



Terms of Reference for Programme Advisor

Rikolto in East Africa is part of the Rikolto network, an international NGO with more than 40 years of experience working with farmer organizations and food chain actors in Africa, Asia, Europe, and Latin America. Rikolto's mission is to contribute to the development of a vibrant, sustainable, and inclusive agricultural sector, with family farmers supplying quality products for their own consumption and for various markets (national, regional, and international). In its programme in Tanzania, Rikolto is currently implementing a food systems programme in 8 regions of the Northern and Southern Highlands of Tanzania, mainly through 3 programmes focusing on transforming urban food systems (Good Food for Cities), sustainable rice production, and living income through the cocoa/coffee programme.

Rikolto in Tanzania has recently secured funding from the World Food Programme (WFP) to implement two projects aimed at promoting sustainable agricultural practices and enhancing economic empowerment. The first project, **Vijana Kilimo Biashara (VKB)**, focuses on increasing food productivity, reducing post-harvest losses, and developing a high-value market system. This initiative targets youth engagement in agriculture and seeks to strengthen food security by creating better linkages between producers and markets in Tanzania. The second project, **A Joint Programme on Accelerating Progress Towards Rural Women's Economic Empowerment (JP RWEE)**, is designed to advance economic opportunities for rural women. It will focus on value chains for sorghum and sunflower production, with particular emphasis on the regions of Singida and Dodoma.

Rikolto is currently hiring a **Programme Advisor** for the VKB and JP RWEE projects. This role involves overseeing the planning, implementation, and monitoring of the projects in Singida and Dodoma.

Reports to: Programme Coordinator, Southern Highlands
Contract Duration: 1 year (renewable)
Duty Station: Dodoma

Responsibilities:

The individual will be responsible for providing programme management across the two regions, Singida and Dodoma, reporting directly to the Programme Coordinator, Southern Highlands. In addition to the specific tasks outlined below, they are expected to contribute fully as a member of the program team, always conducting themselves professionally as representatives of the program. They will also be responsible for the safekeeping and proper care of all program assets assigned to them. Specific responsibilities include, but are not limited to:

Roles and Responsibilities:

- Coordinate sorghum and sunflower programme activities for VKB and JP RWEE in Singida and Dodoma.
- Monitor and document the processes of change/innovation in business models, changes in behavior at the level of the youth enterprises involved, and the results of these in terms of improving the livelihoods of smallholders and young entrepreneurs while drawing lessons from them.
- Coordinate the co-design, validation, and implementation of innovations and business models among youth enterprises in the sorghum and sunflower value chains.

- Coordinate the design and implementation of an incubation and acceleration programme for young entrepreneurs focused on the sorghum and sunflower value chains and coordinate the implementation of the "Generation-Food and Food Business Accelerations" model for the inclusion of young people in food systems.
- Coordinate the recruitment of business consultants for the effective and efficient delivery of assignments and ensure deliverables are met.
- Monitor the knowledge management process within the programme and multi-stakeholder dynamics to build on evidence of impact.
- Participate actively in the learning and experience-sharing initiatives of relevant regional networks.
- Coordinate planning, monitoring, and management of the programme workplan and budget, ensuring that all activities are aligned with project goals and financial resources are effectively utilized.
- Responsible for building, strengthening, and maintaining relationships with different stakeholders in the project by ensuring effective communication and collaboration to support project success.
- Take the lead in the preparation of work plans and budgets, quarterly and monthly reports, programme success stories, farmer stories, and any other documentation as required.
- Coordinate and supervise programme officers (Gender, Agribusiness, and Agronomy officers) in Singida and Dodoma and ensure they are able to coordinate activities at the district level.
- In charge of Dodoma and Singida office management by ensuring programme assets are well used and managed.
- Perform any other duties as may be required by your supervisor.

Expected Outputs:

- Innovative pilots that contribute to the desired planned structural changes and business models.
- Strong entrepreneurial attitude, skills, and capacities of FBOs.
- High-quality analysis of trends and opportunities in the sorghum and sunflower subsectors.
- Strong network and coordination with partners and key stakeholders.
- Significant and sustainable benefits for farmers working in the pilots.
- Effective learning processes that lead to improvements in programme design.
- Effective multi-stakeholder platforms that strengthen smallholder farmer voice.
- Meticulous documentation and translation of the outcomes of the pilots.

