

## **Terms of References Investment Supervisor (IS)**

The IS will have operational responsibilities for implementing Component 2 of SIFWaP at national, island, and community levels. He/she will be based in the NDU and will travel to the target communities as required. The IS will report to the NTM and will perform all daily management tasks, including human resources management, management of the implementation of the Project Component 2 activities, and supervision of planning, communication, and reporting.

### **Specific Tasks**

- a) Undertake preparatory activities for public and private good investments under Component 2 including:
  - Develop model/template business/investment plans for typical socially inclusive public and private good investments.
  - Organise training of IF/FS as required including training on the engagement of community organizations representing vulnerable and disadvantaged groups.
  - Refine procedures and templates for the preparation and evaluation of project proposals including procedures for social impact assessment
  - Ensure that all participating communities including project key stakeholders are briefed on the Project and the MGP objective, eligibility criteria and processes, and that vulnerable/disadvantaged communities are fully engaged.
- b) Coordinate planning and implementation of Component 2 activities with the NDU team, including coordination among implementing partners.
- c) Organizing and carrying out training and other workshops or seminars for the MGP in coordination with the partner NGOs, Island Delivery Units (IDUs), and their Island Facilitators (IFs) and governmental agencies.
- d) Ensure effective links, synergy, and sequencing between Components 1 and 2 and that inclusive community planning under Component 1 is the entry point for activities under Component 2.
- e) Work with technical advisers to deliver training for Component 2 beneficiaries with special measures to include women, youth, and PWDs.
- f) Oversee the matching grant scheme including proposals, evaluations, grant awards, and implementation supervision/support.
- g) Work with NTM to establish the national MGPC and prepare the MGPC TOR/SOP.
- h) Organizing meetings of the MGPC, distributing meeting documentation before meetings, and keeping proper records of meetings.
- i) Reporting to the NTM on all matters about the MGP and ensuring that all activities are carried out in line with the MGP Manual.
- j) Addressing issues raised by beneficiaries during the implementation of their projects and referring major issues to MGPC.
- k) Monitor the implementation of Component 2 activities.

- l) Facilitate the procurement of equipment and services required for Component 2. Preparing progress reports on the implementation of the MGP to the NTM, including challenges for delivering results against agreed targets as per AWPBs.

### **General Responsibilities**

- a) Prepare the detailed quarterly and annual activities and budgeting for activities under Component 2 and share with the NDU team promptly for inclusion in the project AWPB.
- b) Establish effective coordination and gender/age/disability disaggregated monitoring mechanisms at the national and island levels.
- c) Oversee implementation of all Component 2 activities.
- d) Liaise with and report to the NDU using the required format and procedures.
- e) Ensure that relevant, high-quality information on component 2 is provided to all implementing partners, including project key stakeholders at the national and island level.
- f) Cooperate fully with the NDU in the conduct of annual external audits for component 2.
- g) In collaboration with the NTM, identify key policy issues related to the implementation and monitoring of component 2 and assist in bringing these forward to the appropriate forum.
- h) Refine Component 2 procedures to ensure that they reflect community needs, are socially inclusive, and are consistent with other components of the Project.
- i) Provide leadership for Component 2 staff and supervise their performance.
- j) Ensure quality control and implementation of Component 2 operational procedures, consistent with the PIM, MGP manual, Matching Grant Agreement, and other relevant MOUs with project key stakeholders and targeted local communities
- k) Monitor the use and acquittal of funds, ensuring that funds are applied in line with component 2 budget as per approved AWPBs.
- l) Review, approve, and monitor all service agreements with Service Providers in relation to Component 2.
- m) Establish effective coordination mechanisms for all activities implemented under Component 2.
- n) Assist the NDU in preparing the semi-annual progress reports and quarterly financial reports.
- o) Ensuring that all procurements, disbursements, and the fiscal accountability of MGs to beneficiaries are undertaken in line with approved procurement, disbursement, and other financial guidelines.
- p) Cooperate fully with the NDU in conducting internal audits.
- q) Ensuring that all activities are carried out in line with IFAD requirements as well as in compliance with the SIFWAP Environment and Social Management Framework (ESMF).
- r) Promote transparency, social inclusion, and accountability in implementation procedures.
- s) Cooperate with and provide logistic support to IFAD supervision, implementation support, and evaluation missions as required by the NTM.

t) Other duties applicable as delegated by the NTM

## **Qualification, Experience, Skills, and Abilities**

### **Essential**

- Tertiary qualification from a recognized institution in a relevant field
- At least five (5) years of working experience in rural business development, rural finance, rural development, or another relevant field.
- Proven experience in managing matching-grant initiatives, or similar community investment schemes targeting vulnerable and disadvantaged communities and households.
- Demonstrated capacity to undertake basic Financial and Economic Analysis of investments
- Excellent interpersonal skills including the capacity to engage with local communities, and organizations representing women, youth, and PWDs.
- Proven management experience (including staff, finances, report writing, verbal communication skills, planning, and organizational skills).
- Extensive experience with liaison and consultation with a wide range of organizations and community groups.
- Demonstrated capacity to lead innovation and change.
- Understanding and commitment to inclusive community development principles including pro-poor, gender/youth/PWD objectives of the Project.
- Computer literacy with strong skills in word processing spreadsheets.
- Understanding of Participatory Learning and Action techniques used for community governance, education, and development.
- Respect for and acknowledgement of, traditional knowledge and where this can be integrated into the overall direction of the Project.