



CARE INTERNATIONAL IN UGANDA

ABOUT CARE INTERNATIONAL IN UGANDA

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to defending the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls at the center of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for over 50 years. In FY ending June 2020, CARE improved the lives of nearly one million people in Uganda (62% women). Our ambition for the next five years is to reach 5 million people, through life-saving and gender transformative programs. CARE International in Uganda seeks to recruit highly motivated and qualified professional to fill the following position:

1. Agribusiness Coordinator-1 Position. Location: Fort portal- with travel to Kyenjojo and Kyegegwa districts

Job Summary:

The Agribusiness Coordinator is responsible for direct implementation of the “She Feeds the World (SFTW) Uganda project”, a 4-year project funded by the PepsiCo Foundation and implemented by CARE International in Uganda with local implementing partners. The SFTW project is implemented in Kyenjojo and Kyegegwa districts in southwestern Uganda and ends in June 2022. The main goal of the project is to increase food security and build resilience and incomes for vulnerable women and girls. The Agribusiness Coordinator will specifically lead implementing partners in planning and direct implementation of key project activities and ensure deliverables are achieved as per project documents. The coordinator is also responsible for the day-to-day engagement of partner staff, the grants team, district-level authorities, and locally-based district partners and INGOs to ensure specific focus to the project core areas of implementation. The coordinator will also provide guidance and oversight to implementing partners and ensure compliance with specific donor rules and regulations, management of assets assigned to the initiatives, monitoring, evaluation, and reporting. This position will report to the Senior Initiative Manager. The Coordinator will also keep in contact and coordinate with key strategic partners and as well ensure information sharing and collaboration with the partners. S/he will engage targeted communities in more sustainable ways of farming as a business, Market access through collective marketing, promote investment into women small-scale producers and give them access to the resources, support, information, and confidence they need to invest in their farms, businesses, families, and communities.

Application Procedure:

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email:(ugarecruitment@care.org) clearly indicating **Agribusiness Coordinator** in the email subject. The deadline for submitting CVs is **25th June, 2021**. For any questions please call our office on 0312258100/150.

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. *Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process*

N.B: Refer to the Job description below for more details about the job

Job Position Title	Agribusiness coordinator					
Name of Job Holder	TBC					
Date of Hire	TBC					
Job Grade and Step	D2					
Department/Program	She Field The World					
Duty Station	Fort portal- with travel to Kyenjojo and Kyegegwa districts					
Supervisor	Senior Initiative Manager					
Supervisees	None					
Status of JD	<input type="checkbox"/>	New	<input type="checkbox"/>	Revised	<input type="checkbox"/>	No Change
Expected travel time	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60%	<input type="checkbox"/>	
Date submitted to HR						

ABOUT CARE INTERNATIONAL IN UGANDA

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to defending the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls at the center of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for over 50 years. In FY ending June 2022, CARE improved the lives of nearly one million people in Uganda (62% women). Our ambition for the next five years is to directly reach 2 million people and indirectly impact over 5 million people, through our life-saving and gender transformative programs.

JOB SUMMARY

The Agribusiness Coordinator- Agricultural Production and Market Access Specialist is responsible for direct implementation of the “She Feeds the World (SFTW) Uganda project”, a 4-year project funded by the PepsiCo Foundation and implemented by CARE International in Uganda with local implementing partners. The SFTW project is implemented in Kyenjojo and Kyegegwa districts in south western Uganda and ends in June 2022. The main goal of the project is to increase food security, and build resilience and incomes of vulnerable women and girls.

The Agribusiness Coordinator will specifically lead implementing partners in planning and direct implementation of key project activities and ensure deliverables are achieved as per project documents. The coordinator is also responsible for the day today engagement of partner staff, the grants team, district level authorities and locally based district partners and INGOs to ensure specific focus to the project core areas of implementation. The coordinator will also provide guidance and oversight to implementing partners and ensure compliance specific donor rules and regulations, management of assets assigned to the initiatives, monitoring, evaluation and reporting. This position will report to the project manager. The Coordinator will also keep in contact and coordinate with key strategic partners and as well ensure information sharing and collaboration with the partners. S/he will engage targeted communities in more sustainable ways of farming as a business, Market access

through collective marketing, promote investment into women small-scale producers and give them access to the resources, support, information and confidence they need to invest in their farms, businesses, families and communities.

