

	<p><b>SO2: Strengthened, climate resilient and more efficient value chain enablers</b></p>	<p>SO 1.3 Annual net income reported by participants of the cocoa/vanilla and fishery products value chains, disaggregated by sex and age</p> <p>SO 2.1 Number of people employed by MSMEs disaggregated by sex and age*</p> <p>SO 2.2 Number of value chains stakeholders benefiting from improved access to value chain related financing disaggregated by sex and age*</p> <p>SO 2.3 Usage (number, range, frequency/intensity) of ICT tools and services (knowledge and market information), disaggregated by sex and age</p> <p>SO 2.4 Amount / Percentage of renewable energy (excluding biomass that may induce land-use change) used by VC related agripreneurs and MSMEs in the project area as part of their total energy consumption*</p> <p>SO 2.5 Number of people/households who live within 2 km of all-season roads rehabilitated with project support and sustainably maintained (SDG 9.1.1)</p>	<p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p> <p>TBD in inception phase</p>	<p>Improvement from baseline study</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p>	<p>HIES</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p>	<p>implementation of the Action</p> <p>Rural development remains a priority for PNG</p>
<p><b>Outputs</b></p>	<p><b>Output 1.1: Increased sustainable production and inclusiveness of the Cocoa value chain</b></p>	<p>O 1.1.1 Number and proportion of family farmers producing cocoa using sustainable and/or climate-smart management practices supported by the project disaggregated by sex and age groups</p> <p>O 1.1.2 Profitability of cocoa of smallholder farmers producing cocoa using sustainable and/or climate-smart management practices supported by the project disaggregated by sex and age groups</p>	<p>TBD in inception phase</p> <p>TBD in inception phase</p>	<p>Increase of x% from baseline</p> <p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p> <p>Dedicated baseline and end line survey.</p>	<p>No new serious pest and disease threat for cocoa is developing in the area of intervention</p>



	<p><b>Output 1.2: Increased sustainable production and inclusiveness of the Vanilla value chain</b></p>	<p>O 1.1.3 Proportion of women in managerial positions for cocoa based activities</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>	<p>No serious pest and disease threat for vanilla is developing in the area of intervention</p>
	<p>O 1.2.1 Number and proportion of smallholder farmers producing vanilla using sustainable management practices supported by the project disaggregated by sex and age groups</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>		
	<p>O 1.2.2 Area under vanilla where sustainable and/or climate-smart management practices are applied in proportion to total areas under vanilla in the implementation area</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>		
	<p>O 1.2.3 Proportion of women in managerial positions for vanilla based activities</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>		
	<p><b>Output 1.3: Increased sustainable production and inclusiveness of the Fishery value chain (coastal, riverine and aquaculture)</b></p>	<p>O 1.3.1 Number and proportion of smallholder fishers producing fishery products using sustainable management practices (e.g. in accordance with Maximum Sustainable Yields or other fish stock sustainability indicators) supported by the project disaggregated by sex and age groups</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>	<p>No serious disease outbreak for fishery livestock is developing in the area of intervention.</p>
	<p>O 1.3.2 Number and outreach of productive smallholder fishery partnerships established</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>		<p>No climatic disaster is affecting the industry.</p>
	<p>O 1.3.3 Number of quality control system for fishery products and value chain processors and traders established and operational</p>	<p>TBD in inception phase</p>	<p>Increase of x% from baseline</p>	<p>Dedicated baseline and end line survey.</p>		
	<p><b>Output 2.1: Conducive business, policy and regulatory environment for sustainable rural</b></p>	<p>O 2.1.1 Provincial Platform for Public Private Sector dialogue on sustainable and inclusive cocoa, vanilla and fisheries development established and functional.</p>	<p>Non-existent</p>	<p>Existence</p>	<p>Dedicated baseline and end line survey.</p>	<p>National Government and Provincial and district authorities remain engaged in the various processes envisaged.</p>

<b>agripreneurs and MSMEs established</b>  <b>Output 2.2: Value chain support services strengthened and resilient to climate change impacts</b>  <b>Output 2.3 Increased production of, and access to renewable energy systems</b>	O 2.1.2 E-agriculture and climate-smart strategy implemented in the project area	Non existent	Existence	Dedicated baseline and end line survey.	
	O 2.1.3 Availability and accessibility of financial products and services for VC stakeholders	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	Financial Institutions remain engaged and willing to venture in novel areas
	O 2.2.1 Number of MSME and agriculture specific financial products developed and available to rural population	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	Beneficiary population will remain interested and engaged in upgrading their skills and in adopting new technologies
	O 2.2.2 Enrolment/uptake by Region residents (disaggregated by sex and age) of project-supported MSME-focused training initiatives (financial/business/management/ICT)*	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	
	O 2.2.3 Number of relevant ICT mobile applications available to MSME and value-chain stakeholders (weather forecast, extension services, market information, value chain specific, financial etc.)	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	Cost of renewable energy systems (solar, minihydro) remains competitive
	O 2.3.1 Number of renewable energy generation facilities (except biomass) in operation in the project area established with project support	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	
	O 2.3.2 Annual amount of electricity (in KW) generated from renewable energy sources established with project support in the project area *: **	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	
	O 2.3.3 Number (proportion) of MSMEs in the project area having access to project-supported renewable energy systems (except biomass)	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	The Department of Works and the local districts remain engaged for road



