

SCOPE OF WORK

Consultant Name:	TBD					
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}				Activity #	
Assignment Title:	Business Enabling Expert, Banja Luka Office					
Position Type:	Full Time	X	Part Time		STTA	
Consultant Nationality:			TCN		CCN	X
Engaged By:	Cardno Emerging Markets USA, Ltd.					
Position Reports to:	Deputy Chief of Party					
Position post:	Sarajevo					
Assignment Period:	Start Date: April 2019			End Date: Est. end 2020		
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 Emerging Markets USA a five-year US\$18 million 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. USAID/Sweden 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.

Scope of Work – Business Enabling Expert, Banja Luka Office

The main responsibilities of the Business Enabling Expert based in Banja Luka Office are to deliver and coordinate the technical support to beneficiaries provided by short-term consultants engaged by the project and to support the FARMA II team with grant monitoring in NW B&H across the supported sub-sectors (fruit and vegetables, medicinal and aromatic plants, honey, dairy and poultry). The Business Enabling Expert will also assist in maintaining the relationships with the relevant public institutions and private sector beneficiaries, in line with the overall FARMA II work plan and priorities.

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

- Provide support and contributions for the delivery of training and technical assistance to improve targeted POs and farmers' operational efficiency and product quality, business strategies, product design and innovation, business management & administration;
- Act as liaison point for the FARMA II project in coordination and development of business support services for selected area;
- Support selected Business Development Service Providers (BDSPs) including overview of supported activities and coordination with various advisory services at the field;
- Provide guidance and technical direction to short-term experts and responsible parties, including relevant grantees tasked with trainings and/or sub-contractors, where applicable.
- Collaborate with DCOP and Grants Manager in identifying, supporting and effectively monitoring grantees in NW B&H and their progress with grant implementation. This will include field visits and regular follow-up to ensure that the project is timely informed about the developments related to grant implementation and that all reporting by grantees is completed within the required deadlines.

- Provide advice and support for improving market linkages and value chain governance, and build capacity of POs and support institutions;
- Coordinate the design, development and implementation of relevant RS based PO related events where appropriate.
- Ensure the inclusion of women, youth and vulnerable groups in all project activities;
- Closely work with the Monitoring and Evaluation and Communications Specialists to promote relevant project activities and achievements;
- Ensure gender mainstreaming of all activities in close collaboration with Social Inclusion Specialist;
- Maintain active relationship and encourage cooperation and coordination with other donors at entity level;
- Provide weekly updates in writing and regular communications with line manager;
- Contribute to FARMA II monthly, quarterly and annual reporting to USAID/Sweden, support the development of annual activity work plans, evaluate challenges and mitigate risks related to implementation of the work plans and related technical assistance;
- Provide any other assistance to project activities as needed or directed by the DCOP.

Qualifications and skills:

- University degree in Social sciences is preferred, with a strong financial/analytical background;
- Demonstrated experience in managing various stakeholders;
- Excellent social and networking skills, ability to engage with the private sector, civil society and RS institutions;
- Excellent communication, reporting and presentation skills;
- Demonstrated fluency in written and spoken BHS and English languages;
- 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. Valid driver's license is mandatory (Class B).

Professional experience:

- 5+ years of relevant experience in senior program management position;
- Demonstrates good understanding of different regulations and procedures for financial support;
- Ability to influence and manage positive and effective relationships with co-workers and project leaders.

Timing and Level of Effort

- This is a full time position based in Banja Luka for BiH Nationals.
- The implementation is expected to take place between April 2019 and end of the project (December 2020), subject to performance and availability of funds.
- This position reports to FARMA II Deputy Chief of Party and works closely with Grants Manager and Compliance Manager.

We encourage qualifying candidates to send a Cover Letter including three References and CV of 3-pages or less via option "BRZA PRIJAVA".

The closing date for the receipt of applications is March 25, 2019.

Cardno Emerging Markets USA, Ltd is an equal opportunity employer.

All information received will be treated with confidentiality.

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted.