



Inclusive and Sustainable Value Chains and Food Fortification :
Value Chain Analysis for Development
Terms of reference for the recruitment of a Project Officer

1 Introduction

The Commission's Directorate-General for International Cooperation and Development (DG DEVCO) is responsible for designing European international cooperation and development policy and delivering development support throughout the world. DEVCO C 'Planet and Prosperity' is responsible for fostering sustainable growth and development. Within DEVCO, unit C1 has particular responsibility for Rural Development, Food Security and Nutrition.

AGRINATURA is an alliance formed by around 30 European universities and research organisations working in agricultural research, education, training and capacity strengthening for development. The common interest of the member institutions is to support agricultural development in a sustainable manner in order to improve people's lives. DEVCO C1 entered into a partnership with AGRINATURA through its European Economic Interest Group, whereby the research undertaken by AGRINATURA members can support and add value to DG DEVCO's mission to reduce poverty and promote sustainable development in the World.

In September 2016, Agrinatura started the implementation of the project 'Value Chain Analysis for Development' (VCA4D) - contract 2016/375-804. The contract foresees the undertaking of a number of Value Chain Analyses (VCAs) through the method described in the document 'Methodological Brief – Frame and Tools'; their updates; the organisation of restitution workshops; the creation of an information and knowledge management system; capacity building activities as well as communication activities.

To manage the implementation of the activities of the project, Agrinatura established a Brussels-based VCA4D Project Management Unit (PMU). The PMU is currently composed of: 1) a Scientific and Project Director; 2) a Project Coordinator; 3) a Communication and Administration Officer.

The Team of the PMU is to be reinforced in order to strengthen the capacities to the Agrinatura to deliver quality and to be able to scale-up the activities undertaken in the VCA4D project.

2 Roles and Responsibilities of the PMU

2.1 The PMU is responsible for:

- Managing the undertaking of value chain analyses using the methods described in the document 'Methodological Brief. Frame and Tools', developed under the auspices of DG DEVCO, C1;
- Providing logistical support for the realization of VCAs;
- Providing scientific support to VCA teams and quality backstopping for reports;
- Managing knowledge and information generated through value chain analyses;
- Promoting the establishment of a community of practice in value chain analysis based on the methods used;
- Facilitating the development of a long-term partnership between DG DEVCO C1 and AGRINATURA.

2.2 Specific responsibilities include:

Operational:

- Overseeing the complete proceedings of every VCA:
 - Working with AGRINATURA members to select the team for each value chain analysis
 - Coordinating the preparation of the TOR for every VCA with DEVCO C1 and the EUD
 - Monitoring the delivery of value chain analyses and guarantee quality management
 - Identifying and solving problems and chasing progress as required
 - Respecting the timeliness of activities
 - Liaise and engage with other stakeholders such as non-government organisations, civil society, producer associations, etc. as required.
- Knowledge building:
 - Knowledge and information management
 - Promoting capacity building activities
- Communication responsibility:
 - Promoting communication and visibility of the project, of Agrinatura and of the European Commission, according to a plan agreed with DG DEVCO
- Overall management for DEVCO:
 - preparing with DG DEVCO C1 a schedule of value chain analysis to be undertaken
 - Liaise with EC delegations and other stakeholders in the South
 - Prepare regular financial and operational reports as required by DG DEVCO C1.

2.3 Location

The Project Management Unit is located in Brussels. Finance and contracting support are provided to Agrinatura by NRI, using its existing resources and systems.

3 Terms of Reference: Project Officer

3.1 Roles and Responsibilities

The Project Officer will join the PMU based in Brussels and will work in close relations and under the direction of the Scientific and Project Director and of the Project Coordinator. (S)he will provide operational support in operationalising the VCA4D activities.

In particular:

- Working with DG DEVCO C1, (s)he will support the implementation of the project work plan.
- Working with AGRINATURA members and others, (s)he will assist assembling VCA teams.
- (S)he will liaise to ensure that AGRINATURA partners and others are in receipt of contracts, terms of reference and resources required to undertake their assignments.
- (S)he will liaise with local stakeholders before, during and after the VCA studies to prepare missions and facilitate stakeholder workshops.
- (S)he will work closely with the VCA teams to support the organisation of their activities (briefings, debriefings, missions' dates, restitution workshops, etc.).
- (S)he will take a proactive role in ensuring the timely and efficient implementation of the VCAs.
- (S)he will contribute to the development of the Communication and Outreach Strategy.
- (S)he will support (and report to) the Scientific Director/Project Coordinator as directed (for example, in the organisation events or capacity building activities).

3.2 Location and level of input

Preferably, the Project Officer will be appointed from the permanent staff of one of the AGRINATURA members. However, it is expected that (s)he will be located in Brussels in the offices of the PMU. Travels, both in Europe and in developing countries, are to be anticipated.

Level of input will be 220 person days per year.

3.3 Qualification and Skills

The successful candidate is in her/his mid-career and has an experienced profile in a field related to project management. The successful candidate is expected to have:

Qualifications and skills:

- A University degree in management or equivalent. Requested skills: communication, organisation. Perfect knowledge of working languages (English and French), knowledge of other "cooperation" languages an asset (Spanish and Portuguese). Perfect IT applications user (min. word, excel, power point, others an asset).

General professional experience:

- Minimum five years of professional experience in areas directly relevant to project management with preferably two years in developing countries.

Specific professional experience:

- Minimum five years in the field of international cooperation, experience in agriculture an asset.
- Knowledge of European Commission Development Cooperation operations an asset.

Advantageous:

- Experience of managing multi-disciplinary research teams
- Proven ability to plan and budget
- Experience of working on EC-funded projects
- Professional experience on value chain analysis (from either social, environmental and/or economic aspects) or agricultural development

3.4 Timing

The Project Manager is expected to take duty in September 2018.