Output 2.4: Improved and climate-proof rural transport infrastructure	O 2.4.1 Number and length of rural roads and other access ways rehabilitated under the project **, **	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	assessment and road improvement with communities
	O 2.4.2 Number and total length of rural roads maintained under community-based management agreements in the project area, disaggregated by women and youth.	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	
	O 2.4.3 – Income earned by communities from community-based road management and maintenance agreements in the project area, disaggregated by sex and age.	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	
	O 2.4.4 – Number of length of rural roads and other access ways where climate change projections have been integrated in the project.	TBD in inception phase	Increase of x% from baseline	Dedicated baseline and end line survey.	



Appendix II – Workplan (Year 1 in detail, years 2-5 TBD)

SN	Project Output/activity	Work Plan - Project Year 1 (Inception Phase)			
		1st QTR	2nd QTR	3rd QTR	4th QTR
	<b>Project Management and Co-ordination</b>				
1	Recruit and field consultants and staff				
2	Setup project office and equipment in Wewak DAL premises and Maprik				
3	Set up PIMU, convene PSC and hold meetings meeting, review and approve TOR				
4	Conduct baseline study and define the M and E framework.				
5	Develop joint AWPB for year 2 for PSC review				

	<b>SO1: Increased economic return from three selected value chains</b>				
SN	Project Output/activity	Work Plan - Project Year 1 (Inception Phase)			
		1st QTR	2nd QTR	3rd QTR	4th QTR
1	Update VC study and market analysis of cocoa, vanilla in the project areas				
2	Liaise with EU on fisheries VC study development in Sepiks				
3	Detail mapping of cocoa and vanilla blocks and development of selection criteria for the identification of areas and blocks				
4	Explore and establish linkages and joint planning with the local partners including Cocoa Board, DAL/Spice Board, NAQIA, NFA and Provincial programmes				
5	Arrange partnerships for expansion of existing Cocoa bud gardens and nurseries				
6	Procurement and distribution of improved cocoa clone seedlings and quality vanilla vines				
7	Develop and promote climate-change adapted practices and mitigation measures				
8	Develop and promote improved drying/fermentaries, piping and storage facilities				
9	Develop and promote improved drying/curing, packaging, storage and marketing/certification of Vanilla beans				



10	Procurement of vanilla bean curing kits				
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SO2 Enabling Env		Work Plan - Project Year 1 (Inception Phase)			
SN	Project Output/activity	1st QTR	2nd QTR	3rd QTR	4th QTR
1	Enterprise dev - upskill and contract local service provider(s) to improve and tailor materials for agripreneurs.				
2	Develop a tailored Innovation grant and criteria				
3	Design/ develop financial literacy trainings; and baseline study, initiate partner selection to develop tailored FI for branchless banking and products for VCs				
4	Support local enterprises to develop concepts and proposals for blended financing				
5	EngageTelcoms for improved accessibility/coverage in the project area. Link to banks work.				
6	Support Province to develop e-agriculture strategy for MOMASE region with focus on Vanilla, Cocoa and inland fisheries				
7	Carry out rehabilitation/contracting of local maintenance works. Roads surveys and mapping.				
8	Energy - contribute to national level policy dialogue and pilot local level options for MSME's, households and select public facilities.				



Appendix III – Budget (See Annex III)



