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MINISTRY OF SOCIAL DEVELOPMENT (MoSD) PATHWAYS TO SUSTAINABLE LIVELIHOODS PROJECT (P177814)

TERMS OF REFERENCE (TORS) – PROJECT COORDINATOR

1.0 Project Background

The Government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US\$26.5 million toward implementation of Pathways to Sustainable Livelihoods Project (PSLP) for a five (5) year period up to 2027.

The Ministry intends to use portion of the proceeds of this credit for an individual consultant to act as a Project Coordinator for the Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development. In order to manage the implementation of the project in accordance with the approved project implementation plan the MoSD is looking for a dynamic, motivated, creative and open minded individual to support overall management of the project within the MoSD. The PFU will also consist of other consultants including persons specialized in procurement, financial management, monitoring and evaluation, economic inclusion activities and social and environmental management.

2.0 Objectives

The objective of the assignment is to undertake services in the procurement of Goods and services and enhance Project Coordinator capacity of Ministry Social Development (MoSD) staff through implementation of TIC.

3.0 Scope of Services

The services of the Project Coordinator shall include but not limited to the following tasks;

A. Project Leadership & Management

- a. coordinate and supervise the PFU team, establishing guidelines and ensuring compliance with the duties contained in the terms of reference of each function, the regular progress of activities and the established objectives;
- b. manage project stakeholders and ensure that everyone on the team (Component specialists and key PFU members) know and executes their role.
- c. ensure that component specialists feel empowered and supported in their roles, know the roles of the other team members and act upon the belief that those roles will be performed.
- d. Manage the Project team, local and foreign consultants, to ensure effective allocation of resources, quality and punctuality of work; and actively participate in periodic evaluations of team performance;
- e. Coordinate project team meetings;
- f. Identify the training needs of the team and participate in the implementation;

- g. Regularly visit project activity implementation sites to: a) identify where adaptations are needed, b) engage and obtain feedback from stakeholders at all levels
- h. Provide technical information for strategic documents or participate in studies, assessments, surveys or investigations as required.
- i. use and apply as required project management methodologies, systems, and tools to ensure adequate systems are set up for management and monitoring of project accounts, procurement and evaluation.
- j. ensure the establishment of an effective communication strategy to facilitate knowledge management, awareness and support change management throughout project activities
- k. lead internal and external strategic level engagement and management necessary for program delivery.
- l. continuously update the risk assessment matrix and institute all necessary actions to mitigate the impact of risk and ensure highest quality implementation;
- m. coordinate and support meetings of the Project Steering Committee.
- n. provide day-to-day supervision of the PFU and ensure the business of the PFU is streamlined for optimal tracking, monitoring and reporting;
- o. liaise with the Finance Specialists in the PFU and in the Ministry to ensure transparent and efficient management of, and accounting for, project resources; liaise with the Procurement Specialist in the PFU to ensure transparent and cost-effective procurement of services and supplies as required by different component
- p. manage project conflicts;

B. Project Planning and Reporting

- a. coordinate the development of Annual Work Plans and adapt the overall Project Action Plan periodically as required;
- b. track the project against its schedule, budget and project milestones to facilitate and coordinate financial and narrative reporting in a timely manner;
- c. develop and implement recovery plans for off-schedule and unanticipated occurrences, recommending new processes, where needed, to improve quality, cost, or on-time delivery.
- d. Ensure compliance with the project's Operations Manual (POM);
- e. Provide updated information to the MoSD on the physical and financial execution of the project;
- f. Prepare periodic reports on project implementation;
- g. Ensure the proper organization of the project's technical files so that it is possible to consult any and all physical and digital documents related to the project;
- h. Participate in the analysis of all documents related to the project;

4.0 Qualifications and Experience

- a. Postgraduate degree in social sciences, or relevant field and at least eight years' work experience in project management, is a prerequisite or BA Degree with minimum of ten years of professional experience.
- b. Technical and operational background in Social Protection and/or Employment and/or entrepreneurship issues
- c. Experience working in the social protection sector, as well as in livelihoods promotion is highly desirable.
- d. Experience working with promoting entrepreneurship would be an advantage;

- e. Experience working with donor project is highly desirable, especially with World Bank financed projects.
- a. Effective judgment and determination;
- b. Have a consistent track record of increasing responsibility and achievement;
- c. Have a high level of inter-personal and entrepreneurial skills.
- d. Proven managing skills and have a good understanding of participatory approaches to activity-based planning, budgeting and accounting;
- e. Have clear understanding of government policies and operations;
- f. Have strong leadership, training and communication skills.
- g. Be able to work in a multi-sectoral and multi-disciplinary professional setup;
- h. Have problem solving, leadership, conflict management and team building skills

5.0 Duration of Assignment

The assignment shall be for a period of twenty-four (24) months renewable upon satisfactory performance.

6.0 Submissions of Applications

The Principal Secretary
Ministry of Social Development
P.O. Box 20
Maseru
Lesotho

and

Hand delivered to the office of the Human
Resource
Former Ministry of Social Development
Offices, 3rd Floor Pension Fund Building
Maseru, Lesotho

Interested candidates shall submit their applications, Educational Certificates and transcripts, Curriculum Vitae with two names of the referees with their contact details on or before 14 September 2022 during working hours to the following address: tankisomasao@gmail.com