiii. Prepare Annual financial statements of the three project/program and submit for review and approval to PD.
- xxxiv. Define and produce other financial reports, as and where required on utilization of funds to facilitate PD in decision-making process.

Audit

- xxxv. Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and IFAD.
- xxxvi. Ensure that the project is adequately reflected in audit plan of Auditor General of Pakistan and that audit is periodically conducted.
- xxxvii. Cooperating with IFAD, Government, and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the IFAD supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- xxxviii. Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with relevant project entities in settling audit paras.
- xxxix. Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.
- xl. Establishment of systems for planning, coordination, reporting, financial management, M&E and trouble-shooting at the district level.
- xli. Be responsible for the overall management and coordination of the Programme activities in the district and of the RCU staff.
- xl.ii. Preparation of the divisional annual work plan and budget (AWPB) and associated Procurement Plan;
- xl.iii. Ensure the effective utilization of Programme funds and other resources according to the AWPB through supervision and monitoring;
- xl.ii. Ensure mainstreaming of gender in the Programme, achievement of gender impacts as planned,

and identifying and managing any gender-related risks;

- xliv. Ensure the timely dissemination of Programme experience and results to relevant stakeholders within the learning community;
- xlvi. Ensure adequate linkages, liaison and networking with other implementation partners and service providers either working in the district or potentially concerned with Programme activities and with other relevant interventions;
- xlvii. Establish effective fora for public-private sector interaction and promotion of private sector linkages with the district and valley level farmers or any other beneficiary groups.
- xlvi. Represent the Programme at relevant functions and meetings.
- xlix. Perform any other duty relevant to the Programme as may be assigned by the PC

Reporting

The Finance Manager will report to Project Director, PCU.

Qualification, Skills and Experience Required:

Master level educational attainment in finance, MBA, ACCA, CA (preferred) or any other related discipline, minimum 10 years' experience at similar level, having managed donor funded project(s), familiarity with Government financial regulations and IFAD financial management guidelines, and sound understanding of the community procurement and financial management of community driven sub-projects implementation.

TERMS OF REFERENCE (TORS)
M&E and Knowledge Management (KM) Manager
Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)
Project Coordination Unit, Planning and Development Department, KP

Background

The provincial government in partnership with the International Fund for Agriculture Development (IFAD) is implementing KP-Rural Economic Transformation Project to address the main causes of rural poverty and food insecurity. These include low productivity and inefficient production system, wastages and low return from unorganized smallholders dominated farming, poor market orientation and weak linkages to supply chains, youth and women unemployment in rural areas as well as limited access to economic services, causing in turn income losses, food insecurity and malnutrition. The project will cover all 35 districts of the province to allow equitable coverage of the potential of all agro-ecological zones and exploit regional/district specific employment opportunities. The KP- RETP target groups will fall under the category of smallholders (<12.5 acres or 5 ha), landless households (HH), rural youth and the poor. The project will target 50% youth and 25% women beneficiaries in all the project activities. The Project will be implemented over a period of seven years (2022-2028).

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The project has following three core components:

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3. **Project Management and Policy Support**—focusing on Management, implementation coordination and policy support, technical assistance for institutional/capacity building.

Project Development Objective

The development objective is improved rural income and employment through high value agriculture and off-farm/non-farm related activities in a sustainable and climate resilient manner.

Scope of Work:

The position will report to the PD and the incumbent shall work very closely with the other managers to establish, coordinate for, and effectively run M&E system. Learning and communication systems shall be integral part of the M&E system at KP- KP-RETP . The M&E system will link five functions: output and outcome M&E, IFAD Results and Impact Management System (RIMS), M&E, learning and adaptation for continuous improvement of performance; internal (PCU) and external (stakeholders) communication; innovation and experimentation; and information management. The responsibilities of the M&E and Knowledge Management Manager include but are not limited to the following:

