

## Job Description

Established on: 28/07/2023

Revision Date:

Revision No:

<b>Identity of the worker</b>		
<b>Description</b>	<b>Job Title:</b>	<b>DCOP</b>
	<b>Job Class:</b>	<b>Category - P1B</b>
	<b>Branch:</b>	<b>General Management and Access to Finance component lead</b>
	<b>Department</b>	<b>LIFFT-CASHEW</b>
<b>Overview</b>		<p>Shelter for Life International (SFL) is a humanitarian organization with over 30 years' experience in the international humanitarian field. SFL specializes in infrastructure reconstruction, agricultural development, food security and the application of microcredit. An approach that remains culturally sensitive, emphasizes community participation and uses appropriate technologies is integral to all SFL projects and programs.</p> <p>Currently SFL is implementing 6 year USDA Linking Infrastructure, Finance and Farms to Cashew Project (LIFFT-Cashew) in Senegal, Gambia and Guinea Bissau. The program aimed to develop and strengthen the necessary links between the various stakeholders/actors in the cashew value chain, in order to support a regional trade network integrated into the chain over the long term.</p> <p>More details <a href="https://liffproject.com/">https://liffproject.com/</a></p>
<b>Assignments</b>		<p>The DCOP will work closely with and report to the Chief of Party (COP) to provide technical oversight and oversee day-to-day implementation of project activities. While closely working with COP in the planning and implementation of all project components, the DCOP will directly oversee the design and implementation of access to finance component/activities of the program to promote and enhance the supply of inclusive financial services to Cashew Value Chain actors. The DCOP will form strategic partnerships with micro-finance institutions, banks, private sector actors, and other lenders to facilitate the linkage for investments into small and medium-sized cashew producers, processors, traders, smallholder farmers, and the rural community to successfully implement activities and achieve desired results.</p> <p>The DCOP is expected to ensure that all Project reports are accurate, well-written, and meet expectations. The DCOP, as requested by the COP, will also represent the Project before a range of audiences and in a variety of platforms, at the national, country and international levels. The DCOP will inform the COP regularly on all Project-related matters and assist in meetings, governmental and donor deliverables as requested.</p> <p>Position is based in the main project office in Ziguinchor (Senegal) with frequent travel and working in Gambia and Guinea-Bissau country project offices and intervention areas.</p>
<b>Main activities</b>		<p><b>Responsibilities:</b></p> <p><b>Overall program implementation</b></p> <ul style="list-style-type: none"> <li>Working closely with the COP to provide managerial oversight for the Project, including the development and implementation of the Project's annual work plans, monthly and semi-annual reports, and other requests that may come in from COP, USDA and SFL</li> </ul>

Démontrer l'amour de Dieu en permettant aux populations de reconstruire leurs communautés et de restaurer leurs vies

- Under the delegation of COP, representing the Project and SFL in meetings with the government and private sector stakeholders of cashew in Senegal, Gambia and Guinea-Bissau, also in other countries as requested by the COP
- Serve as the alternate point of contact and acting COP when COP is not available
- Compose and submit monthly and biannual reports to the COP and SFL's Senior Program Officer within the required timeframe.
- Take lead role in work planning processes, pause and reflect and lessons learned sessions and other collaborative learning events using MEL data to make adjustments to workplans and interventions as appropriate.

### **Access to Finance**

- Lead the technical design and strategy to increase investment for small and medium-sized cashew producers, processors, farmers, and the rural communities.
- Form strategic partnerships with innovative financial service providers including, banks, microfinance institutions, and private sector investors, to expand the outreach of finance and investment opportunities
- Lead and design financial solutions to increase private sector investment, including but not limited to financial products, public-private partnerships, risk-sharing instruments, and blended finance and/or other investment vehicles
- Together with the project team, organize implementation plan
- Build cooperation with financial institutions to facilitate the offering of tailored financial products to targeted cashew producers, business actors and farmers
- Work closely with the Cashew Marketing Associations (CMA) and Access to Market team to link the Cashew Associations/Cooperatives, Processors, Traders to appropriate financial services to increase investment
- Create or improve financial services and products for producers and disadvantaged segments of society
- Provide training on improved loan management, advice Associations, processors firms on available and appropriate financial products and services
- Support and monitor pre-investment and post-investment technical assistance and monitor impact; identity, design, and recommend technical assistance to investees

### **Monitoring and Evaluation (M&E)**

- Oversee the activity of the M&E Department
- In collaboration with Headquarters' MEL Lead and Senior Program Officer, make sure the field M&E team follows up on their responsibilities and update the project indicator on a going basis.
- Contribute to the SFL research, annual survey, evaluations, value chain study and learning agenda, by ensuring a collaborative work between SFL HQ and field teams
- Support the creation of an evidence-based learning culture through consistent analysis of lessons learned and best practices to encourage adaptive management
- Monitor the progress of the project related web-based database management such as Salesforce and TaroWork.
- Review the Attachment D (indicator table) and provide justifications on underperform project indicators