SPECIFIC RESPONSIBILITIES

Responsibility 1: Technical implementation of the project (50% of time)

- 1.1. Ensure development of detailed annual and quarterly implementation plans and related budgets while ensuring synergies among the project team members.
- 1.2. Ensure timely implementation of planned activities and within available resources and immediately report any problems or deviations from plans
- 1.3. Responsible for technical implementation of the core areas of the project i.e. Farmer Field Business school FFBS model, agricultural production, market access/business management, Multistakeholder platforms, private sector, nutrition; gender equality;
- 1.4. Responsible for development of a capacity strengthening plan to adopt gender transformative programmatic approach that emphasizes gender equity and diversity;
- 1.5. Ensure implementation of collective marketing and market access for the targeted communities, linking up with private sector.
- 1.6. Responsible to monitor overall project implementation and propose adaptations in a timely manner;
- 1.7. Ensure logistics for all training, capacity building, research and other events have been prepared and organized in line with CARE's & donors' internal procedures.
- 1.8. Responsible for 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;
- 1.9. Proactive management of partner staff performance through day to day guidance and coaching;

Job Responsibility 2: Lead field based Monitoring, Evaluation, and Accountability of the project (20%)

- 2.1 Ensure the project achieves results based on availability of an effective monitoring and evaluation system
- 2.2 Responsible for guiding 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 Ensure the project has a database to allow keeping track of project participants in each component, without double counting across components;
- 2.4 Ensure participation in CARE and partner staff training and development monitoring and evaluation systems;
- 2.5 Ensure active participation in regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality;
- 2.6 Responsible for participating in write up of project progress reports documenting project outputs and impact 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 implementing partners (10%)

Key Tasks:

- 3.1 Oversee partners' capacity development plans and 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.

- 3.2 Ensure partner 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;
- 3.3 Responsible for ongoing review and assessment of partners' 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;
- 3.4 Ensure partners' reports both financial and narrative, are generated and submitted timely and analysed and that feedback is shared.
- 3.5 Ensure all partners' agreements and general operations are in line with CARE's sub agreement policy;
- 3.6 Ensure partners have in-depth knowledge of the projects' objectives and strategies and all key CARE policies including the anti-fraud and PSEA policy;
- 3.7 Ensure that partners are involved in all critical moments and events of the projects 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 interventions (10%)

Key Tasks:

- 4.1. Responsible from time to time, contribute when required to the Livelihood resource mobilisation (through 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 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 or 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: Promote Gender Equity and Diversity and Safeguarding Practices (5%)

- 5.1. Practice a behavior consistent with CARE's core values, and promotion of gender equity and diversity goals;
- 5.2. Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- 5.3. Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly

5.4. Ensure that staff and related personnel under your jurisdiction are familiar with the following organizational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

Responsibility #6 any other duties (5%)

Relationships and Collaboration:

Upon delegation, the Agribusiness Coordinator will represent CARE in internal and external collaborative meetings within Livelihoods WENG, Humanitarian Response and implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and Private Sector stakeholders.

Work conditions:

The position is based in Fort Portal City. A significant amount of time is expected to be spent in the field operational areas of Kyegegwa and Kyenjojo districts, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the position holder maintains a close effective presence in the field to ensure field implementation supervision guidance and leadership on field activities.

Minimum Qualification and experience:

The Agribusiness Coordinator will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- Bachelor's degree in Agriculture, Agricultural Economics, Rural Development, or related field
- Relevant Post Graduate diploma is 'desired'
- At least 5 years of practical experience in Agricultural related programming;
- At least three years of experience in the core fields of the project i.e Agricultural production, Farmer Field Business school model, financial inclusion (VSLAs and bank linkages), market engagement and value chain approaches.
- Ability to manage partners and ensure high performance and achievement of key deliverables
- 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.

CORE COMPETENCIES

- **Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.
- **Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.

- **Communicating with Impact:** Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.
- **Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- **Strengthening Partnership:** Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one's area and other areas/departments/units or external organizations to achieve CARE's objectives.
- **Management Excellence:** Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.
- **Developing Teams:** Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.
- **Diversity:** Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
- **Adaptability:** Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently
- **Coaching:** Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities

Signed: _____, Date: _____

Initiative Coordinator

Signed: _____, Date: _____

Initiative Manager

Signed: _____, Date: _____

Program Director

Job Responsibility 2 Project Quality and Learning (20%)

- 2.7 Provide strategic guidance in unifying and integrating approaches and models between implementing partners in different geographical areas with support from Technical staff and MEAL staff since WAYREP is an integrated project bringing together evidence based models: RMM&B, Y/VSLAs, Evidence based advocacy, etc.) and testing innovations (cash transfers, working on urban poverty and GBV in the urban context, etc.) requiring an integrated approach;
- 2.8 Responsible for developing the project's integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL Team, including a common beneficiary database that can be used by implementing partners;
- 2.9 Ensure all project formative research during the inception phase are conducted with needed quality and results disseminated and utilized in project implementation
- 2.10 Ensure the project base line, MTR, end line and final evaluation are conducted in a timely and quality manner;
- 2.11 Ensure measures for cross-learning and reflection as a project team, accountability, ongoing monitoring of progress and results through the use of shared monitoring tools and accountability minimum standards throughout the life of the project;

