



SAARC

**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

**Message No. 1033 02 119**

**No. SAARC/ARD/66/Agri-Min/2017 (Vol-II)-**

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and with reference to the SAC-IFAD Project on “*Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS)*”, has the honour to convey that SAARC Agriculture Centre (SAC) will appoint a Project Coordinator for the aforementioned project through open competition among the nationals of the SAARC region. A copy of Letter No. SAC/654/2020/121 dated 29 December 2020 of SAC, along with Application Form, Terms of Reference (ToR) and qualification requirements, is attached.

The esteemed Ministries of Foreign/External Affairs of the Member States are requested to take necessary measures to upload the Vacancy Announcement of the aforementioned position of Project Coordinator in the websites of the following offices:

- i. Ministry of Foreign/External Affairs;
- ii. Relevant Ministry(ies) and offices;
- iii. National Agricultural Research System (NARS);
- iv. Relevant professional organizations/bodies/institutions; and
- v. Relevant publicly accessible sites

It may be noted that the eligibility criteria, prescribed Application Form and other details can be downloaded from SAC’s website ([www.sac.org.bd](http://www.sac.org.bd)) and the **deadline for submission of application is 04 March 2021.**

For any clarification or further information, Director, SAC ([director@sac.org.bd](mailto:director@sac.org.bd)) and Mr. Kinzang Gyeltshen, Senior Programme Specialist (NRM), SAC (Email: [kingyel@hotmail.com](mailto:kingyel@hotmail.com)), may please be contacted.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

**Encls: a.a.**

The Ministries of Foreign/External Affairs,  
(SAARC Division),  
Member States of SAARC.

**Copy to:**

- (i) Governing Board Members of SAC, Member States of SAARC;
- (ii) TCARD Members/Focal Points, Member States of SAARC;
- (iii) Project Focal Points, Member States of SAARC;
- (iv) Heads of SAARC Regional Centres/Specialized bodies, **for posting the same in their respective webpages; and**
- (v) Director, SAARC Agriculture Centre (SAC), Dhaka.



  
**Kathmandu, 30 December 2020**



South Asian  
Association  
for Regional  
Cooperation

# SAARC Agriculture Centre (SAC)

*Agricultural Knowledge & Information Hub in South Asia*

Reference No. SAC/654/2020/121

29 December 2020

His Excellency  
The Secretary General of SAARC  
SAARC Secretariat  
Kathmandu, Nepal.

*Attention: Director (ARD), SAARC Secretariat, Kathmandu, Nepal.*

**Subject: Request for issue of Note Verbale for wide circulation of vacancy announcement for the post of Project Coordinator at SAARC Agriculture Centre.**

Your Excellency,

I would like to apprise Your Excellency that International Fund for Agricultural Development (IFAD) and SAARC Agriculture Centre (SAC) have signed the Grant Agreement of the Project on *Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS)* for SAARC Member States for a period of three years. This project has to be coordinated and managed by regionally recruited Project Coordinator under the overall supervision of the Director, SAARC Agriculture Centre.

SAC invites applications from the citizens of SAARC Member States having Master's Degree in Economics/ Agricultural Economics/ Agronomy/ Natural Resource/ Environment/ Public Policy. Terms of reference, qualification requirements and application form are annexed and also available on SAC website ([www.sac.org.bd](http://www.sac.org.bd)). The applications may be submitted directly to the Director, SAC ([director@sac.org.bd](mailto:director@sac.org.bd)) and Mr. Kinzang Gyeltshen, Senior Program Specialist (NRM) ([kingyel@hotmail.com](mailto:kingyel@hotmail.com)) latest by 4<sup>th</sup> March 2021.

May I, therefore, request Your Excellency to kindly issue a Note Verbale to the Ministries of Foreign/External Affairs of all Member States for wide circulation to attract the most competent candidate for the post.

Kindly accept, Your Excellency, the assurance of my highest consideration.

*Enclosed: Terms of Reference and Application Form.*

Yours sincerely,

  
29.12.2020  
Dr. Mian Sayeed Hassan  
Director



# SAARC AGRICULTURE CENTRE (SAC)

BARC Campus, Farmgate, New Airport Road

Dhaka-1215, Bangladesh

(Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS))



Investing in rural people

## APPLICATION FORM FOR PROJECT COORDINATOR

Name of the post Project Coordinator

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.		Affix Photograph		
1. Name (As per certificate):				
2. Present Address (Including tel. no., e-mail, etc.):				
3. Mailing Address / Contact Information (Including tel. no., E-mail, etc.):				
4. Permanent Address:				
5. A) Place of Birth:				
5. B) Date of Birth		Day	Month	Year
5. C) Age as on.....		Day	Month	Year
6. (A) Citizenship at Birth:		6 (B) Present Citizenship:		

7. Sex (Check):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
8. Marital Status (Check):	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	

9. **Educational background:** Furnish details starting from last Degree (Enclose true copies of certificate and transcript):

Name of Institution and Place	Degree/Diploma / Certificate	Year	Main subject(s)

10. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

*SA*

11. **Language proficiency** [Please tick (√) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

12. **Employment Record:** Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

**A:**

Date	Exact Title of your post
From ...../...../..... To ...../...../.....	

