



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

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

**TERMS OF REFERENCE**

<b>Title of the Position</b>	Financial Assistant
<b>Duty Station</b>	Honiara – Project Management Unit (PMU)
<b>Duration of the assignment</b>	Up to five years, following successful completion of a six-month probationary period, renewable contracts if performance is satisfactory
<b>Project Area</b>	The project will be implemented in Choiseul, Isabel and Western Province.
<b>Project Objective</b>	To improved food security, nutrition and household income through empowerment and resilient farming system.
<b>Background of the Project</b>	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.

	<p>The project objective is to Improved food security, nutrition and household income through empowerment resilient farming systems in Solomon Islands rural communities.</p> <p><b>AIM-N has three interrelated components:</b></p> <p><b>Component 1</b> – 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.</p> <p><b>Component 2</b> – 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.</p> <p><b>Component 3</b> – 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.  <i>Component 3:</i> 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</p> <p><b>Component 4</b> – 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.</p>
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<b>Roles and Responsibilities</b>	<p>Operating within a computerized environment, the accountant will perform the following duties:</p> <p>The specific tasks are as follows:</p> <p>:</p> <ul style="list-style-type: none"> <li>○ Establish and manage a paper filing system of finance documents for the project office finance;</li> <li>○ Establish and manage a petty cash system for the project;</li> <li>○ Advise project staff on all travel arrangements, logistic and financial matters;</li> <li>○ Work with the FAM to establish/update financial management procedures and systems for the project;</li> <li>○ Provide inputs in the preparation and updates of the PIM and Finance and Administrative Manual;</li> <li>○ Assist in providing training to project staff in the operation of finance procedures and systems;</li> <li>○ Assist with the preparation and consolidation of Annual Work Plans and Budget (AWPBs);</li> <li>○ Prepare payment voucher withdrawal applications and IFR for submission certification of the FAM and approval by PC; provide budget allocation and balance after payment in the voucher in accordance with the AWPB and financing agreement; and ensure that all supporting documents of the approval payment vouchers are stamped paid;</li> <li>○ Routinely monitor the monthly receipts and payments statement of the project, check whether expenditure is in-line with AWPB approvals and advise the FAM accordingly;</li> <li>○ Assist in the maintenance of financial records and accounts both paper and electronic;</li> <li>○ Assist in the annual report;</li> <li>○ Assist in the preparation of financial reports progress reports according to the specified reporting schedule in the PIM;</li> <li>○ Cooperate with and provide support to supervision, implementation support and evaluation missions as required; and</li> <li>○ Any other tasks that may be required by the FAM and the PIM.</li> </ul>
<b>Qualification and Experience</b>	<p>An acceptable qualification (BSc or equivalent business college education) with at least three (3) years' experience in a public institution and/or the private sector, with proven skills in the procurement and administrative aspects of projects and programmes.</p> <p>Good interpersonal and communication skills, computer literate and able to work without supervision and as part of a team.</p>

	Must be fully aware of and alert to the crosscutting issues of gender, youth, marginalised groups. Discrimination and poverty targeting.
<b>Timeline</b>	Up to five (5) years, following successful completion of the six-month probationary period with renewable contracts if performance is satisfactory.
<b>Resource and Budget</b>	Provided and paid for by the Project
<b>Reporting</b>	Project Manager
<b>Evaluation and Monitoring</b>	Performance and Outputs are measured against the project activities, frameworks and Workplans.
<b>Approval;</b>	The implementing agency, MoFT, IFAD, Project Manager