- i. Developing a simple reporting system for the monitoring of programme activities and preparing regular reports on implementation progress, performance and impact of operations;
- ii. Set up term of reference and conduct studies to assess the impact of the programme
- iii. Organization of training on M&E for members of the PCU, implementing partners and counties, and providing technical backstopping to implementing agencies for preparing the AWPBs and for compliance with reporting requirements;
- iv. Establishment of GIS mapping of each site and a Programme Baseline Survey.
- v. Development and implementation of the programme M&E and Learning
- vi. Development of Communication System and Strategy.
- vii. Develop associated Management Information System for managing data and information for overall monitoring, and for the collection and analysis of data on programme achievements and impact, based on a set of gender disaggregated indicators in line with the programme logical framework and stakeholders' information needs.
- viii. Organization and supervision of focused baseline surveys at the beginning of the programme;
- ix. Coordinating the preparation and monitoring the implementation of the AWPB;

- x. Ensuring that all participating institutions keep records on their activities and feed this information into the Programme Learning System;
- xi. Ensuring REGULAR REPORTING (monthly, quarterly, six-monthly and annual)

Media and Communication

- xii. Support advocacy efforts through providing evidence of programme impact gathered through the M&E system;
- xiii. Develop various “documentaries” / case studies, etc, at the beginning, and till end of the Programme to document the change and share it with wider stakeholders and communities.
- xiv. Engaging media personnel for airing ETI achievements with the public.

Knowledge Management

- xv. Develop and implement processes and guidelines for systematic capture of knowledge, good practices and innovation, and the sharing and use of same to improve programme implementation, including in the development of the AWPB.
- xvi. Provide assistance/guidance in implementing the Programme Learning System;
- xvii. Coordinate surveys and case studies to assess achievements and outcomes of KCEP activities;
- xviii. Develop a multi-stakeholder communication strategy along the seasonal performance of the programme including a portal for web-based feedback of beneficiaries, private sector partners and county administrations
- xix. Coordinate the dissemination of the findings from the impact assessment studies.
- xx. Foster partnerships for broader knowledge-sharing and learning;
- xxi. Oversee communication support to awareness raising and sensitization of programme participants;
- xxii. Contribute to the preparation of the AWPB and progress reports

Reporting:

The M&E and Knowledge Management Manager will report to Project Director, PCU.

Qualification, Skills and Experience Required:

The candidate should have Master degree or above in economics or any other relevant social sciences, with at least 10 years’ experience in M&E using qualitative and quantitative tools for data analysis and reporting under a project of similar size and complexity preferably in agriculture sector. Good writing and communication skills in English are required while work in KP, newly merged districts and fluency in Pashto languages are desired.

TERMS OF REFERENCE (TORS)
Accounts Officer, PCU
Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)
Project Coordination Unit, Planning and Development Department, KP

Background

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Project Development Objective

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Scope of Work:

The Accounts Officer shall report to FM and be responsible for accounting function—using accounting software. The position shall ensure transparency, accountability, and compliance in recording and reporting of project transactions. The responsibilities of the Accounts Officer include but are not limited to the following:

- i. Ensure compliance with internal control framework (Operations Manual, Financial Management Manual, SOPs and IFAD's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- ii. Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- iii. Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- iv. Ensure that No Objection is obtained from IFAD for every prior review activity before processing any payment.
- v. Ensure that only eligible payments are submitted to FM for seeking PD's approval and drawing funds from the assignment account.
- vi. Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
- vii. Record all transactions timely and accurately in the books of accounts (both in Pak Rupees and US\$) and ensure that no expenditure remained unaccounted.
- viii. Maintain accounts on cash basis as per government accounting procedure.
- ix. Maintain up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the projects progress.
- x. Prepare supplementary record which provides timely and up-to-date financial information of civil works and consultancies.

- xi. Maintain imprest of petty cash and ensure maintenance of separate petty cash book and petty cash vouchers and compliance with established procedures.
- xii. Verify vehicles log books & compare with the fuel consumption reports
- xiii. Tax Withholding on each payment
- xiv. Data entry into accounting software
- xv. Prepare monthly bank reconciliation statements of assignment account(s) both in Pak Rupee and US\$.
- xvi. Reconcile the expenditure on government prescribed format with Accountant General Office on monthly basis.
- xvii. Prepare and process monthly payroll and submit to Project Director for approval prior to making any payment under salaries. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- xviii. Ensure that the fixed assets records are maintained for both the projects identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- xix. Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.
- xx. Maintenance of filing system ensuring safekeeping of confidential material as per the guidelines given in this manual
- xxi. Custodian for management of office stationery supplies including maintenance of stock list of stationery and supplies and maintain log book.
- xxii. To maintain daily cash book & cash flow management.
- xxiii. Facilitate PFOs/FSCs in signing MOUs with PCU for project implementation
- xxiv. Facilitate PFOs in selecting HR for professional management—including FM staff based on the criteria established by PCU
- xxv. Organize training for the staff at PFOs/FSCs focusing on core compliance/reporting requirements
- xxvi. Facilitate PFOs in the opening of account, and the maintaining of up-to-date books of accounts as specified in the MOUs.
- xxvii. Facilitate PFOs in mobilizing farmers' share to implement business plans
- xxviii. Support PFOs in collect funds from members to meet the requirements of MOUs.
- xxix. Conduct due diligence/post qualification assessment of private partners selected for 4Ps arrangements based on the guidelines established for this purpose.
- xxx. Promote basic FM/economics literacy among farmers involved in project implementation.
- xxxi. Maintain liaison with service providers to ensure they are complying with internal controls/compliance requirements (set out in this manual later) stipulated in PCU's contract agreements with them.
- xxxii. Facilitate PFOs/others involved in microfinancing process in complying with the criteria of age group, social status, amount of each loan, recovery time etc.in the process;
- xxxiii. Facilitate PFOs/others involved in microfinancing in robust documentation of the microfinance operations etc.
- xxxiv. Submit monthly report to PCU on issues and challenges as well as possible practical solutions to move forward.
- xxxv. The Finance Manager will distribute work between the B&F Officer, Accounts Officer, and B&F Coordinators based in RCUs following the principles of internal controls outlined in the relevant section of the manual to get the best value out of them.

Reporting:

The Accounts Officer will report to Finance Manager, PCU.

Qualification, Skills and Experience Required.

Minimum 16 years of education with a Degree in Management Sciences/Commerce/ Finance/ Accounting or equivalent from HEC recognized university. Minimum 5 years' experience at similar level, having managed donor funded project(s), familiarity with Government financial regulations and IFAD financial management guidelines, and sound understanding of the community procurement and financial management of community driven sub-projects implementation.

TERMS OF REFERENCE (TORS)

Procurement Officer, PCU

Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)

Project Coordination Unit, Planning and Development Department, KP

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Project Development Objective

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Scope of Work:

The Procurement Officer will report to Project Director and will also support and oversee procurement across all components and sub-components. He/She will be overall responsible for the procurement of goods, works and services and ensure compliance with KP-PPRA/PPRA Rules and Regulations and ensure due diligence to comply with IFAD Procurement Handbook and Guidelines. The responsibilities of the Procurement Officer shall include but are not limited to the following:

- i. Work closely with Government Line Departments (P&DD, Agriculture and Rural Development Department) to develop quarterly/annually procurement plans to ensure timely availability of the products for project activities
- ii. Preparation of Project's Annual Procurement Plans, as part of Project's AWP/B, for approval of Project Steering Committee and IFAD No Objection.
- iii. Ensure that goods, works and services financed have been procured in accordance with the loan agreement and the IFAD Procurement guidelines;
- iv. Installation of appropriate procurement systems and procedures for effective planning and monitoring of procurements under the project;
- v. Communicate to all implementing entities and service providers their responsibilities and requirements with respect to procurement, according to guidelines with prevailing government practices as well as IFAD.
- vi. Conducts entire cycle of a procurement including procurement packaging, project's general procurement notices (GPN), maintenance of the Register of Expression of Interest, analysis of bids, preparation of purchase orders etc.
- vii. Ensuring the timely inventory coding and safe keeping of the goods purchased
- viii. When the prior review of the bidding or proposal document is required, submits the document through the Project Director to IFAD for its review and 'No Objection'.
- ix. Ensure that all the due tendering processes are adhered to: sufficient publications, strict adherence to deadlines, transparency in communications, publication of bid results, etc.;

