

Terms of Reference Cocoa Agronomist Position

Position: Cocoa Agronomist

Location: Bong, Nimba and Lofa, counties (primary) Grand Gedeh, River Gee and Gbarpolu (secondary counties)

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting 3 County-based Cocoa Agronomists for the provision of technical support and assistance at the County level to communities for the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP).

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

The Agronomist will implement and monitor agronomic aspects of the programme. The position holder shall support the innovation and demonstration of best practices. The key task will be setting up, maintaining, monitoring and reporting on a series of best management practices and field demonstrations with participating farmers and businesses located in selected districts in LICSIP counties of Bong, Lofa and Nimba, (primary) and Grand Gedeh, River Gee and Gbarpolu (Secondary); engage in aspects of the production, processing, value addition, transportation or marketing of cocoa.

Main Tasks

The main tasks of the Cocoa Agronomist will be:

- Coordinate and prioritize relevant project activities at the local level in cooperation with the partners, as well as in organizational preparation and in the implementation of these activities
- Carry out repeated field visits to the Counties in accordance with the requirements of the project Management and Coordination Tasks Responsible for coordinating all BMP

activities (field visits, farmer sensitization, training, data collection and collation, reporting, etc.) at the BMP demonstration sites.

- Participate in identifying capacity needs for external support and advice, elaborate on policy recommendations and develop a strategic approach to managing the assigned programme or project
- Assist in defining the terms of reference, selection, and supervision of contracted third parties in carrying out the project / programme activities, including performance evaluation
- Conceptualize, prepare and implement workshops, seminars, and other events on subjects that are related to the project / programme field of activities
- Responsible for maintaining relationships with farmers and institutions participating in best management practices pilots.
- Cooperate with local communities, relevant organizations, non-governmental bodies and persons within the project / programme environment as well as with other projects in order to enhance and maintain good working relationships
- Communicate and channel local interests and aspirations, and exchanges ideas and information for the benefit of the project / programme
- Coordinate and prioritize relevant project activities at the local level in cooperation with partners, as well as in organizational preparation and in the implementation of these activities
- Train farmers and plantation staff in good agronomic practices
- Prepare budget for key events and related financial documentation
- Monitor operational budget against funds availability for the different program components
- In the absence of the Program Manager, undertake appropriate actions to facilitate continued operation of the program
- Supervise and co-ordinate the work of Solidaridad County office in the area of operation.
- Ensure all data collected is sufficiently accurate and is properly transcribed and managed.
- Compile information and ensure knowledge transfer to relevant parties
- Develop strategies and technical concepts including guidelines, manuals, and procedures, which are ready to be applied
- Prepare reports and presentation materials
- Prepare appropriate input to the various project/program reports and publications including annual reports; contribute to other reports required by the Program Manager
- Support research and study activities on policy topics that will benefit collaborative programs
- Any other task as assigned by the programme manager

The three positions will be based in project counties and entail regular travel to the districts and less frequently to the Monrovia office.

Qualifications

- At least 3 years of experience working with farmers in cocoa production and marketing;
- Experience with community mobilization;
- Training experience a strong plus
- Post-secondary school education in agriculture;
- Experience with the private sector: input supply, business development activities, marketing, a strong plus;
- Ability to live in the rural area and work with farmers is essential;
- Previous collaboration/work experience with a development assistance project/NGO is a plus;
- Excellent verbal and written communication skills;
- English language fluency

Skills

- Excellent command of MS-Office
- Good working knowledge of modern telecommunication systems
- Communication and Presentation skills
- Budgeting for field work
- Negotiation
- Research and learning
- Report writing

Attributes

- Proactive
- Innovative and creative
- Organized and multi-tasking
- Teamwork
- Openness
- Problem solver

Reporting

- The Cocoa Agronomists will report to the Programme Manager

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Agronomist**" in the subject header. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.