Risk description			Risk Score		Mitigating action	Action owner
			Impact	Likelihood		
Programme co-ordination and management complexity			M	L	<p>Programme Steering Committee role and functions well defined and operational.</p> <p>As Lead Agency, ensure synchronization and joint work planning for timely delivery of results and expected impacts.</p> <p>Detailed Programme Monitoring and Evaluation system set up and operational</p> <p>Timely reporting and communication guidelines/timelines established and agreed with all partners.</p> <p>Clearly defined roles for delivery of Key Activities in the UN to UN and other more detailed agreements.</p>	<p>PC/FAOR EU Delegation and NAO</p> <p>PC/FAOR/PTF</p> <p>PC/PTF</p> <p>PC</p> <p>PC/FAOR PTF</p>
Weak institutional capacities and unclear coordination mechanisms at different levels in Government			M	H	<p>Engage with relevant national, de-centralised levels of government (provincial, district and ward level) and other stakeholders and related initiatives in a consultative partnership building process.</p>	<p>PSC/FAOR and EU delegation</p>
Delays in implementation of the project			M	H	<p>Robust joint programme design and joint implementation planning for PNG conditions. Effective and timely programme management and coordination.</p>	<p>PTF</p>
Subsistence producers are not responsive and do not transition to market-oriented operations			L	M	<p>The project will consult with communities to better target and engage value chain stakeholders. In addition, there will be improved infrastructure for market access that is adapted to climate change vulnerabilities.</p>	<p>PC/UN Partners/IPs</p>





Insecurity	M/H	M	Applicable security protocols to be applied by the implementing partners	UNDSS Agencies as well as IP's and local partners.
Land tenure system may hinder value chain development to meet market demands (eg. Drying facility for cocoa)	H	L	Beneficiaries will be customary landowners from the targeted communities or already have access to land.	PTF/UN Partners/IPs/Government



### Indicative<sup>46</sup> Terms of Reference of Key Programme Personnel<sup>47</sup>

#### Programme Coordinator – FAO

##### Background, reporting lines:

The Programme Coordinator will work under the administrative supervision of the FAO office in PNG and under the technical guidance of the FAO Lead Technical Officer in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters (ESN/A and AGP) and in close collaboration with the Project Steering Committee (PSC) and Project Stakeholder Group. More specifically, the incumbent will:

##### Tasks and responsibilities:

- The PC will familiarize himself / herself with all relevant project documentation including: The Action document; the Programme Proposal, Logical Framework Matrix and Budget; FAO Procurement Rules and the EU Communication and Visibility Strategy;
- Coordinate the timely planning and inputs of the Partner UN Agencies to ensure timely and synchronised work planning and implementation.
- Lead the PIMU to provide support to PSC and manage and provide overall supervision for all staff in the PIMU. Provide technical advice to the PSC when needed. Manage and lead all activities of the Project Implementation and Management Unit (PIMU);
- Supervise the timely and cost-effective implementation of the project activities as described in the Project Proposal and Budget;
- Manage and effectively and timely address risks as they arise, based on the current risk matrix.
- Ensure that all expenditure strictly adheres to the project's Budget and that it is properly recorded, documented, and accounted for in accordance with FAO rules and regulations.
- Make frequent visits to the project sites to supervise the implementation of project activities and for the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts. Prepare all the necessary periodic programme progress reports required by the FAO and the EDF.
- Monitor and update the implementation/action plans for the project with clear milestones, deliverables and outputs including the procurement and recruitment plans and arrange for timely purchase and arrival of equipment in line with the agreed upon work plans and the timely recruitment of services;
- Manage the day-to-day implementation of the project including: (a) preparing TORs for international consultants and contracts (b) participation in the identification and selection of international consultants, (c) monitoring the quality of the work of consultants and service providers, (d) review and evaluation of consultant products and (e) prepare draft TOR for the Project Steering Committee (PSC) to be discussed with the stakeholders.
- Ensure project coordination between various stakeholders (propose draft MOUs specifying the roles of civil society organizations in the project to be considered by the stakeholders and PSC) and support to implement the project in accordance with the approved Project Document and in

<sup>45</sup> TOR of other short assignments will be developed during Inception and reported on in the Annual Report.

<sup>46</sup> These terms of Reference will be reviewed and confirmed at the latest one month after the signature of the Contribution Agreement through formal exchange between the contracting parties of this agreement.

<sup>47</sup> All positions to be 100% funded by the Programme unless otherwise indicated.



compliance with the EDF requirements, rules and procedures. Integrate the stakeholder analysis into the participation strategy and update it as needed.

