



## **RWANDA DEVELOPMENT ORGANISATION**

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### **Terms of reference for recruiting Field Officers for the Farm to Market Alliance project**

<b>Organization</b>	Rwanda Development Organization (RDO) KK 500 St 22, BRALIRWA Road, P.O. Box 368, Kigali. Phone #: +250 788301740 / +250 788501092 Email: <a href="mailto:rwandadev@rdorwanda.org.rw">rwandadev@rdorwanda.org.rw</a> , <a href="mailto:rdorwanda1@gmail.com">rdorwanda1@gmail.com</a> Website: <a href="http://www.rdorwanda.org.rw">www.rdorwanda.org.rw</a>
<b>Project title</b>	Farm to Market Alliance - FtMA
<b>Purpose</b>	Recruitment of District Field Officer
<b>Available positions</b>	3
<b>Duration of the assignment</b>	1 year renewable

#### **1. Background**

Rwanda Development Organisation (RDO) is a Non-Government organisation established in 1995 to support the initiatives of Rwandese in social and economic development with a vision to see Rwandans in control of their own destiny, enjoying good standard of living and sustainable development. RDO was assigned with the mission of empowering partner communities including those vulnerable to improve their human capital, achieve food and nutrition security, and establish market linkages in a sustainable natural environment. In this way, communities build better and sustainable socio-economic development.

#### **1. Description of Farm to Market Alliance project**

The Farm to Market Alliance-FtMA (formerly known as the Patient Procurement Platform - PPP) is an initiative of the World Food Programme (WFP) to support smallholder farmer

organizations in Rwanda to access market for their produce. FtMA's goal is to establish pro-smallholder agricultural value chains in partnership with public and private off-takers, credit and input providers and other commercial actors.

Rwanda Development Organization - RDO and Rwanda Rural Rehabilitation Initiative - RWARRI are implementing the Farm to Market Alliance-FtMA in 17 districts (Nyagatare, Gatsibo, Ngoma, Kirehe, Rwamagana, Bugesera, Kamonyi, Muhanga, Ruhango, Nyanza, Huye, Gisagara, Nyaruguru, Nyamagabe, Rulindo, Gakenke and Burera) in 3 provinces to assist around 200 farmer cooperatives with the membership of 61,929 where 31,443 are women.

## **2. Position Description**

Reporting to Senior Extensionist, the Field Officer will be responsible of overseeing all interventions of the project in assigned district.

### **Duties and Responsibilities**

- Mobilize and help farmers within cooperatives to adopt good agriculture practices including basal, top dressing and IPM, by providing exposure to new knowledge, information in skills in agriculture
- Build the capacity of cooperative members through trainings on post-harvest handling and storage technologies to minimize losses and increase the quality of their produce
- Facilitate cooperative members to have access to information about PHHS equipment and help them during acquisition of these equipment
- Facilitate the activities of produce aggregation and delivery
- Facilitate market linkages between cooperatives and other alliance partners namely off-takers (forward delivery contracts), input dealers, Financial institutions and others
- Facilitate Governance and financial literacy trainings provided to cooperatives in partnership with RaboBank
- Facilitate Gender awareness and solidarity saving group trainings provided to cooperatives in partnership with IFC
- Working closely to other development partners to complement each other hence avoid
- Collaborate with JADF and other Government institutions to go in line with Government priorities
- Ensure detailed and timely communication with farmers, Head Office, donors and other partners
- Provide a weekly, monthly and quarterly reports that include deliverables updates.
- Perform any other tasks assigned by the line manager.

### **3. Qualifications**

- At least bachelor's degree in agriculture science, agribusiness.
- Having at least 4 full years of experience in agriculture related projects
- Having at least 2 years of experience working with Non-Governmental Organizations
- Having ability to collaborate with local government officials on agriculture project implementation
- Experience in collaborating with districts and farmer groups and organizations
- Experience in community mobilization and management skills.
- Demonstrated ability to interact and communicate with wide range of stakeholders
- Effective collaboration; willingness to innovate and ability to think systematically;
- Proven experience in managing multiple and competing tasks while maintaining quality of deliverables within deadlines;
- Capable to work under pressure and ability to work under tight schedules and meet deadlines
- Excellent communication skills with a good command of English and Kinyarwanda, Knowledge of French is an added advantage.
- Having knowledge of mobile based data collection tools like ODK, Kobo toolbox, Cs Pro
- Use of Microsoft word, Excel and Power Point.

### **4. Job location**

The Field Officer will be based in one of RDO's District of intervention with some visits to Head office in Kigali.

### **5. How to apply / Application process**

Interested candidates who meet the required criteria shall submit their applications including motivation Letter, CV and notified academic certificate. The application should be addressed to the *Executive Secretary, Rwanda Development Organization (RDO), KK 500 St 22, BRALIRWA Road, P.O. Box 368, Kigali*. These should be submitted to RDO Secretariat offices not later than *30/08/2019, 2.00 PM*.

**Eugene RWIBASIRA**  
**RDO's Executive Secretary**