		<ul style="list-style-type: none"> <li>Review research, evaluations, annual surveys and value chain study reports and provide his/her inputs</li> <li>Closely work with the component's leads and coordinate the activities to ensure action plans are developed and their implementation put in place .</li> <li>Frequently organize technical meetings to produce project implementation mechanisms and approaches agreed with COP and as needed with Senior Program Office (HQ) and Director of International Operation (HQ).</li> <li>Support the implementation of the actions and plans of the components to ensure the compliance and results</li> <li>Coordinate relevant actions with Finance and Admin Manager as well as Logistics to ensure the support services are planned well and the program needs are communicated in a timely manner that serves for timely implementation of project activities.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Work with each Component Lead to collect and consolidate, review and submit draft program reports to COP.</li> <li>Coordinate with M&amp;E field lead to assure proper monitoring and authentication of operation teams' reports</li> <li>Work with HQ Program Team as needed to assure proper reporting to each of the (field-level) governments and to program donors are prepared in a timely fashion</li> <li>Draft the monthly, semi-annual and the final report and submit to COP and directly to SFL HQ for review when COP absent.</li> </ul> <p><b>Policy Development</b></p> <ul style="list-style-type: none"> <li>Under the supervision and delegated authority, support the project Government Liaison Officer work with the governments of Senegal, Guinea-Bissau, and The Gambia to develop a coherent, multilateral cashew policy to promote regional cashew production, processing, and trade</li> <li>Assist in communicating the objectives and successes of the cashew policy regionally and internationally</li> <li>Monitor and support the meetings of the steering committees at the level of each country and work on the interrelationship</li> </ul> <p><b>Government Institutions and PR communications</b></p> <ul style="list-style-type: none"> <li>Contribute in developing a communications and public relations strategy and knowledge management efforts; drafting technical notes, documenting best practices, and refining success stories</li> <li>Follow the dissemination of public relations information for social media, SFL's website, and other media outlets as needed</li> <li>Maintain the relationship with other NGOs active in the cashew value chain in the three countries and assist with collaboration.</li> <li>Managing the implementation and coordination of all events, technical forums, conferences, and roundtables;</li> </ul>
<b>Hierarchical Relationships</b>	<b>Direct superior:</b>	COP
	<b>Direct reports:</b>	Access to Finance team including Cashew Fund
<b>Functional Relationships</b>	<b>Internal:</b>	All staff of SFL
	<b>External:</b>	Project Partners/Beneficiaries

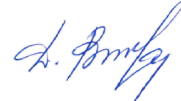
<p><b>Professional Requirements</b></p>	<p><b>Technicality:</b></p>	<ul style="list-style-type: none"> <li>• A current professional network in the most relevant ministries and offices of Government at the country and regional levels is an advantage</li> <li>• Ability to interact diplomatically with a range of stakeholders (national, provincial, private sector, NGOs, and government officials)</li> <li>• Maintaining rigorous focus on project indicators, results, and more generally supporting reporting, M&amp;E, policy development and communications functions.</li> <li>• Industry knowledge and experience in the food production and/ processing industry or other agri-business enterprise is a plus is advantage.</li> <li>• Experience in reporting project progress in accordance with specified guidelines</li> <li>• Strong leadership and demonstrated management ability in a cross-cultural environment</li> <li>• Excellent communication skills, including good writing ability in English and French. Knowledge of Portuguese would be a great asset.</li> <li>• Solid leadership skills with ability to maintain a positive work environment with professionalism</li> <li>• Strong interpersonal, teamwork and listening skills combined cross-cultural sensitivity</li> <li>• Ability to research, analyze, coordinate, and plan, both strategically and innovatively</li> <li>• Ability to assess complex programs and situations and form accurate opinions</li> <li>• Ability to respond practically and operate successfully in difficult field conditions</li> <li>• Ability to work under pressure with increasing mobility in all three countries</li> <li>• Flexibility, persistence, and ability to communicate diplomatically to gain respect among staff, local community leaders and other stakeholders, as well as government ministries and donor organizations</li> </ul>
	<p><b>Knowing how to learn:</b></p>	<ul style="list-style-type: none"> <li>• Rapid adaptation to the environment</li> </ul>
	<p><b>On-call level:</b></p>	<ul style="list-style-type: none"> <li>• Contact and Availability</li> </ul>
<p><b>Professional Profile</b></p>	<p><b>Training:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in finance, economics, business administration, or related field is required; MBA degree is preferred.</li> <li>• Minimum 6 years of relevant and progressive work experience in access to finance, financial inclusion, and investment, preferably in the agriculture value chain sector.</li> <li>• Proven ability to develop innovative and creative financing solutions to catalyze private capital.</li> <li>• Experience working with financial institutions or private sector investors in Africa a plus.</li> <li>• Fluency in English required</li> </ul>
	<p><b>Professional Experience:</b></p>	<ul style="list-style-type: none"> <li>• At least 3 years' experience in a similar position</li> </ul>
	<p><b>Know how to be :</b></p>	<ul style="list-style-type: none"> <li>• Good presentation and organizational skills</li> <li>• Integrity, transparency and confidentiality</li> <li>• Ability to synthesize, listen and communicate</li> <li>• Strong verbal and written communication skills with the ability to contribute to, review, edit and draft project reports and technical deliverables</li> </ul>
<p><b>VALIDATION OF THE JOB DESCRIPTION</b></p>		

**The COP**



**FAKHRIDDIN KUZIBOEV**

**The DIO**



**Jamolidin VOHIDOV**

**This job description is dynamic and may be subject to change over time**