- Ensure the visibility and promotion of the project goals and objectives, contribute to their achievement, through targeted outreach as advised by the Communications Team. Ensure that all printed materials (leaflets, brochures, folders, training materials, signs, etc.) are produced in accordance with the guidelines contained in the EU Communication and Visibility Manual.
- Familiarize himself / herself with and maintain regular contact with key project stakeholders including the FAO Country Office, FAO technical team; representatives of the other on-going projects (World Bank, UNDP, IDB and FAO); Ministry of Agriculture officials; representatives of other donor agencies
- Assist in the preparation and conducting of the project inception workshop and all other awareness activities to be undertaken at project sites.
- Engage with and ensure a close collaboration with the directly involved line Departments at provincial level including Department of Agriculture and Livestock (DAL, which will be the lead counterpart), the National Fisheries Authority, the National Roads Authority, the Department of Health, the Departments of Trade and Industry, the Department of Planning and Monitoring (also National Authorizing Officer of the EDF), the Ministry of Regional Development, the Bureau of Standards and participate in meetings when required.
- Provide overall management and supervision of all project components, the coordination of all of the project activities and lead the management of the project office;
- Review and finalize the detailed implementation plans and costing for the activities under the two components of the project for monitoring of project progress and timely identification of implementation and budget related problems;
- Ensure project sixth monthly project progress reports and the terminal statement are prepared in a comprehensive and timely manner;
- Provide technical and administrative briefings to all project staff and incoming consultants as well FAO support services and do a first review of consultants and mission reports;
- Supervise the administrative services of the project and facilitate timely procurement and delivery of equipment and materials and supplies to beneficiaries and groups;
- Lead or supervise the organization of all capacity building events and demonstration under both the components of the project and ensure sound reporting and documentation;
- Provide continues support to national agribusiness association and/or producer organization during the implementation of action plans and facilitate identification;
- Manage the Project Imprest Account
- Perform any other duties as may be required

#### **Qualifications/Experience:**

- Tertiary qualifications in agricultural economics, agribusiness, commerce or related disciplines;
- A minimum of 12 years of progressively responsible experience in project management in value chain development, preferably in the Pacific/Asia region;
- Substantial professional experience in assessing and applying interventions in agricultural value chains;
- Substantial professional experience in the undertaken of needs analysis. Familiarity with marketing skills training would be an advantage;
- Previous agri-business experience in the Pacific region would be an advantage.
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural environment;
- Working knowledge (level C) of English; working knowledge of Pidgin English is an advantage

#### **Duty Station:**

Wewak, Papua New Guinea



**Duration:**

53 months. Initial one year contract, renewable subject to performance

**Value Chain Development/Deputy Programme Coordinator – FAO****Background, reporting lines:**

The Deputy Programme Coordinator will work under the supervision of the Programme Co-ordinator, the administrative supervision of the FAO office in PNG in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters (ESN/A and AGP) and in close collaboration with the Project Steering Committee (PSC) and Project Stakeholder Group. More specifically, the incumbent will:

**Tasks and responsibilities:**

- The Deputy Programme Co-ordinator will familiarize himself/herself with all relevant project documentation including: The Action document; the Programme Proposal, Logical Framework Matrix and Budget; FAO Procurement Rules and the EU Communication and Visibility Plan
- Familiarize him/herself with and maintain regular contact with key project stakeholders including the FAO technical team; and senior technical contact points of the other on-going projects (World Bank, UNDP, IDB and FAO); Ministry of Agriculture officials; representatives of other donor agencies
- Lead the preparation and conducting of the project inception workshop and all other awareness activities to be undertaken at project sites
- Coordinate the timely planning and inputs of the project components for which FAO is responsible;
- Support the PC in liaising with and acting as Secretary to the PSC and manage and provide overall supervision for all staff in the PCU in the absence of the PC. Provide technical advice to the PSC when needed
- Lead the development activities of the Project Coordination Unit (PCU)
- In coordination with the PC, supervise the timely and cost-effective implementation of the project activities as described in the Project Proposal and Budget
- Ensure that all expenditure strictly adheres to the project's Budget and that it is properly recorded, documented, and accounted for in accordance with FAO rules and regulations
- Make frequent visits to the project sites to supervise the implementation of project activities and for the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts. Prepare all the necessary periodic programme progress reports required by the FAO and the EDF.
- Monitor and update the implementation/action plans for the project with clear milestones, deliverables and outputs including the procurement and recruitment plans and arrange for timely purchase and arrival of equipment in line with the agreed upon work plans and the timely recruitment of services;
- In collaboration with the PC, manage the day-to-day implementation of the project including: (a) preparing TORs for consultants and contracts (b) participation in the identification and selection of consultants, (c) monitoring the quality of the work of consultants and (d) review and evaluation of service providers and (e) prepare draft TOR for the Project Steering Committee (PSC) to be discussed with the stakeholders.
- Ensure project coordination between various stakeholders (propose draft MOUs specifying the roles of civil society organizations in the project to be considered by the stakeholders and PSC) and support to implement the project in accordance with the approved Project Document and in



compliance with the EDF requirements, rules and procedures. Integrate the stakeholder analysis into the participation strategy and update it as needed.

- Ensure the visibility and promotion of the project goals and objectives, contribute to their achievement, through targeted outreach as described in the project Communications Plan. Ensure that all printed materials (leaflets, brochures, folders, training materials, signs, etc.) are produced in accordance with the guidelines contained in the EU Communication and Visibility Manual.
- Respond to the technical needs of the Department of Agriculture and Livestock (DAL, which will be the lead counterpart) the Ministry of Health, the Ministry of Trade and Industry, the Ministry of Finance (also National Authorizing Officer of the EDF), the Ministry of Regional Development, the Bureau of Standards and participate in the meetings when required.
- Support the PC in the management and supervision of all project components, the coordination of all of the project activities and contribute to the management of the project office;
- Lead the development of detailed implementation plans and costing for the FAO led activities under the two components of the project for monitoring of project progress and timely identification of implementation and budget related problems;
- Ensure good coordination and contribute to joint work planning with the project staff of the other UN partners, DAL and other government bodies as well as provincial and district level authorities;
- Lead the preparation of project six monthly project progress reports and the terminal statement are prepared in a comprehensive and timely manner;
- Provide technical and administrative briefings to all project staff and incoming consultants as well FAO support services and lead the technical review of consultants and mission reports in consultation with the PC;
- Ensure timely procurement and delivery of equipment and materials and supplies to beneficiaries and groups;
- Lead or supervise the organization of all capacity building events and demonstrations under both the components of the project and ensure good quality reporting and documentation;
- Perform any other duties as may be required

**Qualifications/Experience:**

- Tertiary qualifications in agriculture, agricultural economics/agribusiness, enterprise development or related disciplines;
- A minimum of ten years of progressively responsible experience in project management in value chain/enterprise development, preferably in the Pacific/Asia region;
- Substantial professional experience in assessing and applying interventions in sustainable agricultural value chain development;
- Substantial professional experience in the undertaken of needs analysis. Familiarity with marketing skills training would be an advantage;
- Previous agri-business experience in the Pacific region would be an advantage.
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural environment;
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage

**Duty Station:** Wewak, Papua New Guinea

**Duration:** 53 months. Initial one year contract, renewable subject to performance



## Technical Officer Cocoa, Vanilla and Energy– FAO

### Background, reporting lines:

The CVE specialist will work under the supervision of the Programme Coordinator, the administrative supervision of the FAO Office in Papua New Guinea in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters (ESN/A and AGP). More specifically, the incumbent will:

### Tasks and responsibilities:

- Familiarize him/herself with all relevant project documentation including: the Action document, the Programme Proposal, Logical Framework Matrix and Budget, FAO Procurement Rules and the EU Communication and Visibility Plan;
- Coordinate the timely planning and inputs related to Cocoa, Vanilla and Energy (for food and Agriculture uses) of the project components for which FAO is responsible;
- Contribute to the preparation and conducting of the project inception workshop and baseline study and all other awareness activities to be undertaken at project sites;
- Lead the development of a Detailed Annual Workplan and Budget to be submitted to the PSC for approval;
- Develop and supervise the implementation of the Cocoa improvements in the value chains including at production level (provision of seedlings, grafting etc.) and ensure delivery of planned capacity development both directly and with project partners;
- Develop and supervise the implementation of the planned improvements in the Vanilla value chains including at production and processing/marketing level (provision of improved planting materials etc.) and ensure delivery of planned capacity development both directly and with project partners;
- Lead the design and implementation of the farm and enterprise level renewable energy component;
- Work closely with other UN and other partners who are involved in the development of enterprises and their capacities to address identified VC constraints to local MSME development;
- Identify and lead the supervision of service providers and partners in the implementation of contracted or joint activities at field level including for example DAL, the Cocoa Board and others;
- Make frequent visits to the project sites to supervise the implementation of project activities and to ensure the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts;
- Prepare all the necessary periodic programme narrative progress reports on progress in the cocoa, vanilla and energy components as required by FAO and the EU;
- In consultation with the DPC, monitor and update the implementation/action plans for the project with clear milestones, deliverables and outputs including the procurement and recruitment plans and arrange for timely purchase and arrival of equipment in line with the agreed upon work plans and the timely recruitment of services;
- In collaboration with the DPC, manage the day-to-day implementation of the vanilla, cocoa and energy components of the project including: (a) preparing TORs for technical consultants and contracts for service providers and partners (b) participation in the identification and selection of consultants, (c) monitoring the technical quality of the work of consultants and (d) technical review and evaluation of service providers;
- Contribute to the planned outputs as planned in the project Communications Plan;
- Lead the development of close collaboration and where possible joint planning and development of synergies with other agencies and partners, including private sector;
- Lead the development of detailed implementation plans and costing for the FAO led activities under the two components of the project for monitoring of project progress and timely identification of implementation and budget related problems;



- Ensure good coordination and contribute to joint work planning with the project staff of the other UN partners, DAL and other government bodies as well as provincial and district level authorities;
- Provide timely inputs to planned project six monthly project progress reports and the terminal statement are prepared in a comprehensive and timely manner;
- Provide technical and administrative briefings to all project staff and incoming consultants as well as FAO support services and lead the technical review of consultants and mission reports in consultation with the PC;
- Ensure timely procurement and delivery of equipment and materials and supplies to beneficiaries and groups;
- Lead or supervise the organization of all capacity building events and demonstrations under both the components of the project and ensure good quality reporting and documentation;
- Perform any other duties as may be required.

