

## 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>	Short-term business specialist (with grants experience)				
<b>Position Type:</b>	<b>Full Time</b>		<b>Part Time</b>		<b>STTA</b> <b>X</b>
<b>Consultant Nationality:</b>			<b>TCN</b>		<b>CCN</b> <b>X</b>
<b>Engaged By:</b>	Cardno Emerging Markets USA, Ltd.				
<b>Position Reports to:</b>	Private Sector Component Lead				
<b>Assignment Period:</b>	<b>Start Date:</b> September, 2019	<b>End Date:</b> December, 2020			
<b>Total LOE for Position:</b>	<b>Total LOE:</b> Up to 45 days	<b>On site:</b>		<b>Offsite (desk work):</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. 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: Short-term business specialist (short-term, focus on grants)

The main responsibilities of the Short-term business specialist are to support the FARMA II team with grant processing and monitoring across the supported sub-sectors (fruit and vegetables, medicinal and aromatic plants, honey, dairy and poultry). The Short-term specialist will also perform other duties in line with the overall FARMA II work plan and priorities.

General functions in addition to deliverables are anticipated to include but are not limited to:

- Collaborate with the Private Sector Component Lead and Grants Manager in processing the grant applications, supporting and effectively monitoring grantees in the sub sectors and monitor 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 guidance and technical direction to responsible parties including relevant grantees tasked with trainings and/or sub-contractors, where applicable, in-line with deliverables.
- Provide weekly updates in writing and regular communications with line manager;
- Provide any other assistance to project activities as needed or directed by the Private Sector Lead.

### Deliverables:

- Provide relevant inputs for processing up to 100 grant applications (review of the proposed activities, verification of bids, budget finalization and similar);
- Prepare relevant inputs for Environmental Specialist for up to 20 grant applications;
- Draft up to 20 Negotiation Memorandums based on the work with the applicants;
- Monitor up to 10 grantees to ensure proper reporting and processing of payment requests;

**Qualifications and skills:**

- University degree in an applicable field is preferred, with demonstrated fluency in spoken and written BHS and English languages along with a financial/analytical background;
- Excellent social and networking skills, ability to engage with the private sector, civil society and institutions;
- Demonstrated experience working with businesses ideally in a development setting;
- Excellent communication, reporting and presentation skills;
- 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:**

- Experience with grants related to agriculture is desired;
- 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 short-term position based in Sarajevo for BiH Nationals.
- The implementation is expected to take place between September and December 2019.
- This position reports to FARMA II Private Sector Lead 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 September 2, 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.**