****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Enterprise Development Advisor (EDA)  |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Reports to:** | Head of Programmes (HoP) |
| **Job Purpose:** | The purpose of the job is to support the establishment, nurturing and development of sustainable and profitable agri-enterprise which are fully integrated into sustainable value chains aligned to the Uganda Country enterprise development programmes and apply market system approaches to improve the competitiveness of agricultural producers to respond to new and expanding market opportunities. The specific functions of the EDA is enhance SHA Uganda ability to deliver high impact market and enterprise development programming including in assisting farmers organisations, such as cooperatives in on-farm and off-farm business development, developing value chain management, applying the roles of programmatic development in strategic VC financing, developing innovative financial inclusion models and approaches, brokerage and linking different stakeholders and networking, capacity development. In addition, s/he will support the farmer organizations to provide value-added services to their members on a sustainable basis. The EDA is an integral member of the Program Management Unit and will contribute to strategic and technical direction for the program.The EDA will also support the country programme in developing best practices in agri-enterprise by engaging with SHA HQ, SHA Regional Agri-Enterprise Advisor, and other SHA EDAs across programme countries; managing the assigned project portfolio; and supporting proposal development |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Project Leadership and Management**1. Support the Country Director in the development and operationalisation of the Country Strategy Plans (CSP)
2. Assist and work with the Head of Pogrammes and Country Director in new programme development; drawing up plans, concept papers, proposals, and budgets for new projects
3. Provide overall leadership in applying value chain and market system approaches and a learning process to ensure project interventions are targeted and are responsive to evolving market requirements and upgrading needs.
4. Lead in exploring partnerships with private sector actors to design, test, and deliver a wide range of appropriate services that increase smallholder agricultural production and market linkages that lead to increased productivity and profitability of on-farm enterprises
5. Develop tools and resources to assist with the value chain and market development analysis, programme design and activities.
6. Map and lead surveys of farmers organizations to determine their strengths and weaknesses.
7. Contribute to the development and strengthening of farmers’ organizations and improve their competitiveness
8. Conduct refresher and specialized trainings as needed with staff and partners and design necessary didactic materials (manuals, handouts etc.).
9. Conduct continuous market intelligence and assessments to inform programming including identification of sectors and value chains that have high potential to benefit the smallholder farmers .
10. Review proposed Market Actor initiatives, carry out inquiries to better understand their proposed business models, and develop “impact logics” that demonstrate how their proposed initiatives will contribute to market system development and project indicators.
11. Appraise capacity building needs relating to market linkages, marketing skills and marketing aspects of value chains development; assist in developing training material and participate in/ conduct training courses for staff.
12. Coordinate with other project manager to support farmer and producer organizations to evaluate market requirements and develop production plans responsive to market demands.
13. Facilitate market driven linkages between farmers, input/output dealers, and other value chain actors by establishing business relationships and facilitating deals (both formal and informal) which open new market channels for producers.
14. Support in building a more dense, diverse and collaborative network of relationships for market development practitioners and other stakeholders and to broker effective relationships at the country and regional levels.
15. Manage implementation of special projects from time to time as assigned by the Head of Programmes,
16. Plan and assign deliverables and activities to all relevant stakeholders, review their progress and address deviations in terms of timelines and quality, based on agreed outputs and budgets
 | * Strong integration of enterprise development approach and inclusive market system approaches adopted in the Country Office programme.
* Increased market participation of smallholders farmers.
 |
| **R2: Monitoring, Evaluation, Accountability and Learning (MEAL)**1. With support from the M&E Coordinator, formulate and implement the M&E plan (including external and internal reviews and evaluations) and (donor) reporting for project, including risk monitoring and reporting on changes, deviations and taking corrective / mitigation actions if needed to keep project on track
2. Document and disseminate case studies, best practices on market development activities and lessons on working with private sector for innovative services
3. Conduct pilot studies and research relevant to the program and aimed at informing implementation and learning.
4. In collaboration with the MEAL Coordinator, engage in the development and rollout of agency tested tools and initiatives to ensure consistent high-quality implementation
5. Ensure full synthesis, analysis and documentation and sharing of project insights, processes and outcomes within SHA Uganda and other SHA COs and key stakeholders
6. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organization level focal groups.
7. Explore opportunities for positioning, innovation, upscaling and potential follow up projects
 | * Effective monitoring, reflection and evaluation system
* Timely interventions if deviating from plan
* Project reporting contribute to sector learning and SHA track-record externally.
 |
|  | **R3: Network and Relationship building** 1. Initiate and manage cooperative and productive linkages with external partners and donor(s) by ensuring a high level of SHA visibility and branding according to donor guidelines
2. Support SHA partners to understand and practice ethical codes of conduct, that are in line with SHA’s own core values
3. Initiate and oversee strategies for engagement of civil society in policy formulation at local, regional and national levels, and support the implementation of agreed policy engagement initiatives
4. Participate in national or regional initiatives related to the project sector/theme and this could include planning and other action beyond the project level, and initiate collaboration in these areas with partners and other stakeholders, when appropriate.
 | * Good cooperation and coordination between national counterparts, project partners and other relevant stakeholders.
 |
| **Key Relationships:** | **Internal*** Head of Programmes, Project Officers, Project Coordinators & other project staff
* Self Help Africa Uganda Country Programme Staff and administrative staff

**External*** Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations
 |
| **Qualifications/Other Requirements:** | * Minimum of Bachelor’s degree (preferably Master degree) in Business Administration, Agribusiness, Agricultural Economics, Enterprise Development or related field,
* At least 5 years of working experience as senior advisor in NGO sector at technical level across development programmes focusing on enterprise development, value chain development, value addition, business management or agri-business with strong private sector linkages,
* Experience and knowledge in the design and implementation of both on-farm and off-farm enterprise development projects for individuals or groups, especially smallholder farmers,
* Experience with a wide range of stakeholder and partner management with national/regional companies; international agencies; community-based organizations; agribusinesses, etc. needed.
* Working experience in agriculture, livestock, or the natural resources sectors, marketing with excellent analytical/problem-solving and research skills,
* High level skills and experience in planning, budgeting and writing management and financial reports to donors,
* Skills in training/facilitation of development processes including organisation and mobilization of communities, enterprise development and networking among different development partners,
* Commitment to international and humanitarian NGO codes, standards and practices,
* Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email.

**Desirable*** Experience working in project geographical region
* Experience working with farmer groups and private sector actors.
 |
| **Role Competencies:** | * Excellent 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.
 |