- x. Train staff to prepare and update the Annual Procurement Plan (including procurement method, types/kinds, quantity, value, delivery requirements, sources, etc.);
- xi. Prepare Procurement Notices, Expressions of Interest, Request for Quotations, Terms of References, Contract Agreements for Goods, Works and Services and have them published locally (Newspapers, websites) and were appropriate internationally,
- xii. Preparing Bid documents (Request for Proposals) for the procurement of goods, works and services.
- xiii. Review solicited and unsolicited offers and quotations received to verify goods, quantities and services are reasonable and correct and comply with applicable IFAD Regulations;
- xiv. Resolves problems and protests concerning bid solicitations, contract awards or contract performance as the need arises. Addresses unauthorized purchases. Convey decisions both verbally and in writing referencing law and policy.
- xv. Ensure IFAD acceptable record keeping in procurement;
- xvi. Prepare bi-annually progress reports with implementation of the procurement plan, and regularly inform the PD of problems and make proposals to overcome bottlenecks;
- xvii. Ensure that all contracts are entered in IFAD online IFAD Client Portal (ICP-CM) System and update on a regularly basis.
- xviii. Track and evaluate vendor performance and improvements related to pricing, contractual terms, and/or scope of services.
- xix. Supervise the procurement products including materials, promotional items, grants goods, etc.
- xx. Organize a database of suppliers and contractors and maintain a sound procurement filing system containing all procurement records for further review by the Fund and auditors.
- xxi. Review all contracts (for product and/or service procurements) to ensure quality standards are met, prior to submitting for review and approval.
- xxii. Must have excellent experiences of procurements/contractual agreements, compliance to the donor's requirement.
- xxiii. Outsourcing (supplies and services), both from local and international markets.
- xxiv. Work with suppliers/agencies in the selection of the most qualified and cost-effective vendors
- xxv. Any other task assigned by the PD.

Reporting:

The Procurement Officer will report to Project Director.

Qualification, Skills and Experience Required:

A Master's degree in (Supply Chain Management, Accounting, Finance or Business Administration Law, Procurement, Economics), experience of working with national and international organizations with similar tasks (minimum 5 years), proficiency in computer skills.

TERMS OF REFERENCE (TORS)
Contract Management Officer
Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)
Project Coordination Unit, Planning and Development Department, KP

Background

The provincial government in partnership with the International Fund for Agriculture Development (IFAD) is implementing KP-Rural Economic Transformation Project to address the main causes of rural poverty and food insecurity. These include low productivity and inefficient production system, wastages and low return from unorganized smallholders dominated farming, poor market orientation and weak linkages to supply chains, youth and women unemployment in rural areas as well as limited access to economic services, causing in turn income losses, food insecurity and malnutrition. The project will cover all 35 districts of the province to allow equitable coverage of the potential of all agro-ecological zones and exploit regional/district specific employment opportunities. The KP- RETP target groups will fall under the category of smallholders (<12.5 acres or 5 ha), landless households (HH), rural youth and the poor. The project will target 50% youth and 25% women beneficiaries in all the project activities. The Project will be implemented over a period of seven years (2022-2028).

Project Components

The project has following three core components:

1. **Agribusiness Development**—focusing on Professional Farmers Organizations, development of public private producers partnerships (4Ps), Farm Service Companies and Institutional Services.
2. **Skills Development & Employment** —focusing on Skills Development for agribusiness, employment, start-up capital for self-employment; Public –Private internship programme, support to TEVTA.
3. **Project Management and Policy Support**—focusing on Management, implementation coordination and policy support, technical assistance for institutional/capacity building.

Project Development Objective

The development objective is improved rural income and employment through high value agriculture and off-farm/non-farm related activities in a sustainable and climate resilient manner.

