

JOB DESCRIPTION AND PERSON SPECIFICATION

Farm Africa, founded in 1985, is an international non-governmental organization working in Uganda, Ethiopia, Kenya and Tanzania. We drive agricultural and environmental change to improve lives. Our strategy has three pillars: agricultural expertise, management and preservation of ecosystems, and the power of business to drive prosperity. We believe Africa has the power to feed itself and are helping make this happen by establishing and spreading the best farming and forestry techniques so that poor farmers and herders have more food to feed their families and to sell. We help smallholders manage their natural resources sustainably so that they can withstand climate change challenges and shocks and ensure their families have enough food in the future as well as now. Farm Africa works in partnership with communities, government, local and international organizations, and the private sector to innovate, learn and share best practices for maximum impact of our projects.

JOB TITLE: Project Coordinator – Livestock for Livelihoods, Uganda

REPORTS TO: Programme Manager, Uganda with a dotted line to Chief of Party L4L.

DIRECT REPORTS: Project team of 11

DUTY STATION: Moroto, Karamoja sub-region, (with regional and national travel)

DURATION & HOURS: Fixed-term, full-time contract ending 31st March 2022.

BACKGROUND

Farm Africa has the ambition to be the leading European NGO specialising in Agriculture, Natural Resource Management and Market Engagement. Farm Africa is mid-way through delivering our £5m Livestock for Livelihoods (L4L) programme in Uganda's Karamoja sub-region and Ethiopia's South Omo zone funded by the UK government (UK Aid)

Under this programme Farm Africa is working with local civil society, SMEs, cooperatives and farmer organisations to develop market systems that support livestock services and enterprises for 21,000 women, contributing to women's economic empowerment, reduced poverty and improved nutrition of women and children. The project is addressing market failures in animal health and breeding services to improve livestock productivity, building capacity and assets of herders, establishing trade and enterprise opportunities and improving household nutrition practices through behavioural change. It will also demonstrate how nutrition interventions can build on women's economic empowerment to contribute to both increased income and improved household nutrition.

PURPOSE OF THE ROLE

The Project Coordinator (PC) is a key role in the senior management team in Uganda and is ultimately responsible for leading L4L project implementation by Farm Africa and our partners in Uganda. The project is being implemented across four districts of Karamoja sub-region (Moroto, Napak, Kotido & Nakapiripirit).

The PC will be required to manage the planning, implementation, monitoring & reporting of all aspects of the L4L project in Uganda through strong management and leadership of the project delivery team. As part of this, the PC will play a lead role in internal and external project reporting, financial management, partner management, monitoring and evaluation of the project activities, outputs and impacts, and ensuring that all stakeholders at the project area are fully engaged.

KEY TASKS AND RESPONSIBILITIES

The key responsibilities of the **Project Coordinator** will be:

1. To plan and manage L4L implementation in Uganda in accordance with the programme's agreed objectives, work plans and budgets

Project planning:

- ✎ In consultation with the Programme Manager, Uganda (PM) and Chief of Party (CoP), review and prepare the project's work plan and budget as part of the quarterly and annual planning process.
- ✎ Manage monthly, quarterly and annual work plans for project activities and logistics, identifying and responding to the implications of interdependencies between different sub-project work stream activities.
- ✎ Ensure all project staff and partners are clear on project plans and required resources during planning.

Project delivery, implementation and internal reporting:

- ✎ Ensure that project activities are implemented and outputs achieved as planned, in an organised manner, and within the agreed budget
- ✎ Ensure the methodologies for each activity are clearly understood by the project team and delivered according to Farm Africa Approaches.
- ✎ Review progress regularly, submitting quarterly internal progress review reports outlining progress, issues and actions being taken in the standard format.
- ✎ Proactively identify and monitor any risks to non-delivery and, where required, develop and implement action plans to address issues identified;
- ✎ Ensure the timely submission of narrative and financial reports to the CoP to facilitate compliance with donor reporting requirements indicated in the financing agreement
- ✎ Spend a high proportion of the time in the field visiting project activities to ensure activities are on track and are in line with Farm Africa Approaches/Methodologies

Financial management and governance:

- ✎ Manage the project within the agreed budget
- ✎ Work with the Project Accountant & Administrator (PA&A) and PM to regularly forecast budgets in line with any changes in implementation plans, and where required, to reflect the changing financial context (e.g., inflation, exchange rates)
- ✎ On a monthly basis, review the budget monitoring report, and identify, analyse and report back on the causes of spend variances to the budget and take action as needed
- ✎ Implement internal project financial controls, ensuring that financial management in the project field office is in compliance with and exceeds the basic standards contained in the Farm Africa finance procedures manual
- ✎ Ensure that all procurement of goods and services is carried out in line with Farm Africa' procurement procedures and also follows the terms and conditions stipulated in the financing agreement.
- ✎ Work with the PM, Finance & Administration Manager (FAM) and wider Farm Africa finance team to monitor financial risks, developing and implementing mitigation actions as needed

Monitoring and evaluation of the project's outcomes and impact

- ✎ Work closely with the M&E Knowledge Management Specialist and CoP to contribute lessons learned, ensure dissemination and maintain dialogue on key project findings

