



CARE INTERNATIONAL IN UGANDA

JOB ADVERT

Livelihoods Specialist- DINU

Application Deadline: 17th January, 2020

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill the position of Livelihoods Specialist. All interested candidates, especially female staff, who meet the requirements for this position are strongly encouraged to apply.

JOB SUMMARY

Reporting to the Consortium Manager DINU, the Livelihoods Specialist will be responsible for;

- The technical oversight and guidance of the Consortium members on aspects regarding production of diversified foods, input and output markets, financial inclusion, and market access.
- The Livelihood Specialist will work with consortium members, district and UN agencies, to design the livelihood implementation and follow-up modalities, including capacity building tool kits.
- The specialist will develop workplans, budgets and partner capacity improvement schedule as well as for monitoring in order to provide technical backstopping and ensure agreed standards and requirements are implemented.
- S/he will lead on conducting market assessment and value chain analysis including conducting a mapping of agro-entrepreneurs to facilitate the market access component of the project.
- S/he will work with Monitoring, Evaluation, Accountability and Learning specialist to develop routine tools and instruments for capturing and analyzing data in order to assess the project performance measurement.
- S/he will participate in all Livelihood, Food and Nutrition Security working cluster meetings in Karamoja region including other meetings as maybe deemed fit by the consortium manager.
- S/he shall fully comply with safety and security procedures of CARE and should be accountable for it including with other relevant program implementation protocols.
- S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

FOR DETAILS PLEASE REFER TO THE JD BELOW

Qualifications & Experience

Academic Qualification

- Bachelor's degree in Economics, Rural Development, Agriculture or related field (though a Master's degree is preferred)

Required Experience

- Expert level knowledge and at least five years' practical experience in livelihood programming in rural Uganda, preferably with in Karamoja Sub-region;
- Experience in at least two of the following fields required: production of diversified foods in a semi-arid context, financial inclusion (VSLAs and bank linkages), market engagement and value chain approaches, on and off farm livelihood preferred;
- Experience with women and youth livelihood programs preferred;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, partner engagement.
- Excellent verbal and written communication skills in English.
- Computer literate (email, word processing, spreadsheets,)
- Personally committed to gender equality and women and girls' empowerment with ability to lead to organizational change processes that aim at making organizations more gender aware, gender committed and gender competent.
- Both a team player as well as able to work independently with minimum supervision.

Application Procedure:

Interested internal candidates should submit their application letter and most updated CV including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by **17th January, 2020**. *Please indicate the job title in the email subject line.*

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

Please Note that CARE does not ask any applicant payment for any recruitment process.

For any questions please call our office on 0312258100/150



CARE International in Uganda
Job Description

Job Title:	Livelihood Specialist
Project Name:	Inclusive Market-Based Development for Smallholder Farmers in Northern Uganda
Program:	Women and Youth Financial Inclusion Program (WAYFIP)
Location:	Kotido Sub-Office
Grade :	E
Supervisor:	Consortium Manager
Date Employed:	January 2020

Brief Project Background:

CARE International in Uganda is leading a consortium of 4 partners that include; Catholic Relief Services, Gulu Agricultural Development Company, SORUDA, and Dynamic Agro-Pastoral Development Organisation (DADO). A proposal has been submitted to the Government of Uganda and European Union, Development Initiative for Northern Uganda (DINU), for the 11th European Development Fund. The proposed project aims at promoting Inclusive Market-Based Development for Smallholder Farmers in Northern Uganda covering 10 districts of Karenga, Kaabong, Kotido, Abim, Katakwi, Napak, Nabilatuk, Nakapiripirit, Amudat and Moroto while maintaining Kitgum District as a business networking potential. The project aims at *increasing food security, improving maternal and child nutrition, and enhancing household incomes*, and will be contributing to Lot 1 of DINU, that is “improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition.” The project which will last 36 months will focus on achieving the following objectives:

1. To increase production of diversified food by women and men smallholder farmers,
2. To increase market accessibility for women and men smallholder farmers, and
3. To improve nutrition and uptake of family planning services through gender-responsive community-based approaches.

