**Uganda Country Programme**

**JOB DESCRIPTION:** ENTERPRISE DEVELOPMENT ADVISOR

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| **Job Title** | Enterprises Development Advisor (EDA) | |
| **Company** | Self Help Africa (SHA) | |
| **Department** | Programmes | |
| **Reports to** | Head of Programmes (HoP) | |
| **Location** | Kampala | |
| **Job Purpose** | The purpose of the job is to facilitate the establishment, nurturing and development of sustainable and profitable agri-enterprise that are aligned to Self Help Africa enterprise development programmes. The EDA will apply market system approaches to improve the competitiveness of agricultural producers to respond to new and expanding market opportunities.  The EDA will enhance SHA Uganda’s ability to deliver high impact market and enterprise development programming including: assisting farmer’s organisations, such as farmer groups and cooperatives in on-farm and off-farm business development; value chain development; developing innovative financial inclusion models and approaches; brokerage of deals between public and private sectors actors (PPPs) promoting inclusive businesses.  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 Enterprise Advisors across programme countries, managing the assigned project portfolio and supporting the proposal development. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Support the development of dynamic and inclusive SMEs that are aligned to Uganda Country enterprise development programmes**  Specific tasks shall include:   1. Leading value chain and/or market analysis studies intended to support project design and/or implementation of ongoing projects. 2. Exploring and developing partnerships with public private sector actors to provide production and market services to smallholder 3. Supporting Project Managers to facilitate farmer and producer organizations to evaluate market requirements and develop production plans responsive to market demands. 4. Facilitating 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. 5. Providing technical backstopping for the SMEs through provision of business development services (BDS) and linking SMEs to BDS services providers. 6. Provide technical oversight on Farmers Organization business plan development and implementation. | * At least 10 SMEs facilitated during period 2017-2021 * Strong integration of enterprise development approach and inclusive market system approaches adopted in the CO programme. |
| **R2: Support institutional and enterprise development for smallholders famers, including off-farm and on-farm businesses**  Specific tasks shall include:   1. Map and lead surveys of farmer’s organizations to determine their strengths and weaknesses. 2. Contribute to the development and strengthening of farmers’ organizations and improve their competitiveness 3. Conduct refresher and specialized trainings as needed with staff and partners and design necessary didactic materials (manuals, handouts etc.). 4. 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 | * Increased market participation of smallholder farmers. * A coordinated and documented approach to farmer institutional development |
| **R3: Facilitate access to financial services for smallholder farmers**   1. Facilitate the adaptation and operationalisation of rural financial inclusive model e.g. Rural SACCO (RuSACCO), Saving with a Productive Purpose (SWAPP) and Savings and Loan Associations (SLA) financial services model being advanced by SHA Uganda. 2. Identification and training of institutional and/or individual VSLA services facilitators and/or providers; 3. Monitoring and ensuring quality of VSLA services delivery to ensure it is accordance with adapted model; 4. Lead the documentation and sharing of lessons learnt on financial inclusive models 5. Explore and develop relationships with financial services providers to improve access to mainstream services by smallholders 6. Lead research initiatives on pro-poor financial services products and facilitate access to an adaptation of new financial services products to the target communities. 7. Undertake exploratory studies/analysis on a broad range of financial services products and their potential suitability for poor targeted by SHA’s work in the region; 8. Consider and facilitate transfer of standardised financial products (franchise-style) and/or adaptation and adoption of existing financial services products to poorer people targeted by Self Help Africa’s programs in the region; 9. Promoting new financial services products to enhance adoption; and, 10. Monitor product adoption rates for new or modified financial services products in the region. | * SWAPP methodology standardized and promoted across all SHA and partner projects * CO strategy for pro-poor financial services developed and implemented * Increased access to diverse financial services by smallholder farmers supported by SHA |
| **R4: Monitoring, Evaluation Accountability and Learning (MEAL)**  Specific tasks shall include:   1. With support from M&E Coordinator, ensure enterprises indicators related to SHA RBF[[1]](#footnote-1) are integrated in projects, tracked and annually reported on. 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. Support project managers with enterprise related data collection, analysis and reporting. 5. Keeping up-date with new knowledge and developments in inclusive businesses through on-line research and networking, and ensuring these development are understood and included in SHA Uganda’s work. | * RBF enterprise related indicators captured in project design and reports * SHA is kept abreast with new developments in inclusive businesses. * Value chain and other study reports meet acceptable standards and are aligned to SHA Uganda needs |
|  | **R5: Country office strategy processes:**  Specific tasks shall include:   1. Actively participate in the strategic development of SHA Uganda’s CSP as a senior member of the Programme Team 2. Contribute to the design of programmes and strategies in line with SHA’s mission, priorities and guidelines. 3. Support the Country Programme Team in fundraising, identifying new funding opportunities for project development 4. Support CD in development and operationalisation of Country Strategy Plans (CSP) 5. Assist and work with the Head of Programme and CD in new programme development; drawing up plans, concept papers, proposals, and budgets for new projects 6. Manage implementation of special projects from time to time as assigned by the Head of Programmes, 7. Providing capacity development support relating to market development for SHA Uganda staff. |  |
|  | **R5: Network and Relationship building**  Specific tasks shall include:   1. Initiate and manage cooperative and productive linkages with external partners and the 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 Managers, Project Officers, Project Coordinators & other project staff * Uganda Country finance and administrative staff * Country Director and Regional Enterprise Advisor   **External**   * Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations * Project implementation partners * Stakeholders including government, other INGOs, research institutions, financial services providers, external auditors, donors, and private companies | |
| **Qualifications and Experience** | * Minimum of Bachelor’s degree (preferably Master degree) in Business Administration, Agribusiness, Economics, Agricultural Economics, Enterprise Development or related field, * At least 5 years of working experience NGO, private sector or government, at technical level across development programmes focusing on any of the following fields: enterprise development, value chain development, value addition, pro-poor financial services, 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 and groups * 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 writing donor proposals and budgets, * Skills in training/facilitation of development processes including organisation and mobilization of communities, enterprise development and networking among different development partners, * Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email. | |
| **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. * Commitment to international and humanitarian NGO codes, standards and practices, | |

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Self Help Africa is committed to equal employment opportunities

1. Results Based Framework. [↑](#footnote-ref-1)