



Ministry of Agriculture and Livestock
P.O. Box G13
Honiara
Solomon Islands

AGRICULTURE INVESTMENT FOR MARKETS AND NUTRITION – (AIM-N) PROJECT

TERMS OF REFERENCE

Title of the Position	Financial and Administration Manager
Duty Station	Honiara – Project Management Unit (PMU)
Duration of the assignment	Up to six years, following successful completion of a six-month probationary period, renewable contracts if performance is satisfactory
Project Area	The project will be implemented in Choiseul, Isabel and Western Province.
Project Objective	To improved food security, nutrition and household income through empowerment and resilient farming system.
Background of the Project	The Agriculture Investment for Markers and Nutrition (AIM-N) project aims at improving nutrition and food poverty in rural areas, building on the indigenous peoples ‘traditional farming systems. The project will adopt a nutrition-sensitive and inclusive approach that will link nutrition behaviour change with agricultural production for home consumption and for market. It will develop an integrated. Evidence-based approach with potential for scaling up that will jointly address families’ nutrition and cash income requirements, while promoting gender equality and social inclusion, by (i) empowering families to change their nutrition behaviour based on better knowledge on healthy diets and on nutritious food production and purchase;(ii) promoting diversified production of nutritious food for home consumption, with focus on local species, including neglected and under-utilized species with achieve good nutrition as well as resilience to climate change, disaster and food systems under stress; and (iii) enabling families to generate reliable income by partnering with agribusiness for the production of crops that respond to domestic market opportunities or export markets. More diversified and resilient farming system will be promoted for climate change adaptation and disaster preparedness and recovery.

The project objective is to Improved food security, nutrition and household income through empowerment resilient farming systems in Solomon Islands rural communities.

AIM-N has three interrelated components:

Component 1 – Action for Nutrition: This component has three sub-components that link nutrition education to the diversification of food produced in the communities and promote a similar approach for improving student nutrition in boarding schools. Sub-component 1.1 Nutrition social and behaviour change. 1.2 is Diversified community-based food production and 1.3 is Improved nutrition in boarding school.

Component 2 – Inclusive partnership for markets access. This component has 3 sub-components that will connect smallholders, including women and youth with profitable markets and assist them in developing their organization. Sub-component 2.1 Partnerships will promote the development of partnerships between buyers and farmers. Sub-component 2.2 Farmers organisation will support farmers involved in partnerships to improve their registration, governance, technical and business skills. Sub-component 2.3 Public and Private Service providers will strengthen the capacities of extensions, cooperatives, other farmers organisation and service providers to deliver quality extension services to farmers.

Component 3 – Investments in Resilient Agri-Food Systems focusses on 3 sub components: 3.1 Grants for gender transformation will supply competitive grants to women groups participating while sub-component 3.2 Financing of agribusiness will finance a line of credit for extending loans for investment and working capital to micro, small and medium agribusiness as well as FO's. Sub-component 3.3. Financing of enabling infrastructure will provide grant funding for the building or rehabilitation of collective productive infrastructure such as jetties and wharves, collection points and storage, as well jetties and wharves, collection points and storage, as well as the building or rehabilitation of housing for extension officers.

Component 3: will be implemented through PMU (and specially a Grant Manager for Sub-Component 3.1, and infrastructure engineer for sub-component 3.3 and DBSI for sub-component 3.2

Component 4 – Rapid Disaster Response. This component will have no budget allocation and will only used in the event of disaster that could be related to a weather or natural hazard human or animal pandemic, or agriculture pest and disease incursions. It will be triggered upon government request to IFAD to support rapid adaptive response: drawing from the uncommitted project resources under other components.

Roles and Responsibilities

The Financial and Administration Manager (FAM) is responsible for the management of project accounts in line with government financial regulations and IFAD disbursement procedures and reporting. The incumbent reports directly to the Project Manager. The specified duties are as follows:

- **Financial Management duties**

- Ensure disbursement process and documentation in accordance with the PIM and Finance and Administration Manual consistent with SIG financial regulations (PFM Act 2013, FI) and IFAD Disbursement Handbook;
- Manage the computerized accounting system and ensure daily back-up;
- Report on a monthly, quarterly and annual basis, identifying areas of divergence from projected cashflows;
- Implement robust internal financial control systems and policies to minimize the risks of fraud or errors in the financial statements and any misuses of funds;
- Ensure timely and accurate preparation of Statements of Expenditure;
- Coordinate and assemble the budgetary information required for the preparation of Annual Work Plans and Budgets;
- Ensure timely preparation of financial reports including comparison of actual expenditure against AWPB by components and by categories;
- Prepare accounts for external auditors and follow-up on any audit queries/management letters;
- Ensure compliance with operating procedures as defined in the project documents, including IFAD guidelines;
- Keep accurate and up-to-date records of documents in respect of all resources received by the project and any expenditure incurred with the funds made available;
- Ensure that all expenditures are in conformity with provisions of the project AWPBs.

- **Administrative tasks and responsibilities**

- Manage and handle staff matters including recruitment, selection, contracting and performance appraisals of staff;
- Facilitate the mobilisation and orientation of any new project staff, either short or long-term;
- Establish and assist an agreed staff back-up system for times of illness or absence from the office

	<ul style="list-style-type: none"> ○ Develop and implement performance appraisal process and formats for the project staff; ○ Assist in the identification and contracting of external service providers; ○ Ensure that the contracts of all staff and service providers under the project are implemented properly in accordance with the terms provided therein; ○ Conduct annual review of the existing compensation and benefits package in order to attract, retain and develop qualified and experience staff; ○ Maintain a record of project staff official movements; ○ Assist Project Staff with all travel arrangements; ○ Manage, organise and implement training for all project staff at the central level; ○ Contribute to the preparation and timely delivery of AWPBs and Annual Procurement Plans; ○ Establish a filing system of office documents and ensure maintenance, protection and security office files; ○ Be responsible for the upkeep of the premises and the availability of office supplies; ○ Keep a Fixed Asset Register with an identification number affixed to each asset, description and location of assets and the responsible staff for the asset; and ensure that the receipt of each asset is acknowledged; ○ Provide inputs in the preparation and updating of the PIM, Finance and Administrative Manual, reports and other documentation; and ○ Other tasks that maybe assigned by the Project Manager.
<p>Qualification and Experience</p>	<p>A degree in Accounting and finance (BSc, Association of Chartered Certified Accountants) with least five (5) year experience at a senior level in a relevant public institution and/or the private sector, with proven skills in the financial management and procurement aspects of internationally-financed development programmes.</p> <p>S/he is expected to have a thorough understanding of accounting practises, finance and investment. Familiarity and experience in use of accounting software would be required.</p> <p>Must be fully aware of and alert to the crosscutting issues of gender, youth, marginalised groups. Discrimination and poverty targeting.</p>

Timeline	Up to six (6) years, following successful completion of the six-month probationary period with renewable contracts if performance is satisfactory.
Resource and Budget	Provided and paid for by the Project
Reporting	Project Manager
Evaluation and Monitoring	Performance and Outputs are measured against the timely disbursement of funds, AWPB, financial and audit reports, record keeping, asset register, staff appraisals, WA and smooth implementation of the project activities.
Approval;	The implementing agency, MoFT, IFAD, Project Manager