Scope of Work

The Contract Management Officer will support contract management function at the PCU through the Procurement Officer in line with the with KP-PPRA/PPRA Rules and Regulations and IFAD Procurement Handbook and Guidelines. He/She will perform the following duties and responsibilities to support the PCU in the successful implementation of RETP-KP activities. The Contract Management Officer will perform the following tasks:

- i. Ensure that all contracts of goods, works and services are entered in IFAD online IFAD Client Portal (ICP-CM) System;
- ii. Regularly monitor and update the contracts data and share reports with PS/PD for necessary action;
- iii. Reviewing performance data of services received against agreements and identifying areas of improvement;
- iv. Ensure that the contract management for goods, works and consultancy services contracts are timely deliveries and compliance to provisions in contracts by all contracting parties;
- v. Act as the primary point of contact for their services within the contract management functions;
- vi. Performance and activity reporting including on contract delivery targets,
- vii. Developing excellent relationships with customers and clients (business partnering), contract benchmarking, contract analysis and dispute resolution.
- viii. Support the Procurement Officer to manage the PCU's procurement workload on a required basis;
- ix. Enter data of all contracts in the contract registers and monitor activities accordingly and advice technical component staff;
- x. Manage all bidding and contract award processes for the procurement of goods, works and services in accordance with the procurement plan and in conformity with applicable guidelines and regulations of IFAD and GoKP.
- xi. Assist the Procurement Officer in the preparation of the annual procurement plan with corresponding work plans and schedules;
- xii. Assist Procurement Officer to organize a database of suppliers and contractors and maintain a sound procurement filing system containing all procurement records for further review by the Fund and auditors.
- xiii. Assist the Procurement Officer on a required basis in actual operational procurement activities including preparation of the bidding documents, request for quotations, bid evaluation process, preparation of evaluation reports and drafting contract agreements, etc.

- xiv. Support the capacity building efforts of the project by sharing knowledge on procurement of works and services;
- xv. Carry out any other procurement support-related periodic duties that may be assigned by the Supervisor, on a required basis.

Reporting

The Contract Management Officer will directly report to the Procurement Officer, PCU.

Required Qualifications

- a. A Master's degree in (Supply Chain Management, Accounting, Finance or Business Administration Law, Procurement, Economics,) and Minimum 5 years' experience of working with national and international organizations in a similar role.

TERMS OF REFERENCE (TORS)

Admin and HR Officer

Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP) Project Coordination Unit, Planning and Development Department, KP

Background

The provincial government in partnership with the International Fund for Agriculture Development (IFAD) is implementing KP-Rural Economic Transformation Project to address the main causes of rural poverty and food insecurity. These include low productivity and inefficient production system, wastages and low return from unorganized smallholders dominated farming, poor market orientation and weak linkages to supply chains, youth and women unemployment in rural areas as well as limited access to economic services, causing in turn income losses, food insecurity and malnutrition. The project will cover all 35 districts of the province to allow equitable coverage of the potential of all agro-ecological zones and exploit regional/district specific employment opportunities. The KP- RETP target groups will fall under the category of smallholders (<12.5 acres or 5 ha), landless households (HH), rural youth and the poor. The project will target 50% youth and 25% women beneficiaries in all the project activities. The Project will be implemented over a period of seven years (2022-2028).

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Project Development Objective

The development objective is improved rural income and employment through high value agriculture and off-farm/non-farm related activities in a sustainable and climate resilient manner.

Scope of Work:

The Admin & HR officer will manage and coordinate administrative, transport and logistics, and liaison functions for the project (at PCU and RCUs level) including office functioning and maintenance, vehicle fleet management, inventory management, staff management, visitor's management and security of office premises, internal and external communication, and admin budget control. Following are key responsibilities of the Admin and HR Officer:

- i. Ensure proper functioning of office with all standard facilities in place.
- ii. Formulate the work planning of the Admin and HR department in consultation with Finance Department.
- iii. Collaborate and coordinate with Programs and Finance to ensure integrated and harmonized operational systems.
- iv. Participate in program strategic meetings and discuss staffing and other administrative and operational requirements.
- v. Maintaining Office premises spick and span.
- vi. Taking care of office supplies, water supply, sewerage and electricity.
- vii. Maintain adequate Inventory policies and ensure tracking systems are in place for all purchased commodities and oversee fixed assets maintenance
- viii. Work on Administration Policies and Procedures and follow-up on deviations, suggest changes, update policy on regular basis and track on the implementation of these policies.
- ix. Ensure proper filing system is maintained with proper tagging and an effective IN and OUT going mail system. Orientate all staff as to how to plan their travel in advance and develop various formats for requisitions of vehicles, air travel, logistic arrangements etc.
- x. Identify various hotels, guest houses and maintenance of staff guest houses in RCUs Prepare and share monthly Admin budget forecast with Finance department.
- xi. Ensure proper logistics support in terms to PCU and RCUs.
- xii. Supervision of administration, transport, and logistics staff.
- xiii. Manage procurements for the department and serve as member procurement committee of the PCU.
- xiv. Ensure that full and accurate inventory records are maintained for all capital items.
- xv. Managing vehicle fleet, maintaining proper logbooks, calculation of monthly fuel consumption (MPG) and maintenance record.
- xvi. Undertake (documented) monthly and ad-hoc physical inventory checks and get it verified through Finance department on bi-annually basis.
- xvii. Conduct documented quarterly job performance reviews of admin and logistic staff, providing appropriate feedback.
- xviii. Implement and direct standard Vehicle policies and procedures, with particular attention to safety and security issues

- xix. Ensure that fleet is well maintained and all times, and that there is a good filing system for all vehicles.
- xx. Ensure all project vehicles are properly equipped and road worthy for staff travelling.
- xxi. Teamwork and team building:
- xxii. Ensure proper coordination among the admin team and other departments for effective facilitation of project activities.
- xxiii. Possess leadership qualities and willing to exercise initiative; and willingness to participate and contribute as a team member, under challenging working and living conditions.
- xxiv. Ensure proper coordination and communication with project staff regarding the national and international visitors to GB and provide effective logistics support to the missions.
- xxv. Preparation and submission of monthly admin and logistics report to supervisor;
- xxvi. Maintain HR related filing system, including leave record of the staff, joining reports, contract monitoring, medical record, insurance files etc.

Reporting

The Admin and HR Officer will report to Project Director in PCU.

Qualification, Skills and Experience Required:

Minimum 16 years of education with a Degree in Management/Commerce/ Finance/ Accounting or equivalent from HEC recognized university and at least 05 years of experience of post qualification relevant experience in management & HR preferably under a donor funded project. Proficient in MS Office applications (Word, Excel, PowerPoint) and good oral and written communication skills in English & Urdu, including report-writing.

TERMS OF REFERENCE (TORS)
Office Assistant
Khyber Pakhtunkhwa-Rural Economic Transformation Project (KP-RETP)
Project Coordination Unit, Planning and Development Department, KP

Background

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Project Development Objective

The development objective is improved rural income and employment through high value agriculture and off-farm/non-farm related activities in a sustainable and climate resilient manner.

Scope of Work:

Office Assistant to help with the organization and running of the daily administrative operations of the company. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. The responsibilities of the Office Assistant include but are not limited to the following:

- I. Assist the PD and AO in operational backstopping field projects by ensuring timely provision of suitable inputs such as equipment, stationary and other utilities required.
- II. Receive and transmit all faxes and keep record and the accounts/files of the projects records.
- III. Performed duties as a Cashier, maintained cash book and stock register.
- IV. Maintain a schedule of planned meetings and attend to routine correspondence and
- V. Administration functions especially in the absence of the officers
- VI. Work with the relevant officers on arrangement of workshops/meetings materials.
- VII. All other duties as assigned by the supervisor.
- VIII. Undertake periodically the proper classification, recording, indexing and weeding of files in accordance with the instructions.

Reporting:

The Office Assistant will report to Admin and HR Officer/Accounts Officer as directed by PD, PCU.

Qualification:

Minimum 14 years of education from HEC recognized institution and minimum 03 years of experience in similar capacity preferably under a donor-funded project.