

# Green, Agri-Food Transformation and Economic Recovery – Gate

## TERMS OF REFERENCE

### *Project Manager – Green Plan (Proc. Ref.: G-GP-CS-INDV1)*

#### **I. Project Background**

The Republic of Lebanon (the Borrower) represented by the Council for Development and Reconstruction (CDR) has received a Loan from the International Bank for Reconstruction and Development (IBRD) in the amount of US\$ 200,000,000 toward the cost of the Green, Agri-food Transformation for Economic Recovery Project (Gate).

(GATE) Project aims to improve the resilience of farmers and Small and Medium Enterprises (SMEs) in the Lebanese agri-food sector. The project is designed to facilitate access to finance, support climate-smart investments, and restore critical infrastructure services to sustain and enhance the agricultural value chain. Through targeted interventions, it seeks to increase agricultural productivity, strengthen food security, and promote sustainable economic growth. The project is structured into key **components focusing on value chain investments, infrastructure development, enabling regulatory improvements, and knowledge management.**

**The Project is structured into five main components, each designed to strengthen the resilience of Lebanon’s agri-food sector and support farmers and SMEs:**

- Component 1: Climate Smart Investments in Agri-food Value Chains
- Component 2: Climate-Smart Infrastructure and Services for Agri-Food Sector Development
- Component 3: Improving the Enabling Environment and Restoring Support Services for Agri-food Sector Development
- Component 4: Project and Knowledge Management
- Component 5: Contingency Emergency Response Component

The Green Plan has been delegated by the CDR to implement and manage the Subcomponent 2.1.

This sub-component – *Improving rural community infrastructure for agriculture (US\$28 million)* – involves investments in climate-smart infrastructure and services. It will work closely with municipalities and stakeholders to develop and prioritize projects such as hill lakes, road rehabilitation, and irrigation improvements. Green Plan will establish a dedicated Project Management Unit (PMU) to oversee implementation and ensure proper coordination.

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#### **II. Objectives of the Assignment**

The objective of the assignment is to ensure the effective planning, coordination, and operational management of (sub-component 2.1)<sup>1</sup> in accordance with project documents and World Bank requirements.

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<sup>1</sup> Designed by Project in paragraph III. “Tasks and Responsibilities

Green Plan seek to recruit a ***Project Manager*** to lead and coordinate subcomponent implementation.

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### **III. Tasks and Responsibilities**

The ***Project Manager*** will perform the following tasks:

#### **1. Project Planning and Implementation Management**

- Provide overall operational management of the project in accordance with the project documents including but not limited to – the Loan Agreement (LA), Project Appraisal Document (PAD), Project Procurement Strategy for Development (PPSD), Environmental and Social Framework (ESF) and all relevant World Bank documents and national policies and procedures.
- Plan, organize and manage project activities to ensure timely delivery of envisaged output and achievements of project development objectives.
- Coordinate day-to-day operations of the Project Management Unit (PMU), ensuring effective communication among the technical, financial and procurement teams working in the project.
- Lead the preparation of the Annual Work Plan and Budget (AWPB), ensuring that inputs from technical, procurement and financial staff are integrated and consistent with the Project Operational Manual (POM).

#### **2. Financial and Administrative Oversight**

- Regular monitoring of budget execution and expenditures against approved allocations, ensuring compliance with financial control systems and approval workflows established in the POM.
- Review and validate financial reports, statements, and payment orders before submission to authorized signatories.
- Ensure the financial integrity, accuracy, and compliance of all transactions with World Bank financial management requirements.
- Facilitate and oversee the audit process by coordinating with the finance team and others to ensure timely submission of all required records and documents to the auditors, completion of audits according to the schedule including submission of the financial statements to the World Bank and reviewing the auditors' Management Letter and the and implementation of agreed corrective measures based on the auditors' Management Letter.

#### **3. Coordination, Communication, and Stakeholder Engagement**

- Liaise with implementing entities and World Bank.
- Coordinate and lead on inclusive consultations with government agencies, local authorities, and relevant stakeholders to ensure transparency, participation, and alignment with project objectives.
- Organize and coordinate project evaluations, workshops, and seminars to assess progress, share lessons learned, and promote stakeholder engagement.
- Facilitate and participate in World Bank supervision missions by coordinating logistics, ensuring PMU is prepared, providing updates on project progress, financial management, E&S compliance, and following up on recommendations.

#### **4. Compliance, Reporting, and Quality Assurance**

- Ensure compliance with ESF instruments and Anti-Corruption Guidelines and Health, 2016 and Environmental, Health and Safety (EHS) Guidelines and implementation of the grievance mechanism per Stakeholder Engagement Plan (SEP).
- Oversee the preparation and timely submission of project reports, including progress, mid-term, and completion reports, in line with World Bank requirements and national standards.
- Ensure quality assurance of project outputs through continuous monitoring, verification, and documentation of implementation progress.

#### **5. Team Leadership and Capacity Building**

- Build the capacity of Green Plan staff by providing targeted training, hands-on coaching, on-the-job guidance, and practical support to enhance skills in project planning, implementation.
- Supervise and support Project Management Unit (PMU) staff, consultants, suppliers and contractors working on the project.

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### **IV. Qualifications and Experience**

- At least a Master's degree in Engineering, Environmental Sciences, Agricultural Sciences, Business Administration (MBA) or related field.
- Minimum 7 years of professional experience in project management within international donors, preferably with the World Bank and familiarity with their policies and operational procedures.
- Minimum 5 years of experience in supervising infrastructure projects. Experience in agricultural or rural development project is a plus.
- Minimum 5 years of experience in working with administrative institutions, government agencies, or public-sector entities.
- Proven experience in financial management is an asset.
- Strong knowledge of project planning, implementation, monitoring, and reporting processes.
- Demonstrated leadership, coordination, and decision-making skills to ensure timely delivery of outputs.
- Excellent communication, negotiation and stakeholder liaison skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Project).
- Excellent written and oral communication skills in both English and Arabic.

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### **V. Reporting Line**

**The Project Manager** will ensure administrative, operational and financial reporting to the Head of Green Plan Executive Committee in Green Plan and coordinate with the PCU Project Director in CDR.

The Consultant shall submit: (i) a monthly activity report summarizing key activities, outputs and progress; and (ii) a monthly timesheet indicating the number of days/hours worked.

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**VI. Duration of Assignment**

The initial contract duration is one year and is renewable based on performance and project requirements.

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**VII. Location**

The position will be based at the Green Plan Offices, with occasional field visits as required.

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