Responsibility 3: Operational, Human, Financial and Administrative Management (15%)

- 3.1. Responsible for the overall management of project resources - human, financial and assets in line with donor and CARE rules and regulations;
- 3.2. Supervises a team of staff as per CARE HR Manual (ensuring timely goal setting, feedback, performance assessments, coaching, mentoring) and indirectly supervises senior staff from implementing partners;
- 3.3. Ensure project develops costed action plans, procurement plans and cash projections in a timely manner to allow for appropriate cash flow and availability of goods and services,
- 3.4. Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- 3.5. Oversee flows of funds to implementing partners and CARE Uganda by CAUT and review both financial and narrative reports from IPs to CAUT, in close coordination with the CARE Finance Team;
- 3.6. Oversee overall performance of implementing partners sub contracted by CARE Uganda together with the Grants and Contracts team;
- 3.7. Ensure adherence of IPs to approved budgets, regularly collect and report to the Program Management Unit and Project Steering Committee on overall burn rates, and prepare proposals on budget reallocations with / for IPs and / or CARE Uganda when needed;

Responsibility 4: Planning and Coordination (10%)

- 4.1 Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between project staff and IP staff;
- 4.2 Support effective mechanisms for information sharing and cooperation among project team, including implementing partners' staff at all levels (Arua and Gulu Cities and in Omugo Extension – Refugee settlement);
- 4.3 4.4 Ensure effective mechanisms for information sharing and cooperation with other complementary initiatives / projects with which WAYREP collaborates (e.g. cash transfer actors), including organizing regular coordination meetings as needed;

Responsibility #5 Coordination with authorities and actors (10%)

- 5.1 Responsible for developing and / or strengthening excellent working relations with various actors about the project, including (i) the Office of the Prime Minister (OPM) at settlement level, (ii) Arua and Gulu City authorities and (iii) in close collaboration and coordination with other CARE representatives in the regions;
- 5.2 Responsible for ensuring good relationships with relevant local councils, including Refugee Welfare Council authorities for work in settlements, Youth Councils, Women Councils, etc.;

5.3 Responsible for closely coordinating with other agencies working on similar issues in the targeted areas, (e.g. UNHCR on Protection and GBV in settlements, District level NGO Coordination, etc.) and ensure the project is well represented in the various relevant technical working groups and coordination meetings at settlement and district level while positioning CARE overall and not presenting WAYREP in a siloed standalone manner to external actors;

5.4 Build and maintain productive working relationships with CAUT;

5.5 In agreement with CD and CAUT, engage with ADA Representation in Uganda to prepare monitoring visits, participate in meetings and send regular updates, etc.

5.6 Responsible for all external representation of the project at meetings, events, conferences, and other fora, to key stakeholders, providing them with information about project objectives, risks, constraints and progress;

6. Promote Gender Equity & Diversity and Safeguarding Practices (5%)

6.1 Practice a behavior that is consistent with CARE's core values and promotion of gender equity and diversity goals;

6.2 Play a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.

6.3 Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly

6.4 Ensure that staff and related personnel under your jurisdiction are familiar with the following organizational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

7.0 Other Responsibilities 5%

RELATIONSHIPS AND COLLABORATION:

This is a middle level management position in CARE and it is therefore important that the position holder exercises 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 Greater North Humanitarian staff, and implementing partners. In addition, collaboration with governmental (Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR). S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

WORK CONDITIONS

The position is based in Gulu and will operate from CARE Gulu Sub office. A significant amount of time (at least 50%) is expected to be spent in West Nile region and in the refugee settlement and host communities, liaising with partners, local government and stakeholders within the area of operations. It is essential that the IM maintains a close effective presence in the field to ensure proper management supervision, guidance and leadership on field activities. However, s/he will be required to travel to Kampala and elsewhere, including potentially abroad, from time to time for meetings, training events, etc.

MINIMUM QUALIFICATION AND EXPERIENCE

The IM should have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- BA in gender/women studies, social sciences, social work, development studies, rural economics or related field
- At least 5 years proven management experience of complex projects, of which a minimum of three years should be as Project Manager and leading or managing a team of implementing partners;
- Experience with humanitarian protection and gender based violence programming is required;

- Solid understanding of livelihoods and women economic empowerment especially through VSLAs and income generation, apprenticeship and skills development.
- Commitment to gender equality and the empowerment of women and girls demonstrated by personal actions;
- Demonstrated capacity to lead teams for success;
- Timely decision making, building effective teams, problem solving, functional/ technical skills, strategic agility and cross-cultural sensitivity

SIGNATURES:

I have read, fully understood, and accept the requirements and responsibilities of this Job Description

Name of Job Holder:

Signature:

Date:

Name of Supervisor:

Signature:

Date: