CALL FOR EXPRESSION OF INTEREST: PROGRAMME OFFICER FOR MAURITIUS REIMBURSABLE TECHNICAL ASSISTANCE AGREEMENT

Context.
On the 26 May 2016, the Republic of Mauritius represented by the Ministry of Agro-Industry and Food Security ("MAIFS") signed with IFAD a Reimbursable Technical Assistance (RTA) Agreement No. 2000001086 which aimed at providing a Technical Assistance to the Government of Mauritius to setup an operational framework for the development of its seed sector and to prepare the related necessary legal framework. The time to perform this Technical Assistance is 30 months, starting from the date of the Agreement.

Objectives of the mission. Between 15 August 2016 and 15 February 2017, under the supervision of IFAD Programme Officer, you will be assigned a consultancy contract to participate in the implementation of IFAD reimbursable technical assistance to the government of Mauritius, acting as the RTA Programme Officer responsible for the management of the work programme in the field. Your specific assignments will be as follows:

a. Coordination and planning.
   - Organize and facilitate regular meetings with the NTT for the implementation of the RTA activities and maintain technical link with IFAD for follow up and evaluation of the RTA results;
   - Ensure regular update of the RTA work programme in collaboration with the National Technical Team (NTT) and liaise with IFAD Programme Officer for finalization in conformity with the Government of Mauritius (GoM) financial planning cycle and the overall implementation plan of the RTA;
   - Follow up with the NTT and the MAIFS focal person for the RTA, for timely review and clearance of the RTA documentations submitted by IFAD and inform IFAD on the status of the files as well as actions to be taken if any.
   - In close collaboration with the NTT, facilitate logistical arrangements for the RTA in-country consultations with the Government and stakeholders and related IFAD missions;

b. Monitoring, evaluation, reporting and communication
   - Prepare reports on technical and planning meeting held with government, partners and stakeholders;
   - Participate in joint GoM – IFAD missions to evaluate the RTA effectiveness, identify key lessons learnt and discuss the way forward with IFAD.
   - Maintain records on all technical aspects of the RTA, including monitoring of activities and their outcomes, minutes, decisions and recommendations of meetings and workshops.
   - Ensure smooth flow of information and communication among the NTT members, the MAIFS focal person for the RTA, IFAD and the stakeholders involved;
   - Prepare monthly summary report on RTA activities and inform IFAD on progress made by the MAIFS regarding parallel activities carried out as part of its obligations to enable the execution of the subsequent RTA activities.
   - Coordinate with the NTT, the production the RTA bi-annual progress reports which will include physical progress and achievement of outcomes, challenges, and lessons learned and recommendations.
c. **Implementation support and other technical inputs.**

- In close collaboration with the NTT, collect existing documentation on the seed sector as well as records considered relevant by IFAD to carry out the RTA activities and share them with IFAD Programme officer;

- Contribute to the strategic analysis of Mauritius seed sector through inputs on literature review (seed sector analysis, seed sector regulation, marketing opportunities at national/international level, comparative advantage for Mauritius);

**Duration**: A 6 months full time IFAD consultancy contract starting from 15 August 2016 and renewable upon satisfactory evaluation. The duty station is Port-Louis, Mauritius. Office space, material and logistic is provided by the MAIFS as indicated in the RTA agreement.

**Qualification.**

- At least a Master degree in development economics, agriculture and rural development, development management, international relations or related studies with at least 8 years of relevant experience in managing joint programming and planning of development programmes;

- A good knowledge of public administration and experience in the agricultural sector, especially in the seed sub-sector will be an important asset.

- Strong management skills, ability to provide support to team work and experience in networking with various partners (international development partners and donors, UN agencies, governments, private sector, NGOs and other stakeholders).

- Demonstrated excellent analytical and writing skills in English (sample reports or publications to be submitted).

**Applications**

- Interested candidates are requested to apply by sending a CV and cover letter in English by email to: v.achancho@ifad.org. The email should have as subject line the following reference: **Application for IFAD RTA Programme officer – Mauritius.**

- As a supplement and NOT as substitute to the CV, separate samples of reports should be attached to demonstrate writing skills and proven experience.

- **Deadline for application: Saturday 23 July 2016 at 05 PM Nairobi time.**

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*18 July 2016*

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