- ✎ Ensure the project's log-frame and data collection plans are regularly reviewed and refreshed, and the project is collecting the breadth of indicators required at a frequency and timing in line with reporting purposes
- ✎ Lead the project's annual self-assessment process, and mid-year review process, ensuring that necessary evidence is collected and all staff are actively inputting into the process
- ✎ Ensure that the project is regularly conducting beneficiary surveys, collecting other data through relevant sources, developing case studies and collating photos
- ✎ Oversee mid-term, final evaluation and other external evaluations, ensuring that learning and recommendations from those evaluations are explicitly incorporated into the project's future implementation activity

2. Support the contract management for the project, ensuring that donor reports are of a high standard and that delivery is in line with contractual requirements

- ✎ Support annual PPR reflection processes to assess any adjustments needed to budget allocations for the project
- ✎ Ensure timely narrative and financial reporting from the region is secured, in good time for collation by the CoP and submission to the donor
- ✎ Proactively identify any required changes to donor-agreed regional work plans, objectives and/or budgets, working with the CoP and PM to agree and implement any necessary contract revisions or renegotiations
- ✎ Ensure compliance with donor procurement and other contractual requirements
- ✎ Support management and oversee the quality of donor visits to the region

3. Leadership and management of a project team of 11 staff

- ✎ Working with the Country Office team and PM, lead on the recruitment of new staff to the project team
- ✎ Hold (at least) monthly staff meetings and send minutes and key action points to partners and any relevant stakeholders
- ✎ Provide leadership and motivation to all project staff building values-based team working and individual staff skills relevant to the project.
- ✎ Regularly provide both informal and formal coaching and feedback to all project staff
- ✎ Effectively and promptly deal with any poor performance and actively recognise and encourage strong performance
- ✎ Actively seek feedback on own performance and effectiveness from both country leadership as well as own project staff.
- ✎ Hold in-person supervision sessions with all line-managed staff at least once per quarter (to discuss progress against their personal development objectives and work targets) and carry out in-person annual appraisals with all line-managed staff

4. Manage and nurture mutually beneficial partnerships with stakeholders

- ✎ Proactively identify and raise with the PM and CoP any project-related delivery risks, and work with project partner staff to implement action plans to resolve identified issues
- ✎ Act as a regional level ambassador, promoting the project, including hosting visitors, speaking at workshops and conferences, and meeting donors and other officials when required
- ✎ Provide formal representation of the project at regional level with respect to key signatory government parties; ensure periodic reports are submitted to them on a timely basis
- ✎ Convene quarterly project meetings, involving representatives from all stakeholder groups
- ✎ Support organisation of external events, forums and conferences to share project lessons and experiences

5. Play an active role as a member of the Farm Africa Country team

- Contribute to the development and implementation of Farm Africa's strategy
- Identify and explore opportunities to grow and expand the country project pipeline, both in relation to the current project or related to new project opportunities
- Work with the Country Director and the Programme Design Team to prepare funding proposals where requested, ensuring that any lessons learned during implementation are documented and built into future project design
- Participate in country-level or pan-Farm Africa programme meetings with other project coordinators, as reasonably requested

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Post graduate degree or equivalent in Agriculture, Livestock, Rural Development, Pastoral Development, Rural Livelihoods or other relevant field	Further relevant academic qualification in the area of Agriculture, Livestock, Rural Development, Pastoral Development, Rural Livelihoods or other relevant field
Detailed understanding of the livestock and pastoralism sector in Uganda, in particular with relation to small ruminants	Knowledge and understanding of Social & Behaviour Change (SBC) approaches
Detailed understanding of market-based approaches to development and particularly approaches which encourage greater participation of women	Knowledge and understanding of eco-system management, ideally in a rangeland//fodder management context.
Experience	
Significant experience in a project manager/coordinator role (or equivalent) in an INGO or agri-business	Experience of leading projects delivering change using a market-systems approach
Experience of implementing gender-focused or gender mainstreaming activities on a multidisciplinary project.	Experience as senior manager working within a pastoralist systems context
Experience of operationalising project plans for complex programmes with multiple partners and external stakeholders	Experience of working in Karamoja
Experience in financial management, including managing a budget of at least UGX 1.5bn p/a	Experience of working as part of a consortia on a complex development programme
Experience of budget monitoring, identifying spend variances and planning corrective action where under/over spends are identified	
Experience of internal and external reporting, including organising or overseeing ongoing data collection by project delivery teams.	
Experience of leading or overseeing procurement of consultancy services – including drafting Terms of Reference documents and taking part in the technical review of bids received.	

Essential	Desirable
Experience	
Experience of leading a diverse team and supporting them to deliver a range of field-based activities.	
Experience of performance management including capacity building staff as required, and appropriately addressing performance issues where necessary.	
Skills & abilities	
Excellent professional network within Karamoja, in particular with DLG and INGO teams engaged in similar fields of work.	Fluency in Karamojong
Excellent written and oral communication and presentation skills with the ability to work with both Government and Private Sector stakeholders	
Ability and willingness to travel widely and frequently both within and outside the Karamoja sub-region	
Fluent written and spoken English	
Adept in Microsoft Windows including Word, Excel, Outlook and PowerPoint	

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.