

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Business Development Officer

REPORTS TO: Programme Manager

REPORTING TO POSTHOLDER: None

LOCATION: Morogoro/Arusha with frequent travel in other regions.

DURATION & HOURS: 40 hours a week, fixed term contract ending in December, 2020

PURPOSE OF THE ROLE

To lead in Business Development Services (BDS) for the “*Delivering Expertise, Capacity and Investment to Developing Enterprise (DECIDE)*” project. Supporting Farm Africa and other implementing partners in strengthening horticultural Small and Medium Enterprises’ (SMEs) foundations for growth. This includes, but is not limited to: 1) Identifying and addressing SME capacity gaps; 2) Development of the business capacity of SMEs through supporting their entrepreneurship, leadership, record keeping, and financial management aspects; 3) Guiding business planning; 4) Supporting the market linkages of SMEs to smallholder suppliers, and to both the export and local market outlets. These practices will be informed by value chain analyses, market assessments and SME assessments for which the Business Development Officer is responsible.

KEY TASKS AND RESPONSIBILITIES

1. SMEs Assessments

- Assessment of SME capacities, identifying strengths and weaknesses to be improved upon.
- Assessment of SMEs using the Organizational Capacity Assessment Tools.
- Develop customised technical development plans that outline objectives, milestones and targets for SMEs.
- Design, develop and implement strategies and SMEs work plans to improve productivity, strengthen market linkages, and expand access to markets.
- Value chain analysis with each SME, including stakeholder mapping.
- Perform market research to identify new opportunities and engage with SMEs to establish strategies for pursuing those new opportunities.

2. Participation in business development capacity building

- Market scoping, analysis and relationship building with:
 - Business Development Service (BDS) providers that build financial and organizational management systems for businesses of all sizes, with a particular focus on: market analysis, agricultural supply chain management, compliance with tax and regulatory agencies, knowledge of regulations for domestic trade and/or international export
 - Technical service providers that support business investments in new technologies, operational processes, regulatory compliance, quality management, data collection, etc.

- Guide business planning and implementation of business plans for SMEs to encourage investment and increase enterprise profitability. This includes support in target setting and key performance indicators for SMEs.
- Development of a responsive terms of reference to guide the recruitment and selection of BDS providers.
- Build strategic linkages with BDS providers and financial institutions (downstream and upstream) that can help build the SMEs; Assure Quality services provision in line with Farm Africa business development curricula.
- Support SMEs to develop business proposals and loan applications
- Facilitate strong partnerships with cooperatives, associations, partners and any other associated stakeholders.

Monitoring and Reporting

- Support to the Monitoring, Evaluation and Learning (MEL) team who require a high level of good quality data at the SME level. This includes quantitative (i.e. financial records) and qualitative data (i.e. key informant interviews with SME staff).
- Work closely with the PM and MEL team to ensure data collection tools at the SME level are aligned to project's M&E plan and indicators. There is a strong overlap in the function of tools. For example, the SME assessment tools are predominantly a tool for the BDO and for informing project implementation, but the MEL team require access to the data collected for understanding project progress against MEL indicators.
- Work closely with the PM and MEL team to implement data collection activities which, again, have strong overlap in purpose
- Provide information for Farm Africa work plan, field reports, quarterly reports and donor reports to the PM in the agreed format and according to organisational deadlines
- Document case studies on market linkages and SMEs engagement.
- With support from the MEL team, participate in community feedback sessions and document lessons for improving project delivery.

Other Roles

- Support the project in organising and facilitating market linkage forums
- To participate and represent the project and Farm Africa in relevant forums as directed by Programme Manager

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Relevant degree level in Business	Degree in business administration and development, agri-business, marketing, Rural development or related issues
Knowledge of the agriculture sector in Tanzania, including value chains and enabling environment	Experience working in commercial enterprises
Minimum 3+ years of experience	Experience in Marketing and Business development Support
Experience	
Project management, planning & implementation	Knowledge and practical experience of economic models
Capacity building of organisations and individuals	Negotiating & managing partner relationships
Practical experience and knowledge around organisational Capacity Assessment .	Experience in assessing SMEs capacity
Practical and proven experience and knowledge of work around business development, value chain assessment and viable markets linkages	Strengths in sales management, marketing, Strategic Management and Business Planning Experience conducting interviews and focus group discussions
Skills & abilities	
Negotiation & Persuasion skills	
Communication (both verbal & written) & Interpersonal Skills; responsive and informative in communication with both TZ and UK staff	
Business Intelligence	
Excellent in networking	
Ability to work under pressure	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details of how to apply:

If you are interested in this position, please send your applications with updates CV to:
Tanzaniarecruitment@farmafrika.org before or by **5.00pm on Friday 15th February, 2019.**