Education and Experience:

- Bachelor's degree in Agriculture, Agribusiness, Economics, Business, or Cooperative Development.
- At least 4 years in grains and/or commercial crops value chains and working with a variety of stakeholders and partners.

Knowledge and Skills:

- Strategic thinker who can see problems from different angles.
- Results-oriented.
- Communicates clearly in a variety of settings and styles and possesses good networking skills.
- In-depth understanding of value chain development approaches, including gender empowerment

approaches.

- In-depth understanding and development of sustainable non-financial (BDS development) and financial services, including market information systems.
- Extensive experience working with FBOs and facilitating collective action (including marketing where necessary).
- Proven track record of developing FBO or SME business models and business plans.
- Good understanding of sustainability/environmental issues and the ability to interpret information for stakeholders.
- Understands national, regional, and global market dynamics of different agricultural value chains.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Good proficiency in English (speaking and writing).
- Licensed and able to drive a manual car.

Interested candidates should send an application letter, a detailed CV, and copies of relevant certificates before October 25, 2024, to eastafrika.recruitment@rikolto.org, indicating the source of the advertisement and the title of the position in the subject line: Programme Advisor.

Only shortlisted candidates will be notified and invited for an interview.



Terms of Reference for Programme Officer - Agronomist

Rikolto in East Africa is part of the Rikolto network, an international NGO with more than 40 years of experience working with farmer organizations and food chain actors in Africa, Asia, Europe, and Latin America. Rikolto's mission is to contribute to the development of a vibrant, sustainable, and inclusive agricultural sector, with family farmers supplying quality products for their own consumption and for various markets (national, regional, and international). In its programme in Tanzania, Rikolto is currently implementing a food systems programme in 8 regions of the Northern and Southern Highlands of Tanzania, mainly through 3 programmes focusing on transforming urban food systems (Good Food for Cities), sustainable rice production, and living income through cocoa/coffee programmes.

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Rikolto is currently seeking to hire a **Programme Officer with an Agronomist background** for the VKB and JP RWEE projects. The Agronomist will be responsible for coordinating technical trainings at the farmer level to ensure the adoption of Good Agricultural Practices (GAP), the use of quality inputs, and the implementation of improved post-harvest handling and storage (PHHS) technologies.

Reports to: Programme Coordinator, Southern Highlands

Contract Duration: 1 year (renewable)

Duty Station: Dodoma/Singida

Responsibilities:

The individual will be responsible for providing technical agronomic support across the two regions, Singida and Dodoma, reporting directly to the Programme Coordinator, Southern Highlands. In addition to the specific tasks outlined below, they are expected to contribute fully as a member of the program team, always conducting themselves professionally as a representative of the program. They will also be responsible for the safekeeping and proper care of all program assets assigned to them. Specific responsibilities include, but are not limited to:

- Assist in the identification of regional constraints and opportunities within the sorghum and sunflower value chains, as well as relevant stakeholders.
- Drive market linkages and relationship building between regional stakeholders to stimulate the supply of inputs, technology adoption, financing, service provision, and value addition.
- Provide technical support and management of sunflower and sorghum field demonstrations

within the two regions through site visits to ensure the performance of established demonstration plots and supervise local coaches/lead farmers and government extension officers.

- Take the lead in campaigns to control outbreaks of pests and diseases in the sunflower and sorghum value chains.
- Provide regular feedback to the Programme Coordinator on ongoing field activities and suggest ways to improve operations.
- Provide training and technical assistance to local coaches and peer facilitators (CHWs) for the JP RWEE project in all field technical matters.
- Collaborate and support the program Gender Inclusion Officer and Nutritionist project interns in the establishment of home gardens, taking the lead in the design and management of established home gardens.
- Collaborate and support the Gender Inclusion Officer and Nutrition Interns in the production and management of home gardens and Quality Declared seeds.
- Coordinate and organize farmer field days and learning visits/exposures and ensure program visibility through events like Nane Nane, Saba Saba, etc.
- Take the lead in the development of technical and training materials for farmer training, workshops, marketing/trade events, and other activities.
- Provide input for work plans and budgets, quarterly and monthly reports, program success stories, farmer stories, etc., as required.
- Perform any other duties as may be required by your supervisor.