Overall summary of position:

The Livelihood Specialist will be responsible for technical oversight and guidance of the Consortium members on aspects regarding production of diversified foods, input and output markets, financial inclusion, and market access. The Livelihood Specialist will work with consortium members, district and UN agencies, to design the livelihood implementation and follow-up modalities, including capacity building tool kits. The specialist will develop workplans, budgets and partner capacity improvement schedule as well as for monitoring in order to provide technical backstopping and ensure agreed standards and requirements are implemented. S/he will lead on conducting market assessment and value chain analysis including conducting a mapping of agro-entrepreneurs to facilitate the market access component of the project. S/he will work with Monitoring, Evaluation, Accountability and Learning specialist to develop routine tools and instruments for capturing and analyzing data in order to assess

the project performance measurement. S/he will participate in all Livelihood, Food and Nutrition Security working cluster meetings in Karamoja region including other meetings as maybe deemed fit by the consortium manager. S/he shall fully comply with safety and security procedures of CARE and should be accountable for it including with other relevant program implementation protocols. S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

Specific responsibilities and tasks:

Responsibility 1: Management of the Livelihood Components under DINU (40% of time)

- 1.1. Support the development and implementation of strategies and interventions for production of diversified foods, input and output markets, financial inclusion, and market access.
- 1.2. Lead in development of Terms of Reference for conducting livelihood related gendered studies and assessments such as market assessment, value chain analysis, and mapping of agro-input dealers.
- 1.3. Work with implementing partners to develop detailed annual and quarterly implementation plans and related budgets while ensuring synergies among the project team members;
- 1.4. Contribute to detailed Implementation Plan development and ensure this is followed and closely monitored to ensure timely implementation of activities and within available resources and immediately report any problems or deviations from plans;
- 1.5. Technical implementation of the core areas of the project i.e. Farmer Field Business school FFBS model, agricultural production, financial inclusion, market access, nutrition; gender equality; marketing; and business management, gender dialogues to engage men, including women leadership training and mentoring;
- 1.6. Lead in the implementation of an extensive market assessment in order to be able to generate strategies for implementing the value chain activities;
- 1.7. Provide tools, formats, manuals and guides to the partner to improve project quality e.g. story telling guides, project review guides, GBV toolkit, Gender self-assessment tools, and food and nutrition security household assessments;
- 1.8. Lead the partners TOTs in Farmer Field and Business School (including value chains and climate smart agriculture);
- 1.9. Work with Consortium Manager to ensure logistics for all training, capacity building, research and other events have been prepared and organized in line with CARE's & donors' internal procedures and to create the best possible environment and conditions for participants in these different events;
- 1.10. Contribute to preparation of procurement plans for all goods and services related to the project, according to approved budgets and activity plans and in line with both CARE and the donors' procurement rules and policies;
- 1.11. Conducting implementing partner staffing needs assessment and recommend changes and appropriate trainings and learning opportunities that are tailored to the gaps and needs of the partner staff. This will also include proactive management of partner staff performance through day to day guidance and coaching;
- 1.12. Ensure effective and efficient use of project resources (finances, assets and data);

Job Responsibility 2: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting (20%)

- 2.1 Together with MEAL, support the partners and ensure the project achieves results based on availability of an effective monitoring and evaluation system
- 2.2 Together with MEAL, support and guide partners on key project indicator monthly data collection as required and ensure the data addresses; sex and age disaggregation as well as gender transformation of the core project deliverables;
- 2.3 Work with the Program M&E Specialist to ensure the project has a database to allow keeping track of project participants in each component, without double counting across components;
- 2.4 Plan for and participate in CARE and partner staff training and development monitoring and evaluation systems;
- 2.5 Take part in the design of the baseline, midterm review and end line and final evaluation of the project.
- 2.6 Participate in regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality;
- 2.7 Directly write project progress reports documenting project outputs and results as well as project briefs, human interest stories and papers that can be used for advocacy or information purposes;

Responsibility 3: Management & capacity building of livelihood partners (20%)

