

SCOPE OF WORK

Name:	TBC			
Activity name:	USAID/Sida Fostering Agricultural Markets Activity II (FARMA II)	Activity #:	4729	
Position to be filled:	Component 2 Lead – Ref: 1BiH/17			
Engaged By:	Cardno Emerging Markets USA, Ltd.			
Reports to:	Chief of Party / Deputy Chief of Party			
Assignment date (on/about)	Start Date: March 2017	End Date: TBD		
LOE (Total)	Total: TBC	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 and develop implementation capacities.

Scope of Work – Component 2 Lead

The principal mission of the Component 2 Lead is to facilitate improved agri-food policy development, legislation and implementing regulations, coordinate technical assistance in support of competent authorities operations and human resource capacity building, all of which is aimed at improving the competitiveness of the sector. This will include providing technical and analytical leadership in support of relevant public and private sector policy initiatives and expert working groups at all levels, in line with the overall FARMA II work plans and priorities. Component 2 Lead will closely coordinate activities with other FARMA II core experts in order to achieve project level policy and advocacy targets in selected sub-sectors.

Specific tasks include but are not limited to:

Component management and coordination

- Lead, supervise and coordinate all main activities under Component 2 and ensure their effective implementation in line with the FARMA II annual work plan, targets and indicators;
- Coordinate the preparation of annual work plans and M&E plan indicators / targets relevant to Component 2, in collaboration with all relevant technical team members and experts;
- Manage, coordinate, provide guidance and technical direction to all Component 2 staff, experts and responsible parties, including relevant sub-contractors, where applicable;
- Manage and coordinate all contributions to FARMA II monthly, quarterly and annual reporting to USAID and the Government of Sweden , as these relate to all Component 2 activities;

- Closely work with the Communications Specialist to promote Component 2 activities and achievements;
- Track progress against contractual tasks and deliverables and contribute routinely to FARMA II monitoring and evaluation reports;
- Coordinate and facilitate the organization of FARMA II Coordination and Advisory Bodies to support project implementation activities, as required.

Technical / Policy management and coordination

- Manage and coordinate the collection, collation and analyze of all relevant sector and sub-sector assessments, reviews, documents and relevant data to support policy related activities;
- Manage and coordinate the analysis and updating of entity level policy and legal approximation plans in support of relevant authorities;
- Manage and coordinate targeted sector and sub-sector research, analysis and assessments to determine patterns and trends in agri-food sector performance in support policy and advocacy activities;
- Manage and coordinate technical support to undertake regulatory impact assessments using evidence-based financial, economic, environmental and institutional analysis, as required;
- Manage and coordinate the identification and drafting of sectorial policies, by-laws and other implementing acts, in line with agreed project and entity level priorities and agree work plans;
- Manage and coordinate the establishment, coordination and facilitation of targeted working groups at state and entity level, required to develop key policy documents, in partnership with relevant authorities;
- Manage and coordinate the development of working materials to guide entity working groups in their discussion and processes;
- Identify and support other *ad hoc* policy analysis support initiatives to be defined and agreed with relevant authorities and the Chief of Party (CoP).
- Manage and coordinate assistance activities in support of BiH laboratories (food, vet, phyto-sanitary and laboratories for public health) to achieve accreditation;
- Manage and coordinate technical assistance activities to support the strengthening of official inspection services including training, preparation of harmonized and standardized inspection monitoring programs at state, entity, canton, and municipality levels;
- Collaborate with DCOP/Grants Manager in identifying and effectively monitoring all grantees, especially regarding environmental compliance and progress of relevant grantees;
- Support the design and implementation of FARMA II targeted internship programs in relevant organizations, where relevant;

Reporting

The Component 2 Lead will report to the Chief of Party / Deputy Chief of Party

Position profile

Qualifications and skills:

- University degree in law, agro-economics, 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 10 years relevant professional experience;
- Relevant experience in experience in agri-food sector development, legal and regulatory policy analysis and implementation at local/entity/state level;
- Proven experience and knowledge of the agri-food and rural sector in BiH;
- Good knowledge of EU and international agricultural policies, the EU Acquis, EU CAP, IPARD and other related topics would be a distinct advantage
- Previous proven experience in partnering, facilitation and interaction with governmental institutions at state/entity/local levels, as well as with donor organizations;
- Experience in facilitating meetings and drive discussions with senior officials, business users, and other diverse sector stakeholders and groups;
- Previous track record of working as manager and/or team leader of professional staff with international donor funded projects and/or organizations (preferably USAID and the EU funded activities) would be distinct advantage.