Key Qualifications & Characteristics:

- Degree in Agronomy/General Agriculture or related fields.
- Must have at least 2 years of experience in project management with a focus on the production of commercial crops, preferably sunflower and sorghum.
- Ability to provide training and extension services to farmer groups and peer facilitators/lead farmers.
- Computer knowledge.
- Ability to drive a manual car.
- Physically fit and capable of handling a demanding work schedule in the field.
- Ability to work without daily direct supervision.
- Honest and responsible work ethics.

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Terms of Reference for Programme Officer - Agribusiness

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Rikolto is currently seeking to hire a **Programme Officer - Agribusiness** for the VKB and JP RWEE projects. The Programme Officer will be responsible for enhancing the inclusion of smallholder farmers in durable and fair trading relationships with private companies in national and regional markets for the sunflower and sorghum value chains, and promoting structural changes to improve competitiveness in the targeted value chains.

Reports to: Programme Coordinator, Southern Highlands

Contract Duration: 1 year (renewable)

Duty Station: Singida

Responsibilities:

The individual will be responsible for providing technical agronomic support across the two regions, Singida and Dodoma, reporting directly to the Programme Coordinator, Southern Highlands. In addition to the specific tasks outlined below, they are expected to contribute fully as a member of the program team, always conducting themselves professionally as representatives of the program. They will also be responsible for the safekeeping and proper care of all program assets assigned to them. Specific responsibilities include, but are not limited to:

- Assist in identifying regional constraints and opportunities within the sorghum and sunflower value chains, as well as relevant stakeholders.
- Drive market linkages and relationship-building between regional stakeholders to stimulate the supply of inputs, technology adoption, financing, service provision, and value addition.

- Collaborate with the Program Advisor and Coordinator through planning, implementation, monitoring, and making adjustments on innovation/change pathways in inclusive business models in the sunflower and sorghum chains.
- Collaborate with the Program Advisor and Coordinator through monitoring actions leading to structural changes for the inclusion of smallholder farmers in the target regions of Singida and Dodoma.
- Develop, strengthen, and support business linkages between FBOs and private companies in the target regions of Singida and Dodoma.
- Strengthen the entrepreneurial attitudes, skills, and capacities of FBOs and youth enterprises.
- Provide strategic and technical guidance to FBOs and youth enterprises, ensuring their inclusion in sunflower and sorghum chains.
- Coordinate/implement agribusiness actions with various partners to achieve the structural change agendas.
- Build strong relationships with private companies interested in sustainable sourcing from smallholder farmers.
- Collaborate closely with the M&E Officer to collect and synthesize all program data and report accordingly.
- Provide regular feedback to the Program Coordinator on ongoing field activities and suggest ways to improve operations.
- Collaborate with the Program Advisor by developing plans, budgets, and monitoring expenditures of both Rikolto and partners in the area of jurisdiction.

Education and Experience:

- Bachelor's degree in Agribusiness, Economics, Business, or Cooperative Development.
- At least 2 years of experience in grains or high-value crops/commercial value chains and working with a variety of stakeholders.

Knowledge and Skills:

- Strategic thinker who can view problems from different angles.
- Results-oriented.
- Communicates clearly in a variety of settings and styles and possesses good networking skills.
- In-depth understanding of value chain development approaches, including gender empowerment approaches.
- In-depth understanding of sustainable non-financial (BDS development) and financial services, including market information systems.
- Extensive experience working with FBOs and facilitating collective action (including marketing where necessary).
- Proven track record of developing FBO or SME business models and business plans.
- Good understanding of sustainability/environmental issues and the ability to interpret information for stakeholders.
- Understands national, regional, and global market dynamics of high-value crops and grains.
- Proficient in Microsoft Word, Excel, and PowerPoint.

- Good proficiency in English (speaking and writing).
- Licensed and able to drive a manual car.

