



Expressions Of Interest (EOI)



Selection of Individual Consultant
Ministry of Agriculture, Livestock, Lands and Irrigation
Smallholder Agribusiness and Resilience Project (SARP)

Calling EOI for hiring of the following positions on Consultancy Basis.

- 1. Head of Value Chain Development (01 position) - Project Management Unit.**
- 2. Human Resource and Administration Manager (01 position) - Project Management Unit.**
- 3. Human Resource and Administration Officer (01 position) - Project Management Unit.**
- 4. MIS Officer (01 position) - Project Management Unit.**
- 5. Agriculture & Livestock Officer (01 position) - Matale District**

The closing date for the submission of application will be **8th December 2024**

Please visit www.sarp.lk for more details about the required qualifications, experience, and as well as the application procedure.

Project Director,
Smallholder Agribusiness and Resilience Project,
No. 2/2/1, Kandewaththa Road, Pelawaththa, Battaramulla.

24th November 2024

Term of Reference (ToR)

Information Management System (MIS) Officer

Background

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. .

Scope of work:

The MIS Officer would be responsible for the management of the Information Management System of SARP with the support of Software Development assistants. The MIS officer works under the guidance of the Project Director and direct Supervision of the Monitoring & Evaluation Specialist. Additionally, works in collaboration with the M & E team as well as the PMU staff and other stakeholders in strengthening and managing MIS activities and is responsible for getting other staff inputs to update the MIS. capture and flagging of non-performing areas through the system. The officer would engage in MIS management, coordination and also provide information for website design and other social media promotions. The officer would play a role in the coordination of back-office functions as well as officer/partner training related to MIS.

Duties and Responsibilities:

1. Further development of exciting MIS according to the requirement of the Project with analyzing and identifying areas for modification.
2. Should be capable to handle Local Area Network to host the MIS with having knowledge of Local host servers
3. Identifying, the needs of Project information and ensure proper MIS system is in place to manage information and data of the program and to input, update, capture and flagging of non performing areas through the system.
4. Develop MIS policy of the SAPP and monitor user access and security of the Information and its flows/ system managing access permissions and privileges of MIS.
5. Mapping out the conceptual design for reporting parameters including monitoring performances and managing parameters to provide fast responses to front-end users with the collaboration of other MIS developing members of the PMU.
6. Provide information to track the indicators of Log frame.
7. Maintaining data standards, adhere to Data protection and data verification.
8. Managing and testing back-up and recovery plans of Information flow/system.
9. Extracting data from different sources/formats provided to data providers and managing those in the MIS and provide information reports as and when necessary for different users in the PMU.
10. Supervise regular data collection through PMU staff and programme partners and ensure quality of the data by proper verifications and validations.
11. Update regularly the relevant knowledge products including communication, awareness materials (print, audio & video formats) and maintain proper library of the same.

12. Identify problems and coordinate with Developing Team Members, ensuring management of the MIS system to fulfil the needs of the PMU.
13. Undertake any other MIS related activities assigned by the Programme Director.

Qualifications, Experience and Skills Required:

1. A Bachelor's degree in SE/IT which is recognized by the University Grants Commission.
2. At least 6 Months experience in MIS of foreign supported projects
3. Experience in partnership management in agriculture related projects and data handling and communication including training delivery.
4. Conversant in data analytical tools and data analysis and reporting.
5. The individual must have knowledge on data management and security.
6. The MIS Officer must possess excellent coordination and supervisory skills and must be able to communicate with management and Developing Team relating to the operation of the MIS System.
7. Preference will be given to candidates those who have experience in MIS of foreign supported projects.

Process of Selection:

1. Calling applications by different advertisements such as newspaper, TV, radio, social networks and keeping the vacancy open for two weeks
2. Conducting interviews for the short listed applicants. Panel to be agreed with IFAD and questions to be reviewed by IFAD
3. Method of Selection: Relevant Experience: 50%, Qualifications: 30%, Interview Performance: 20%

Probation:

6 months of probation period and performance to be reviewed and assessed. After the evaluation further extension will be given

Duty station and duration

Based in Project Management Unit, Colombo.

The contract will be assigned for a 12 months and its extension will be based upon successful performance.

Appointment

As per Management Service Circular No. 01/2019 PS6 Category A level, appointments will be made on contract basis and extension of service will be based on performance