**Qualifications/Experience:**

- Tertiary qualifications in agriculture, agronomy and post-harvest or related disciplines.
- A minimum of seven years of progressively responsible experience in provision of technical advisory role in project management in crop and value chain/enterprise development, including renewable energy preferably in the Pacific/Asia region;
- Substantial professional experience in assessing and applying interventions in sustainable agricultural value chain development;
- Substantial professional experience in improving crop productivity, post-harvest management and application of sustainable energy solutions;
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural and team environment;
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage;
- Previous work experience in the Pacific region would be an advantage.

**Duty Station:** Wewak, Papua New Guinea

**Duration:** 53 months. Initial one year contract, renewable subject to performance

**Monitoring and Evaluation Officer P, FAO (75%)<sup>48</sup>**

**Background, reporting lines:**

Under administrative supervision of the FAO Office in Papua New Guinea and under technical supervision of the Programme Coordinator, the Monitoring and Evaluation (M&E) Officer will be in charge of the design, technical backstopping and implementation of the M&E System of the Programme. The M&E Officer will work in close collaboration with Government counterparts, partners and relevant stakeholders.

**Tasks and responsibilities:**

- Coordinate the effective and timely set up of the project M&E framework to ensure Programme progress and delivery monitoring in a consultative manner in the Programme area;
- Ensure mainstreaming of M&E in joint work planning and contribute to annual work plan review and planning sessions;
- Coordinate the implementation of the detailed baseline study in the Programme area;

<sup>48</sup> 25% to be funded by the UNW led EU Spotlight project.



- Contribute to recruitment of the national team, engagement of service providers and selection of related support services;
- Ensure that beneficiaries are selected in a fairly and equitably manner and that all sub-projects and interventions under the Programme take into account a Framework for Gender Equality Programming;
- Develop data collection and assessment methodologies for all relevant elements in the M&E System;
- Contribute to the establishment of a Programme Management System (MIS);
- Contribute to periodic results reports on the progress of the Programme and ensure timely analysis and dissemination of project M&E findings;
- Support the engagement with the various parts of the Government of Papua New Guinea and development of innovative and inclusive partnerships with local enterprises/private sector on the three selected value chains;
- Develop as well as to mentor, supervise and support Government counterparts, project staff and consultants on M&E requirements, content, formats and frequencies;
- Monitor Programme risks and assumptions and contribute to identifying and implementing suitable risk mitigation measure if required;
- Ensure that M&E findings are disseminated to all staff and all relevant stakeholders;
- Ensure that the results of M&E and lessons learned are fully captured and actioned through feedback loops in improved joint work planning and project communications and reporting;
- Propose measures for fine-tuning of Programme implementation on the basis of M&E findings;
- As requested, provide inputs into the Programme Mid-Term Review and Final Evaluation;
- Undertake any other duties as may be assigned.

**Qualifications/Experience:**

- Advanced University degree in Agriculture/Food science, Agricultural Engineering, Economics or a related discipline with at least seven years appropriate technical experience in the agricultural/food security sector.
- Experience in working with/or in government departments, national and international NGOs and other UN agencies is highly desirable.
- Good writing and researching skills, computer literacy (statistical packages as SPSS and STATA, Microsoft Office Suite, GIS packages) and fluency in English.
- Proven experience in designing and implementing M&E systems, knowledge of appropriate data collection methodologies in the agriculture sector, evidence of strong research and analytical skills, and, ideally, in building M&E capacity.
- Good inter-personal skills
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage.