Interested candidates should send an application letter, a detailed CV, and copies of relevant certificates before October 25, 2024, to eastafrika.recruitment@rikolto.org, indicating the source of the advertisement and the title of the position in the subject line: Programme Officer - Agribusiness.

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JD – Programme Officer: Gender Inclusion

Rikolto in East Africa is part of the Rikolto network, an international NGO with more than 40 years of experience working with farmer organizations and food chain actors in Africa, Asia, Europe, and Latin America. Rikolto's mission is to contribute to the development of a vibrant, sustainable, and inclusive agricultural sector, where family farmers supply quality products for their own consumption and various markets (national, regional, and international).

In its Tanzania programme, Rikolto is currently implementing food systems projects in 8 regions of the Northern and Southern Highlands, focusing on transforming urban food systems (Good Food for Cities), sustainable rice for all, and livelihoods through the cocoa/coffee programme.

Rikolto in Tanzania has recently secured funding from the World Food Programme (WFP) to implement two significant projects aimed at promoting sustainable agricultural practices and enhancing economic empowerment:

1. **Vijana Kilimo Biashara (VKB):** Focuses on increasing food productivity, reducing post-harvest losses, and developing a high-value market system. This initiative targets youth engagement in agriculture and seeks to strengthen food security by creating better linkages between producers and markets in Tanzania.
2. **Joint Programme on Accelerating Progress Towards Rural Women's Economic Empowerment (JP RWEE):** Designed to advance economic opportunities for rural women, focusing on the sorghum and sunflower value chains, particularly in the regions of Singida and Dodoma.

Rikolto is currently seeking to hire a **Programme Officer - Gender Inclusion** for the VKB and JP RWEE projects. This role is crucial in ensuring that gender considerations are integrated across both projects. The Programme Officer will be responsible for mainstreaming gender-responsive actions, promoting inclusivity, and fostering an equitable approach in implementing project activities. This position requires close collaboration with project teams, partners, and local communities to ensure that both women and men benefit equally from these interventions. The successful candidate will also play a pivotal role in monitoring and evaluating the impact of gender initiatives within the projects.

Job Purpose

Contributing to achieving project outcomes and impact by mainstreaming gender-responsive actions, promoting inclusivity, and fostering an equitable approach in the implementation of activities for Vijana Kilimo Biashara (VKB) and the Joint Programme on Accelerating Progress Towards Rural Women's Economic Empowerment (JP RWEE).

Reports to: Programme Coordinator Southern Highlands

Contract Duration: 1 year (renewable)

Duty Station: Dodoma

**Rikolto Tanzania (Part of Rikolto in East Africa) Kijenge, near
Mt.Meru Petrol station, Plot No.137/2, Block GG
Box 14665, Arusha, Tanzania; Tel. +2552734294152 eastafrika@rikolto.org /
www.rikolto.org/eastafrika**



Responsibilities

- Provide guidance on gender and social inclusion and mainstreaming in the project.
- Ensure interventions are designed, implemented, and supported by conducting data collection, analysis, and use of sex and age-disaggregated data in JP RWEE and VKB projects.
- Strengthen leadership and decision-making roles among farmer groups, focusing on women and girls, to enhance their participation in leadership activities.
- Support actions that improve food security and nutrition by empowering women and girls in decision-making at the household and community levels.
- Address underlying gender inequalities that affect people's opportunities, visibility, and voice, ensuring the effectiveness of food security and nutrition programmes.
- Coordinate training and gender-sensitive social and behavior change activities on nutrition and hygiene, using mass media approaches and community platforms (VSLAs, village dialogues).
- Coordinate entrepreneurship training for women-led MSMEs to increase demand for agricultural commodities and create employment opportunities.
- Link rural women to agribusiness firms and other commodity off-takers, mobilizing buyers to articulate demand for sorghum (volume and quality).
- Coordinate training for Village Savings and Loans Associations (VSLAs) on financial literacy and management, strengthening their capacity to initiate/scale up income-generating activities.
- Ensure VSLAs adhere to methodology principles, and provide tools to make them functional.
- Support the development of tailored support packages for VSLAs to meet official registration requirements and link them to government structures.
- Coordinate national and local dialogues around rural women's empowerment and address gender-responsive issues.
- Lead gender mainstreaming and design gender actions in other Rikolto programmes in Tanzania.

