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**JOB DESCRIPTION**

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| **Job Title:** | **Development Facilitator** |
| **Organisation:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Karonga/Chitipa |
| **Reports to:** | District Project Coordinator/District Project Manager |
| **Job Purpose:** | The Development Facilitators for the BETTER programme will be the key personnel in the delivery of the different project interventions at community level.  BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The Development Facilitator for the BETTER Programme would be responsible for the community mobilization and delivery of different project activities. The DF would also be responsible for producing activity, weekly, monthly and quarterly reports on project’s activities.  The Development Facilitator will directly work with targeted communities in Chitipa and Karonga districts to facilitate the identification, establishment, running and graduation of the FFS. |
| **Key Responsibilities:** | * Responsible for facilitating the identification, formation and running of the farmer field schools in the targeted districts in close collaboration with the CBF and MT. * Ensure that the FFS are identified and formed within a homogenous agro-ecological area to ensure that targeted farmers benefit from the information and technologies disseminated through the FFS. * Work closely with the Community Based Facilitators and Master Trainers in the development of curricula for the farmer field schools. * Work closely with the district coordinators, Master Trainers and Community Based Facilitators to ensure that the technical and operational aspects of the FFS are uniform across the district. * Work with district and EPA staff to organise field days and other publicity forums to ensure that no-participants of the FFS appreciate the uptake and performance of different technologies * Ensure that issues of gender, climate change, social inclusion, nutrition and sustainability are incorporated in the running of the FFS. * Identify problem areas in the field concerning the methodology and recommend useful solutions for the project. * Compile and submit activity, weekly, monthly, quarterly, biannual reports and annual reports on activities implemented. * Identify and document best practices and case studies for sharing and learning with other consortium partners, donors and SHA HQ. * Participate together with other staff in regular planning, review, and coordination of project activities, suggesting adjustments where necessary. * Work closely with local leadership and entire communities to initiate project activities, establish work targets and ensure that set targets are achieved. * Resolve technical and operational day-to-day problems faced by targeted FFS. * Facilitate assessment, monitoring and evaluation in the field sites in accordance with project benchmarks and indicators. * Work with the District Project Manager/District project Coordinator to ensure that the project adopts best practice in integrated rural development, climate change and adaptation. * Work with the District M&E Officer to ensure that the project takes up recommendations and that lessons learned within the project are properly recorded and shared with other partners including communities. * Share lessons learnt with communities, development partners and other stakeholders. * Develop and implement a plan together with communities and other stakeholders to ensure effective project implementation. * Work with the District M&E Officer to ensure that all project data is properly documented and stored * Manage and control project resources under his/her responsibility effectively and responsibly. * Perform any other duties assigned by the District Project Manager/ District Project Coordinator. |
| **Key Relationships:** | * **Reports to the** District Project Manager/District Project Coordinator * **Coordinates with** Development Facilitators, District M&E Officer, Finance & Administration Officer, District Agriculture Staff in Karonga & Chitipa, EPA staff, Farmers, Local Governance Structures and other NGOs in the district. |
| **Essential Qualifications and Experience** | * Diploma in Rural/Community Development or Agriculture. * Minimum of 4 years’ experience in managing rural development project including food and livelihoods or related projects. * Minimum 3 years working in agricultural extension. * A high level of understanding of project cycle management approaches, project appraisal, monitoring and evaluation and partners’ capacity building. * Experience in budgeting and development of monthly work-plans. * Experience in writing activity, weekly, monthly and quarterly reports on different programme activities. * Experience in M&E including capturing of key programme data on indicators, supporting periodic assessments and populating the indicator performance tracking tables and other M&E tools. * Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g. gender, environment, HIV/AIDS), and integration of disaster mitigation and climate change response in development programming. * Skills in training/facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners such as community-based organisations, government officers and SHA staff. * Commitment to international and humanitarian NGO codes, standards and practices. * High level of integrity and high standards of personal conduct. * Previous experience of delivering gender training in agriculture projects. |
| **Desirable Qualifications and Experience** | * Degree in Rural/Community Development or Agriculture. * Experience and Training in FAOs Farmer Field School methodology. * Experience of CSA technologies. * Community level Disaster risk analysis. |
| **Role Competencies:** | * Good communication skills. * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative. * Ability to solve problems and take corrective action. * Ability to work in rural community in implementing programmes |

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