Name of Supervisor	
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Name & address of Employer	Number & kind of employees supervised by you: Officer - Other support Staff -
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Description of your work
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B.

Date	Exact Title of your post
From ...../...../..... To ...../...../.....	

Name of Supervisor	
--------------------	--

Name & address of Employer	Number & kind of employees supervised by you: Officer - Other support Staff -
----------------------------	--

Description of your work
--------------------------

C.

Date	Exact Title of your post
From ...../...../..... To ...../...../.....	

Name of Supervisor	
--------------------	--

Name & address of Employer	Number & kind of employees supervised by you: Officer - Other support Staff -
----------------------------	--

Description of your work
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13. List of Professional publications & reports (Please attach separate sheets, if required):

14. Do you have any objection to make inquiry of your present / last employer?

 Yes No

15. References: List two persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with email ID & telephone no.

16. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

17. Please state any disabilities or any disease etc. which might limit you field of work (Final appointment will be subject to physical examination)

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**SAARC AGRICULTURE CENTRE (SAC)**  
BARC Campus, Farmgate, New Airport Road  
Dhaka-1215, Bangladesh



Investing in rural people

*(Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS))*

**VACANCY ANNOUNCEMENT (International/Regional)**

<b>Post</b>	:	Project Coordinator
<b>Name of Project</b>	:	Consortium for Scaling-Up Climate Smart Agriculture in South Asia (C-SUCSeS)
<b>Age</b>	:	Not more than 55 (Fifty-Five) years
<b>Citizenship</b>	:	Citizens of SAARC Member States only
<b>Duty Station</b>	:	SAARC Agriculture Centre, Dhaka, Bangladesh
<b>Duration</b>	:	3 years

**TERMS OF REFERENCE FOR PROJECT COORDINATOR**

**ESSENTIAL DUTIES:**

- Prepare project work plans, project calendar, and timelines. In particular, lead the preparation of the Annual Work Program and Budget to be submitted for approval by the Project Steering Committee and No Objection from IFAD. Lead in the preparation of financial management reporting and auditing responsibilities.
- Lead coordination and communication among the implementing agencies (SAC, IFPRI), IFAD, SAARC Member Countries and other partners.
- Lead in the effective and timely implementation of all components of the project, based on the approved AWPB and the Project Implementation Manual.
- Track progress of the project and prepare periodic progress reports, including those due to IFAD, and organize sharing of reports among all partners.
- Maintain program meeting of minutes and related material.
- Coordinate project related M&E activities and functioning of MIS, while ensuring that lessons learnt are incorporated in project development and implementation and shared with stakeholders.
- Provide leadership in developing deliverables and monitoring status, including document creation, presentation preparation and logistical support.
- Coordinate planning for events, meetings, conferences, and presentations which may include coordinating arrangements for participants.
- Prepare and maintain inventories, annotated bibliographies, and project website.
- Respond to requests for information about project activities.
- Coordinate contracts, including tracking of invoicing and deliverables, receipt of required reports and monitoring expenditures. Coordinate the end-to-end contract and grant processes with internal parties (contracts, grants and legal business partners) and external parties (vendors and grantees).

- Coordinate contracts, including tracking of invoicing and deliverables, receipt of required reports and monitoring expenditures. Coordinate the end-to-end contract and grant processes with internal parties (contracts, grants and legal business partners) and external parties (vendors and grantees).

**Required Qualifications:**

- Master's degree in Economics, Agricultural Economics, Agronomy, Natural Resources, Environment, Public Policy and related disciplines.
- Familiarity with agriculture, climate change and food system in developing countries.
- Ten (10) year experiences of working in multi-country program/projects and multi-cultural environment in South Asia
- Ten (10) year experiences in management of rural development projects with emphasis on action and participatory-oriented research and with demonstrated knowledge of project management methods and techniques.
- Demonstrated knowledge of research methodologies and donor reporting requirements.
- Ability to synthesize multiple data sources and manage personalities while keeping tasks or projects on time and on budget.
- Excellent skills in the in the areas of judgment, organizational skills, diplomacy, discretion and written and oral communication.
- Strong interpersonal skills.
- Ability to communicate with diverse audiences.
- Make sound and timely decisions based on established project timelines.
- Excellent knowledge of English.
- Knowledge of languages of SAARC Member States, other than the native one, will be an advantage.

***Remuneration:***

Monthly remuneration – USD 2,500.

***General Information:***

Preference will be given to a person having work experience in related field as well as in the National Agricultural Research System/Extension Services/ Donor Agencies.

Application in prescribed form (*available at the SAC web site: [www.sac.org.bd](http://www.sac.org.bd)*) dully filled in by the applicant should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka-1215, Bangladesh on or before **4 March, 2021**. Only shortlisted candidates for the post will be contacted.

For any clarification, please contact Dr. Mian Sayeed Hassan, Director, SAC, +88 02 58153152, ([director@sac.org.bd](mailto:director@sac.org.bd)) or Mr. Kinzang Gyeltshen, Senior Program Specialist (NRM), SAC, [kingyel@hotmail.com](mailto:kingyel@hotmail.com), Cell no. +880 1316195687

