

SCOPE OF WORK

Consultant Name:	TBD					
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}				Activity #	4729
Assignment Title:	Business Services Innovation & Networking Expert (m/f) Ref: 2BiH/17					
Position Type:	Full Time	X	Part Time		STTA	
Consultant Nationality:			TCN		CCN	
Engaged By:	Cardno Emerging Markets USA, Ltd.					
Position Reports to:	Component 1 lead					
Assignment Period:	Start Date: March 2017			End Date: TBD		
Total LOE for Position:	Total LOE: TBD		Onsite:	Offsite:	Travel:	

USAID/Sweden FARMA II - Description of Project

USAID and the Government of Sweden have awarded Cardno a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia and Herzegovina (BiH).

The purpose of FARMA II 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 market access. The FARMA II team will also support the BiH government to implement laws and regulations that meet EU and international requirements.

Scope of Work – Business Services Innovation and Networking Expert

The main responsibilities of the Business Services Innovation and Networking Expert (hereinafter referred to as Business Services Expert) are to support the FARMA II team in the development of agri-food business services in all targeted sub-sector value chains. The Business Services Expert will also be responsible for support and coordination of advocacy related activities in the targeted sub-sectors, in line with the overall FARMA II work plans and priorities.

Specific functions are anticipated to include but are not limited to:

Business Services Development and Coordination:

- Act as the lead liaison point for the FARMA II project in the development of all business support services with all relevant stakeholder organizations;
- Provide technical leadership in the design and delivery of FARMA II supported business information, advisory, training and networking services aimed at improving targeted POs and farmers' business strategies, product design and innovation, business management & administration, operational efficiency and product quality;

- Coordinate the design, launch and development of agri-food business networking services / establishment of AgMENTOR network centers and/or similar structures and service networks, as defined in the FARMA II annual work plans;
- Assist in the identification and support for Business Development Service Providers (BDSPs) and the strengthen of targeted agriculture and rural advisory service capacities;
- Coordinate the design, development and implementation of relevant business services related promotional and awareness-raising events, where appropriate.

Business Networking and Advocacy Support:

- Support and facilitate all FARMA II advocacy development activities through the formation of sub-sector groups and support for targeted sector and sub-sector associations;
- Support and facilitation of agri-food public-private dialogues and forums as required to support FARMA II policy and regulatory activities and sector reform priorities and needs;
- Support and coordinate responses to information requests and research requirements to facilitate sub-sector advocacy activities in targeted sub-sectors, as required. This may include support for cost-benefit analysis, regulatory impact assessments and other evidence based analysis;
- In collaboration with other FARMA II core staff, support the establishment, coordination and facilitation of targeted working groups required to develop key policy documents, in partnership with relevant authorities;
- Other business networking, advocacy development and PO capacity building duties as agreed with the Component 1 lead and/or Chief of Party (CoP).

Other cross-cutting tasks and responsibilities

- Contribute to FARMA II monthly, quarterly and annual reporting to USAID/SIDA;
- Support the development of annual activity work plans, evaluate challenges and mitigate risks related to implementation of the work plans and related technical assistance;
- Ensure gender mainstreaming of all activities in close collaboration with Gender Specialist;
- Closely work with the Communications Specialist to promote activities and achievements;
- Promote cooperation, partnerships and coordination with other relevant donors & projects;
- Ensure monitoring and evaluation of relevant activities and results tracking against contractual tasks and deliverables and contribute to FARMA II monitoring reports;

Reporting

Component 1 Lead and Chief of Party

Position profile

Qualifications and skills:

- University degree in economics, business management or closely related subject;
- Excellent analytical, communication, presentation and facilitation skills;
- Excellent written and oral in both BHS and English language;
- Excellent computer skills and proficiency in Microsoft Office applications;
- Proven ability to work in a team and under pressure;
- Willingness to travel BiH-wide as needed.

Professional experience:

- At least 7 years relevant professional experience;
- Proven experience in the development of business services at local/entity/state level;
- Proven experience and knowledge of promoting and fostering innovative business models & solutions;
- Proven experience in SME business networking and mentoring;
- Previous experience in supporting business start-ups;
- Knowledge and experience in the agri-food sector would be a distinct advantage;
- Previous demonstrable experience in partnering, facilitation and interaction with business development organizations at state/entity/local levels;
- Previous experience in working with international donor organizations and particularly with USAID, Sweden and/or the EU would be an asset;
- Experience in organizing and facilitating diverse stakeholder meetings and developing consensus on common ways forward, ideally on policy, regulatory and/or legal; reform;
- Proven experience in the development of private sector advocacy knowledge and skills.