- 3.1 Participate in local partners' identification of their capacity gaps and interest in relation to the core areas of the project
- 3.2 Coordinate with Grants and Contracts unit and take part in the due diligence and organizational capacity assessments in line with CARE policies before signing MOUs.
- 3.3 Support the Consortium Manager to ensure that selected partners have clear Scopes of Work and detailed budgets as per policy and are very clear about their roles and responsibilities;
- 3.4 Support in the design of the partners' capacity development plans based on findings of the due diligence and capacity assessments; ensure on-going capacity building at institutional, organizational and technical level, including attention to Gender Equity and Diversity; ensure scope of work, work-plans and budgets are reviewed and revised from time to time to address any emerging issues.
- 3.5 Support management in strengthening the relationships with the partners to ensure deliverables are met timely and with the required quality; in cases where partners also work with CARE's long term development program team, this may involve coordinating with colleagues in other parts of CARE Uganda;
- 3.6 Ongoing review and assessment of partner's performance and provision of support as needed through development, implementation and monitoring of partners' capacity development plans and close tracking of progress against scopes of work, work plans and budgets;
- 3.7 Work closely with partners on generation of reports and ensure partners' both financial and narrative, are submitted timely and analysed and that feedback is shared.
- 3.8 Ensure partners have in-depth knowledge of the projects' objectives and strategies and all key CARE policies including the anti-fraud and PSEA policy;
- 3.9 Ensure that partners are involved in all critical moments and events of the projects (design phase, consultancies, planning meetings, review meetings, baseline, midterm review, end-line, DINU steering committee meetings, etc.) and that all key information is shared with them in a transparent manner and in real time.

Responsibility 4: Quality assurance and development of gender, youth and conflict sensitive livelihood interventions (15%)

- 4.1. From time to time contribute when required to the WAYFIP resource mobilisation (through concept note development and proposal writing)
- 4.2. Ensure the day to day implementation of the project addresses the following;
 - 4.2.1.Reduce the risk exploitation and abuse, including of GBV by offering dignified livelihood enhancing opportunities to vulnerable groups, with a focus on refugee women and girls;
 - 4.2.2.Are at least environmentally friendly and if possible even have a positive impact on the environment;
 - 4.2.3.Do not exacerbate the risk of conflict between groups of refugees and between refugees and hosting communities;
 - 4.2.4.Focus on youth and take the specific needs and potential of women, girls, men and boys into account;
 - 4.2.5.Lead to Women and Girls Economic Empowerment and resilience;
 - 4.2.6.Promote innovations including use of cash, use of ICT and mobile technology, pilot new ideas;
 - 4.2.7.Build on CARE Uganda's strengths in the financial inclusion sector, in Women's Economic Empowerment and on relationships with existing partners (banks, private sector, e.t.c);
- 4.3. Ensure coordination with other key stakeholders that are focused on the core thematic aspects of the project i.e. FFBs, market access, value chain, agricultural. Production, gender equity.

Responsibility #5 Any other duties (5%)

Relationships and Collaboration:

This is a junior level management position in CARE and it is therefore important that the position holder exercise both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program directions, policies, procedure and core values of CARE International. S/he will have close and joint planning, coordination and collaboration with implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and stakeholders. *The Specialist* will coordinate relevant livelihood activities of implementing partners with other CARE programs when relevant.

Work conditions:

The position is based in Kotido and will operate from CARE Kotido Sub office. A significant amount of time (at least 60%) is expected to be spent in the monitoring and supporting consortium members in Karamoja region, liaising with partners, local government and other stakeholders within the area of operations. However, S/he will be required to travel to Kampala and elsewhere, including potentially abroad, from time to time for meetings, training events, etc when it is deemed fit.

Minimum Qualification and experience:

The Livelihood Specialist will have a suitable combination of knowledge of Karamoja, experience and relevant training in the following technical and programmatic requirements for the post

- Bachelor's degree in Economics, Rural Development, Agriculture or related field (though a Master's degree is preferred)
- Expert level knowledge and at least five years' practical experience in livelihood programming in rural Uganda, preferably with in Karamoja Sub-region;

- Experience in at least two of the following fields required: production of diversified foods in a semi-arid context, financial inclusion (VSLAs and bank linkages), market engagement and value chain approaches, on and off farm livelihood preferred;
- Experience with women and youth livelihood programs preferred;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, partner engagement.
- Excellent verbal and written communication skills in English.
- Computer literate (email, word processing, spreadsheets,)
- Personally committed to gender equality and women and girls' empowerment with ability to lead to organizational change processes that aim at making organizations more gender aware, gender committed and gender competent.
- Both a team player as well as able to work independently with minimum supervision.

Required Competencies

- Planning
- Proactive problem solving
- Contributing to team success
- Managing work
- Building partnerships
- Communicating with impact
- Initiating action
- Information monitoring
- Adaptability
- Stress tolerance
- Respect
- Integrity
- Diversity
- Excellence
- Accountability

Signed: _____ **date:** _____
Livelihood Specialist

Signed: _____ **date:** _____
Consortium Manager

Signed: ----- **Date**

Program Director
