REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES)

**Project Implementation Team Director**

**Republic of Armenia**

**Armenia: Climate-Adaptive Food Security Enhancement Project (CAFSEP)**

**JFPR Grant No.**

**Project ID No.**

**Reference No**. (as per Procurement Plan): **CAFSEP-S-24-1**

The Government of the Republic of Armenia (RA), represented by the Ministry of Economy (MoE) has received a financing from the Asian Development Bank (ADB) (financed by the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR)) toward the cost of the “Climate-Adaptive Food Security Enhancement Project” (hereinafter: CAFSEP or Project) and intends to apply part of the proceeds for consulting services.

The proposed $3 million grant from JFPR will support Armenia to increase resilience of agricultural livelihoods and enhance food security in rural areas highly vulnerable to climate change impact. The Climate-Adaptive Food Security Enhancement Project (CAFSEP) will focus on two provinces in Shirak and Tavush, where smallholder farmers face high poverty, food insecurity, and climate risks. The grant will provide the following: i) climate-resilient energy solutions to ten villages to reduce energy costs and savings reinvested to community-wide support for sustainable farming, ii) support rural livelihoods through climate-resilient agriculture and income-generating projects of local communities, iii) institutional capacity strengthening for the Ministry of Economy to support climate adaptation planning and to develop climate-responsive investment projects in the agricultural sector.

The project is aligned with the following impact: sustainable agriculture productivity improved and rural poverty reduced. The project outcome will be climate-adaptive capacity of selected project municipalities and households increased. The project has three outputs: (i) climate-resilient energy solutions established and further enabled, (ii) climate-smart technologies for food security enhancement implemented, and (iii) capacity of the Ministry of Economy (MOE) for climate-smart agricultural planning enhanced.

The Project Implementation Team (PIT) under the RA Ministry of Economy (MOE) is the executing agency (EA) for the project, including ensuring its compliance with main activities envisaged under the Project design. The Project Implementation Team Director (hereinafter the PIT Director) will be working as a Consultant under Agriculture Programms Implementation Department (APID) of MOE and should primarily report to the Head and/or Deputy Head of APID.

The objective of the assignment is to manage the implementation of the entire Project in line with its governing documents and in agreement with relevant bodies. The PIT Director’s work will be guided by the JFPR Grant Agreement (GA), Grant Assistance Report (GAR), and Project Administrative Manual (PAM) for CAFSEP.

The PIT Director shall be responsible for the following tasks

(i) Draft annual work programs for each output, based on design and monitoring framework, gender action plan, and agreed implementation plans and terms of reference appended to PAM, and submit them to the Project Focal Points and obtaining their agreements;

(ii) Consult with the finance manager, review disbursement requests, prepare the annual budget and submit these to the Project Focal Point for agreements;

(iii) Ensure the hiring of suitably qualified staff to implement all outputs in accordance with ADB requirements;

(iv) Guide and collaborate with the relevant staff to monitor output implementation in accordance with the agreed work program described in PAM and appendices;

(v) Attend, hold or participate in seminars, workshops, media events etc. to represent the project;

(vi) Conduct site visits as required to monitor and correct implementation of the project;

(vii) Develop and submit recommendations to the Project Focal Point to resolve issues which arise during project implementation;

(viii) Support the Project Focal Point in the overall project management and preparation of reports for the Government and its relevant agencies;

(ix) Manage all staff directly working on the project, including staff grievance procedures and make recommendations to the Project Focal Point on hiring decisions;

(x) Coordinate with relevant key staff to maintain an overview of the day-to-day operations of the project;

(xi) Provide operational support to key staff members in the implementation of their responsibilities;

(xii) Draft a comprehensive project reporting system, submit it to the Project Focal Point for agreements and implementations;

(xiii) Coordinate implementation of project outputs with the relevant project related agencies;

(xiv) Assist the Project Focal Point to coordinate interaction with relevant ministries and agencies, as may be required;

(xv) Liaise with local government administrations participating in the project to ensure successful implementation of project activities;

(xvi) Draft project implementation reports and submit to the Project Focal Point for agreements and distributions;

(xvii) Ensure Project website is established;

(xviii) Liaise with ADB staff and supervision missions to ensure successful completion of missions and ongoing project monitoring; and

(xix) Implement recommendations of ADB supervision missions and associated aide-memoires, as agreed by the Project Focal Points.

The Ministry of Economy of the Republic of Armenia now invites **individual consultants** (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The required essential qualifications are:

* University degree in Agriculture, or Agricultural Economics, or Economics or related field;
* Demonstrated capacity to work at a high level across a wide range of partners, including government agencies and donors;
* Minimum of 5 years’ managerial experience, including managing budgets and reporting; Experience in implementing capacity-building projects or delivering training in evidence-based policy making would be an advantage;
* Good knowledge of Armenian government structures and procedures, demonstrated by at least 3 years’ experience of working in or with government;
* Experience of working in or with public administrations;
* Excellent report writing, analytical and presentation skills;
* Good leadership, communication, and facilitation skills;
* Fluency in Armenian and strong verbal, reading and writing skills in English;
* Proficient in use of common office software.

The assignment would be carried out throughout the whole duration of the Project, from 2024 to 2026 inclusive.

A Consultant will be selected in accordance with the Selection of Individual Consultant method (IC) set out in the ADB’s Procurement Policy (2017, as amended from time to time: [ADB Procurement Policy](https://www.adb.org/documents/adb-procurement-policy)) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time: [Procurement Regulations for ADB Borrowers](https://www.adb.org/documents/procurement-regulations-adb-borrowers)).

Further information can be obtained at the address below during office hours 10:00 to 17:00 hours.

Expressions of interest must be delivered in a written form to the address below (by e-mail, by mail, or in person with digital copies of the Expression of Interest) by 17:00 local time on July 19, 2024.

Ministry of Economy of the Republic of Armenia

Attn: Ms. Lusine Ananyan, Head of International Programs Coordination Division of the Agricultural Programs Implementation Department of the Ministry of Economy of RA

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