

## **TERMS OF REFERENCE FOR ENGAGEMENT OF STATE PROJECT COORDINATOR FOR IMO STATE RURAL ACCESS AND MOBILITY PROJECT (Imo RAMP)**

### **Background**

The Rural Access and Mobility Project (RAMP) is a French Development Agency's financed project, managed by the World Bank, in support of the implementation of the Government's Rural Travel and Transport Policy (RTTP). The project is being coordinated by the State Project Implementation Unit (SPIU).

The Imo Rural Access and Mobility Project (Imo RAMP) is intended to improve transport conditions in rural areas and to bring about sustained access to the rural population. The project is a World Bank assisted project, co-financed by the French Development Agency with counterpart funds from Imo State Government.

The Imo RAMP is aimed at improving and enhancing accessibility and mobility in the rural areas. Accessibility and mobility are critical issues in the lives of the rural population, considering that majority of them are agriculturalists. Movement of their agricultural inputs and outputs (produce) is hinged on accessibility and mobility. The average rural agriculturalist produces for both subsistence and commerce. The unavailability and or the poor condition of the roads, culverts and bridges mean that the commercial aspects of their agriculture is hampered or minimized. This invariably diminishes their economic empowerment and socio-cultural wellbeing.

### **Project Development Objective**

The Project's Development Objective (PDO) is to improve transport conditions and bring sustained access to the rural population, through rehabilitating and maintaining key rural transport infrastructure in a sustainable manner in selected Nigerian states.

### **Project Components**

The project has three primary components:

- **Component 1: Rehabilitation of Rural and State Roads** - This component would finance rehabilitation works for an indicative 380.7km of rural and state roads in Imo states as well as the related design studies and external supervision activities.
- **Component 2: Roads Maintenance and Local Development** – This component would finance road maintenance activities on rehabilitated roads and support state mechanisms for maintenance funding. The model to be used in the maintenance mechanism involves community-based approach to among others.
- **Component 3: Capacity Building, Project Management and strengthening of state and Federal Road Sector Institutional, Policy and Regulatory framework:** This component aims at helping addressing institutional capacity gaps at the sub-national level with regards to rural roads assets management as well as at developing and implementing sound rural transport policies.

### **Project Implementation Arrangement/Understanding of the Project:**

Imo RAMP is being coordinated at the federal level by the Federal Project Management Unit (FPMU) in the Federal Ministry of Agriculture and Rural Development (FMARD), except for financial management responsibilities which are handled by the Federal Project Financial Management Division (FPFMD). The main function of the FPMU is to provide the project

coordination role, monitoring, targeted technical support and appropriate liaison between the project and development partners as well as relevant stakeholders.

Imo RAMP is implemented by the State Project Implementation Unit (SPIU), except for financial management responsibilities which are handled by the Project Financial Management Units (PFMU). The Imo SPIU is hosted at the Ministry for Rural Development and Community Affairs which also established the Imo State Project Monitoring Committee (SPMC). The SPMC provides oversight of the SPIU, and it is the highest decision-making body for the project in Imo State. The SPMC is chaired by the Permanent Secretary of state Ministry for Rural Development and Community Affairs. The implementation of the project is currently on-going with the rehabilitation of roads on-going and the river crossings contracts recently awarded,

The SPIU is the operational unit for Imo RAMP, and it is headed and managed by a State Project Coordinator (SPC), subject to the present Terms of Reference. The SPIU is responsible for the day-to-day management of operations and ensures compliance with procedures and relations with the PFMU, the SPMC, FPMU, World Bank and AFD. The main functions of the SPIU include but not limited to:

1. Management of all project activities during the implementation (except for sub-component 3.2) including procurement, safeguards management, preparation of Annual Work Plans and budgets, monitoring, reporting and evaluation;
2. ensuring the sustainability of project's rural transport investments through designing, implementing and promoting sound road maintenance practices, in coordination with Local Government Authorities (LGAs) whenever appropriate;
3. ensuring the alignment of project activities with the state's rural development policies and contribute to the design and implementation of sound rural transport policies at the state level;
4. Providing the FPMU with periodic and accurate reporting and documentation about the status of project implementation, as required;
5. Act as the secretariat for the SPMC;
6. Prepare Annual Work Plans, budgets, procurement plans, etc. and present to the SPMC for review and approval before submitting them to the FPMU, World Bank and AFD;
7. Monitor implementation of the project at state level and prepare Project Reports and submit them to the SPMC, FPMU, World Bank and AFD;
8. Hold an annual conference to present and evaluate the extent to which Project plan objectives have been achieved;
9. Launch a major information campaign aimed at internal and external stakeholders;
10. Liaise with FPMU with the objective of ensuring proper and timely provision of World Bank/AFD, and other donor resources and release of the state counterpart funds for the implementation of Project activities;
11. Carry out procurement activities in compliance with the World Bank procurement processes and procedures for the procurement of works, goods and services for rural transport activities within the state;
12. Promote broad dissemination of information on the Project activities and its components, directly and/or in all the beneficiary Local Governments with the objective of allowing all the communities and non-governmental organizations to understand the Project's goals, guidelines, eligibility criteria, coverage and operational mechanisms, and encourage them to participate;
13. Provide technical assistance in launching rural participatory processes;

14. Ensure compliance with environmental and social guidelines for the approval and implementation of projects;
15. Monitor the Environment and Social impact and mitigation measures as input to Project Reports submitted to the SPMC, FPMU, World Bank and AFD;
16. Ensure strict implementation of all resettlement issues, grievance/redress and good governance for the purpose of sustainability;
17. Prepare and submit accounting statements and carry out, through independent auditors, the annual financial audit of the Project, according to the frequency and terms of reference agreed with World Bank;
18. Establish and operate a computerized MIS for Project monitoring and evaluation, including data on projects and financial transactions / disbursements;
19. Prepare or contract out studies to evaluate the impact of projects and provide feedback on the implementation process through:
  - (i) Annual physical performance studies, to assess the quality and sustainability of projects financed most frequently by the Project and
  - (ii) Detailed evaluation, to be carried out at mid-term review, including consultations and impact evaluation (baseline and final evaluation).