Education and Experience

- Bachelor's degree in Agribusiness, Agricultural Economics, Community Development, Business or Cooperative Development and Management.
- At least 2 years of experience as a Gender Advisor and in implementing women's economic empowerment projects.
- Experience working in sunflower and sorghum value chains, microfinance groups, and women-focused entrepreneurship is an added advantage.

Knowledge and Skills

- Strategic thinker who can approach problems from different angles.
- Results-oriented, with clear communication skills and good networking abilities.
- In-depth understanding of value chain development approaches, food systems, and gender empowerment.

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- Experience working with women's economic empowerment groups, FBOs, and facilitating market linkages.
- Strong stakeholder management skills and ability to coordinate platforms and dialogues.
- Good understanding of sustainability and environmental issues, and the ability to interpret this information for stakeholders.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Good proficiency in English (speaking and writing).
- Licensed and able to drive a manual car.

Mode of Application

Qualified candidates are invited to submit their applications, including:

- A cover letter describing your qualifications for the position.
- A detailed CV with three recent referees.

Applications should be sent to eastafrika.recruitment@rikolto.org before **25th October 2024**, indicating the source of the advertisement and the position title "Programme Officer - Gender Inclusion" in the subject line.

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Terms of Reference for Young Talent Professionals

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2. **Joint Programme on Accelerating Progress Towards Rural Women's Economic Empowerment (JP RWEE):** Designed to advance economic opportunities for rural women, focusing on the sorghum and sunflower value chains, particularly in the regions of Singida and Dodoma.

Rikolto is seeking to recruit **Young Talent Professionals** to support the successful implementation of the VKB and JP RWEE projects in Singida and Dodoma. These professionals will play a key role in driving project activities, working closely with farmers, local partners, and stakeholders to ensure the effective execution of project goals. They will provide technical assistance, coordinate field activities, collect project data, and contribute to capacity-building initiatives aimed at improving agricultural practices and enhancing post-harvest handling.

Number of Posts: 6 (3 in Singida, 3 in Dodoma)

Reports to: Programme Coordinator and Gender Inclusion Officer

Contract Duration: 1 year

Duty Station: Dodoma

Roles and Responsibilities

- Support the mobilization and profiling of sunflower and sorghum farmers for the project.

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- Work with farmer organizations, AMCOs, MEL, and consultants to coordinate trainings on Good Agronomical Practices (GAP), Post-Harvest Handling (PHH), nutrition, and more.
- Organize Farmer Field Days and establish demonstration plots to impart GAP knowledge and skills.
- Communicate project activities and progress between beneficiaries (youth farmers), traders, and smallholder farmers in 282 villages.
- Establish and manage a clear database of youth and farmers participating in the project.
- Support the project team in facilitating market linkages between buyers and farmers.
- Collaborate with Local Government Authorities, extension officers, and other relevant stakeholders to raise awareness and gain official support.
- Work with the communication officer and programme coordinators to document success stories and business cases related to PHH demonstration models and equipment.
- Collaborate with M&E officers for mapping, program monitoring, and data collection.
- Perform other duties as assigned.

Qualifications and Technical Knowledge

- Diploma or Bachelor's degree in a relevant field such as Agribusiness, Agricultural Economics, Agronomy, Nutrition, Statistics, Information Technology, Gender and Development, or other related social sciences.
- Proficient in Microsoft Office.
- Familiar with mobilization approaches and M&E tools, particularly data collection and analysis tools.

Attitudes and Additional Skills

- Strong affinity with Rikolto's mission and adherence to Rikolto's ethical values.
- Vibrant, efficient, and well-organized, able to work with minimal supervision.
- Reliable and capable of delivering commitments.
- Capable of working with FBOs, youth, women, and prepared to work extensively in rural areas.
- Eager to learn and share lessons learned.
- Trustworthy with attention to detail.

Mode of Application

Interested candidates should send an application letter, a detailed CV, and copies of relevant certificates before **25th October 2024** to eastafrika.recruitment@rikolto.org, indicating the source of the advertisement and the title "Young Talent Professionals" in the subject line.

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