

## SCOPE OF WORK

<b>Consultant Name:</b>	TBD				
<b>Project/Activity Name:</b>	USAID/Sweden FARMA II Project {Bosnia}			<b>Activity #</b>	
<b>Assignment Title:</b>	Agri-food writer / analyst				
<b>Position Type:</b>	<b>Full Time</b>	X	<b>Part Time</b>		<b>STTA</b>
<b>Consultant Nationality:</b>	<b>USA</b>		<b>TCN</b>		<b>CCN</b> X
<b>Engaged By:</b>	Cardno Emerging Markets USA, Ltd.				
<b>Position Reports to:</b>	CoP / DCOP				
<b>Assignment Office:</b>	Sarajevo with frequent travel within BiH				
<b>Assignment Period:</b>	<b>Start Date:</b> April 2018		<b>End Date:</b> TBD		
<b>Total LOE for Position:</b>	<b>Total LOE:</b>	<b>Onsite:</b>	<b>Offsite:</b>	<b>Travel:</b>	

### USAID/Sweden FARMA II - Description of Project

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to foreign and domestic markets. The sectors currently being supported include: fruits and vegetables, medicinal and aromatic plants, honey, dairy and poultry. Specific support to sub-sectors include provision of technical assistance and training support, aiming to expand environmentally sustainable production and processing and enhance the production of value-added food products.

### Background

The FARMA II Agri-food writer / analyst is responsible for the researching, collection, recording, analysis and reporting upon BiH agri-food sector development, project activities, data publications and other relevant initiatives, as these relate to the implementation of the USAID/Swedish funded FARMA II project.

The Agri-food writer / analyst will work closely with both the private sector and public sector project components, and the cross cutting activities of the project, to ensure the tracking of information on activities and support for real time research, analysis, reporting and publication of information, articles, think-pieces, interviews, social media posting and other written materials to promote sector and project development activities, as required. The Agri-food writer / analyst will also be responsible for coordinating and supporting project reporting obligations on a monthly, quarterly and annual basis.

### Scope of Work

Main tasks of the Agri-food writer / analyst are anticipated to include:

- Undertaking real time journalistic type research, analysis, reporting and publication of information, articles, think-pieces, interviews, social media posting and other written materials to promote sector and project development activities;
- Build and maintain relationships with journalists, bloggers, donors, investors and beneficiary audience to promote project supported successes to a wider audience;
- Create, edit and/or update technical content, information, data, articles etc. to be posted on the project sponsored AgMENTOR platform on a regular basis;

- Support the collection of relevant information, data, interviews and other research necessary to prepare publishable agri-food sector success stories for use on the AgMENTOR platform and/or project promotional literature and/or reports;
- Collaborate with other relevant team members to further develop project website as well as adding other relevant social media / communication channels in project outreach efforts;
- Coordinate with USAID's Development Outreach & Communications Specialist on all press releases and/or media alerts to be issued by the FARMA II project. Agri-food writer / analyst will also keep USAID COR informed and advised of any press or media activities.
- Support preparations of different trainings/conferences/workshops including setting purposes and objectives, pre-planning, logistics, development of presentations, branding kits as well as PR roles and responsibilities;
- Coordinate the preparation, editing and presentation of project monthly, quarterly and annual reports through the collection and collation of core team contributions on a regular basis;
- Provide communication assistance to other project activities as needed, as directed by the CoP and DCoP.

### **Timing and Level of Effort**

The position is advertised as a full time position which is anticipated to begin in April 2018. *However, options for part time employment may be explored for exceptional candidates.*

### **Qualifications and skills**

- University degree in agricultural economics, journalism or related discipline; knowledge of BiH Agri-food sector is a must;
- Excellent analytical, communication and presentation skills;
- Excellent written and oral skills in both BHS and English language;
- Excellent computer skills and proficiency in Microsoft Office applications (strong Excel and PowerPoint skills are needed);
- Possession of a valid driver license – B category with at least 7 years of experience;
- Proven ability to work in a team and under pressure;
- Willingness to travel BiH-wide as needed.

### **Professional experience**

- Proven experience in journalistic type researching, writing, editing and publication of relevant articles on BiH agri-food sector issues over the last five years;
- Relevant professional experience as an analyst in the BiH agri-food sector would be considered an advantage.

We encourage qualifying candidates to send a Cover Letter including three References and CV.