**Duty Station:** Wewak, Papua New Guinea

**Duration:** 44 months. Initial one year contract, renewable subject to performance.

**Value Chain and Enterprise Development specialist – FAO**

**Background, reporting lines:**

The VCED will work under the supervision of the Programme Coordinator, the administrative supervision of the FAO office in PNG in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters (ESN/A) and in close collaboration with the Project Steering Committee (PSC) and Project Stakeholder Group. More specifically, the incumbent will:





### Tasks and responsibilities:

- The VCED will familiarize him/herself with all relevant project documentation including: The Action document; the Programme Proposal, Logical Framework Matrix and Budget; FAO Procurement Rules and the EU Communication and Visibility Plan
- Familiarize him/herself with and maintain regular contact with key project stakeholders including the FAO technical team; and senior technical contact points of the other on-going projects (World Bank, UNDP, IDB and FAO) in the project area; Ministry of Agriculture, NFA and other officials; representatives of other donor agencies
- Contribute to the preparation and conducting of the project baseline, inception workshop and all other awareness activities to be undertaken at project sites.
- Co-ordinate and lead the timely planning and implementation of the project outputs related to sustainable value chain and enterprise development.
- Lead the design and tailoring of the grant scheme to be used for the engagement and inclusion of women and youth in enterprise development for the three selected value chains. This will be based on lessons learned from similar interventions in the region and beyond and tailored in line with existing grant/financing in the area.
- Support agripreneurs in the development and implementation of grant proposals for the three selected value chains.
- Ensure the timely engagement with the local value chains stakeholders, agripreneurs and their associations/local service providers and NGO's/INGOs, groups, government (Ward, District and Provincial level) in the Inception Phase.
- Oversee and lead the design and delivery capacity programmes on enterprise development, financial management and engage appropriate local partners in project implementation including local training in financial literacy, SME development and improvement, Business development skills, marketing and improving market access for the focus value chains.
- Work closely with the other project UN Partners on specific issues and engage in joint work planning based on detailed Annual Workplans and Budgets.
- Mentor, engage, guide and support local staff in improving capacity and effectively engaging with local communities (with a focus on women) in the project areas.
- Make frequent visits to the project sites to supervise the implementation of project activities and for the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts. Prepare all the necessary periodic programme progress reports.
- Ensure the visibility and promotion of the project goals and objectives, contribute to their achievement, through targeted outreach as described in the project Communications Plan. Ensure that all printed materials (leaflets, brochures, folders, training materials, signs, etc.) are produced in accordance with the guidelines contained in the EU Communication and Visibility Manual.
- Respond to the technical needs of the Department of Agriculture and Livestock (DAL, which will be the lead counterpart) the Ministry of Health, the Ministry of Trade and Industry, the Ministry of Finance (also National Authorizing Officer of the EDF), the Ministry of Regional Development, the Bureau of Standards and participate in the meetings when required.
- Support the PC in the management and supervision of all project components, the coordination of all of the project activities and contribute to the management of the project office;
- Lead the development of detailed implementation plans and costing for activities under the EU STREIT programme for monitoring of project progress and timely identification of implementation and budget related problems;



- Ensure good coordination and contribute to joint work planning with EU STREIT programme staff, DAL and other government bodies as well as provincial and district level authorities;
- Lead the preparation of six monthly project progress reports and ensure that the terminal statement are prepared in a comprehensive and timely manner;
- Provide technical and administrative briefings to all project staff and incoming consultants as well as FAO support services and lead the technical review of consultants and mission reports in consultation with the PC;
- Ensure timely procurement and delivery of equipment and materials and supplies to beneficiaries and groups;
- Perform any other duties as may be required

#### **Qualifications/Experience:**

- Tertiary qualifications in food/agribusiness, agricultural economics/agribusiness, enterprise development or related disciplines;
- A minimum of 5 years of progressively responsible experience in value chains/enterprise development preferably in the Pacific/Asia region;
- Substantial professional experience in working with producer groups/associations and specifically with women's groups and associations in sustainable food/agricultural value chain development in a developing country context;
- Substantial professional experience in SME development, preferably in a private sector or co-operative or similar context in developing countries.
- Familiarity with marketing skills training and in delivering capacity development programmes to MSME's would be an advantage;
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural environment;
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage

**Duty Station:** Wewak, Papua New Guinea

**Duration:** 53 months. Initial one year contract, renewable subject to performance

**International Reporting and Communications Specialist – FAO (75%)<sup>49</sup>**

#### **Background, reporting lines:**

The International Reporting and Communication (IRC) specialist will work under the direct supervision of the Programme Coordinator, with the administrative supervision of the FAO Office in PNG, and in coordination and consultation with the FAO Regional Communication Officer, based in Bangkok, Thailand, to ensure coherence with FAO's corporate communication policy and operational guidelines for all communication and information outputs. S/he will also work closely with, and coordinate with, communication colleagues at the office of the resource partner and with those in the other agencies providing services under this project.

#### **Tasks and responsibilities**

- The IRC specialist will work under the close supervision of the International Programme Coordinator and will also ensure the timely provision of inputs and particularly successes from the other Implementing partners such as the UN Agencies participating and the various governmental, parastatal and non-state actors;

<sup>49</sup> 25% to be funded by the UNW EU Spotlight project.