**Qualification and Experience:** The Coordinator should have at least a Bachelor's degree/Higher National Diploma in civil Engineering or its equivalent and registered with COREN with at least 15 years of relevant post registered experience in road infrastructural development including 5 years' experience in donor funded projects, such as World Bank/African Development Bank or other external assisted project. Alternatively, a Master degree in Civil engineering or post graduate course in relevant discipline and 10 years post qualification experience in programme coordinating function including at least 3 years in donor funded (World Bank/ African Development Bank or other externally assisted) projects. A very good knowledge of FIDIC contract management is required for this position. The candidate must also have proven track record in infrastructural engineering/development and should have the ability to communicate and write effectively. Candidate must be computer literate and conversant with the use of standard software applications. Candidate must have relevant experience in project management and operation in the road infrastructure sector.

### **Objective:**

The objective of the assignment is to ensure that the functions and responsibilities of the SPIU listed below and also in the Imo RAMP Project Implementation Manual (PIM) are satisfactorily and efficiently carried out.

The State Project Coordinator (PC) will be responsible in ensuring that the SPIU functions & responsibilities listed above are carried out and will be accountable for the performance of the SPIU. Consequently, he/she will be responsible for the overall project progress by ensuring the realization of the Imo RAMP goals and objectives at the state level. He/she will be accountable to the State Project Monitoring Committee (SPMC), appropriate levels of government ministries and primary stakeholders for project progress, problems and strategy; provide administrative oversight, technical guidance and Leadership to the project and carry out the functions and responsibilities of the SPIU as listed in the Imo RAMP PIM to ensure overall project progress.

### **Tasks and Responsibilities**

1. Responsible for strategy, implementation and evaluation of impact and relevance of the project activities, regarding humanitarian needs in the area of intervention.
2. Ensure that systems for public communication & access to information, including receipt of and responses to complaints and redress of grievances are established and functional.
3. Draw-up annual work plans, and ensure the implementation of the approved work plans.
4. Ensure that the activities carried out in the project are in line with the objectives defined and the action plan.
5. Keep a close collaboration and follow up with the entire state project team.
6. Ensure there are sufficient and appropriate personnel with the right level of resources and other support needed for successful implementation of the project.
7. Keep in touch with key stakeholders including state government officials, NGOs, national and international organizations, civil and military authorities, as well as with other relevant sections of the society in the project area.
8. Negotiating collaboration and agreements between authorities at project level, always in coordination with SPMC.
9. Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
10. Coordinate meetings, including travel arrangements and expense reports.
11. Delegate tasks and responsibilities to appropriate personnel.
12. Identify and resolve issues and conflicts within the project team.
13. Develop and deliver progress reports, proposals, requirements documentation, and presentations.
14. Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
15. Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
16. Follow the AFD's specific financing eligibility requirements (AFD's legal and regulatory obligations with regard to procurement) for all the contracts co-financed by AFD

## **Reporting and Location**

The position will be based in Owerri, but may involve occasional travel to Abuja . The State Project Coordinator will report directly to the State Project Monitoring Committee in all project related matters.

## **Terms of Service:**

**For an officer from the public sector**, the officer shall be on secondment for one year duration at the first instance and would be renewed yearly up to the life of the project based on performance and conduct. Furthermore, a candidate from the public sector who is disengaged from the project for whatever reasons shall be reabsorbed to his/her parent Ministry in line with extant rules and regulation.

**For a candidate from the private sector**, the duration shall be for one year at least at first instance and would be renewed on an yearly basis based on performance and conduct in accordance with the contract terms . Generally, the contract terminates at the end of the project life.

## **Remuneration**

This shall be attractive and competitive. The remuneration will be discussed and agreed at contract negotiations. However, a top-up in accordance with Government policy will apply to a seconded staff who is selected for the position, while market rate remuneration will be negotiated for individual from the private sector.

## **Performance indicators for the assessment of state Coordinator:**

The SPIU shall prior to the beginning of specific year determine all the due dates for that year as described in the performance indicators.

- i. Timely preparation, submission and amendment of annual budget, work plan and procurement plan measured as three documents delivered by two dates, one being for the initial annual set of the documents and one describing the due date for the revised set of documents, Submission after the due date shall be considered poor performance and consecutives late submission will be consider grounds for disengagement.
- ii. Effectives application of resources as provided by the project budget measured as percentage of planned funds disbursed per quarter. A norms of 80% is considered satisfactory. Two consecutive quarter with a disbursement rate of less than 80% of the planned rate will be considered poor performance and will be considered grounds for disengagement.
- iii. Timely submission of monthly, quarterly and annual project implementation report measured as the number of reports submitted after the due date for each of the defined reports. For monthly report, the submission date is the 10th of the next month, for quarterly reports, the 15th of the month following and annual reports, the 15th of the second month following the end of the year. Each assessment cycle of six month would include 6 monthly and two quarterly reports. Late submission of 4 of these report would be considered poor performance and grounds for disengagement.

## **Performance Measurement**

Performance shall be reviewed for every Six months (within one month following the end of the six month period) by the SPMC. The SPMC will consult with the FPMU on the way forward if the performance of the Coordinator has been found to be below par. Guidance may also be sought from the World Bank in such a case if Imo State fails to agree with FPMU on the way forward.