- The International specialist will be required to work in close contact with the FAO Regional Communication Officer (Asia-Pacific), based in Bangkok, who would provide significant backstopping support. Together, for this latter area of the work, they would concentrate on raising the level of visibility to a greater audience across the Asia-Pacific region, globally and to the EU target audiences in Europe;
- Familiarize him/herself with all relevant project documentation including: the Action Document; the Programme Document, Logical Framework Matrix and Budget; FAO Procurement Rules and the EU Communication and Visibility Plan;
- Coordinate the timely planning and delivery of communication outputs related to the EU STREIT Programme;
- Contribute to the preparation and conducting of the project inception workshop and baseline study to raise visibility and all other awareness activities to be undertaken at project sites;
- Lead the development of a Detailed Annual Communication and Visibility Workplan and Budget to be submitted to the PSC for approval;
- Work closely with other UN and other partners who are involved in the project to ensure a holistic and coordinated approach results in maximum visibility for all project successes;
- Make frequent visits to the project sites to record and document the implementation of project activities and to ensure the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts.
- Prepare all the necessary periodic programme narrative progress reports on progress in the various targeted outputs of the project;
- In consultation with the DPC, produce reports, written clearly and succinctly, with deadline;
- In collaboration with the DPC, the RCO in Bangkok and the resource partner, develop a plan to bring journalists and media to the field to record project interventions and successes to include a video;
- Deliver and monitor timely planned outputs as outlined in the project Communications Plan.
- Prepare press releases, brochures, other visibility materials (including video and still photography) as required;
- Work with a national communication officer to raise visibility through social media and the project Website;
- Perform any other duties as may be required;
- Split of time allocation for reporting, communications is 50-50 for FAO

**Qualifications/Experience:**

- Tertiary qualifications in communications, journalism, mass communication, knowledge management or related disciplines;
- A minimum of five years of progressively responsible experience in provision of technical advisory for communication for development (C4D) and knowledge of reporting requirements for international organizations, and/or INGOs as well as donors. Experience in working with/for EU projects a distinct advantage, preferably in the Asia-Pacific region;
- A minimum of seven years of experience working in journalism or mass media, with an emphasis on content development for broadcast or publication;
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural and team environment;
- Working knowledge (level C) of English;
- Previous work experience in the Pacific region would be an advantage.



**Duty Station:**

Wewak, Papua New Guinea, with regular travel within the country.

**Duration:**

44 months. Initial one year contract, renewable subject to performance.

**Gender, youth and social inclusion officer – FAO****Background, reporting lines:**

The Gender, youth and social inclusion (GYSEI) specialist will work under the supervision of the Programme Co-ordinator, the administrative supervision of the FAO Office in PNG, in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters (ESP) and in close collaboration with the Project Steering Committee (PSC) and Project Stakeholder Group.

**Tasks and responsibilities:**

- Familiarize him/herself with all relevant project documentation including: The Action document; the Programme Proposal, Logical Framework Matrix and Budget; and the EU Communication and Visibility Plan;
- Provide technical inputs to key national stakeholders in the processes of revision of existing or formulation of new policies, strategies, plans and programmes from a GYSEI perspective;
- Actively participate in meetings, workshops and any other relevant events organized by the national partners of the programme and key agriculture, gender, employment and rural development stakeholders;
- Co-ordinate closely with the Gender Desk in DAL and other relevant stakeholders and support national and provincial level policy and awareness raising activities on gender that the project will address;
- Lead the design and conduct of the gender analysis and contribute to the stakeholder analysis ensuring timely inputs into the project workplan;
- Contribute to the preparation and conduct of the project inception workshop and baseline study and all other awareness activities to be undertaken at project sites;
- Based on the above, draft and lead the implementation of the Gender, Youth and Social Inclusion Strategy of the project, including timely monitoring and reporting in coordination with the M&E officer;
- Coordinate the timely planning and inputs related to gender, youth and social inclusion of the EU STREIT programme, including for all components and in partnership with the other UN sister agencies and other partners.
- Contribute inputs to the development of a Detailed Annual Workplan and Budget to be submitted to the PSC for approval;
- Coordinate with other UN agencies (e.g. ILO, UN Women etc.), as well as other relevant stakeholders to ensure overall coherence and coordination of the gender and youth activities;
- Work closely with other UN and other partners who are involved in the development of enterprises and ensure that proper targeting and design of activities, capacity development curricula and trainings;
- Identify and lead the supervision of service providers and partners in implementation of activities at field level including for example women's and youth CSOs and grassroots organizations;
- Make frequent visits to the project sites to supervise the implementation of project activities and to ensure the collection of information and data required for project monitoring and reporting, including interim and final narrative and financial progress reports and forecasts. Prepare all the

