**Vi Agroforestry**

Business Development Advisor (BDA)

**Level:** Business Development Advisor (BDA)

**Reports to**: Kenya Country Manager

**Term**: 2 years fixed contract

**Location:**  Kitale, Kenya

**Introduction:**

Vi Agroforestry is a Swedish NGO that has been operating in East Africa since 1983. The organisation has its headquarters in Stockholm, Sweden and a Regional Office in Nairobi, Kenya. With country offices in Kampala (Uganda), Mwanza (Tanzania), Kigali (Rwanda) and Kitale (Kenya).

Vi Agroforestry is currently implementing her strategy 2017-2021 that aims to have smallholder farmer families in Sub-Saharan Africa having sustainably improved their livelihoods through increased climate change resilience, food security, higher incomes, and greater equality between women and men by 2021.The strategy targets smallholder farmer families living in poverty, with a special focus on women, children and youth, who are members or potential members of democratic farmers’ organisations in areas vulnerable to climate change in Sub-Saharan Africa. This ambition is realized through the programme ALIVE, which embraces projects and interventions carried out in the four countries of operation in partnership with local organisations.

Vi Agroforestry in Kenya is the home of the “Livelihood Mount Elgon Project”. This is an ambitious 10-year project designed to secure thriving livelihoods for smallholder farmer communities around Mt. Elgon – in Trans Nzoia and Bungoma Counties. The project aims at environmental, social and economic benefits with a focus on dairy value chain. This project seeks to fill the position of a **Business Development Advisor (BDA).**

**Purpose of the position:**

The purpose of the position is to strengthen dairy cooperatives who are implementing the Livelihoods Mt. Elgon project.

The overall purpose is to support the cooperatives in actualising; their strategic plans, business plans, members mobilisation strategies, hub services development, milk bulking, strengthening of their governance systems among others while also reaching out to relevant stakeholders. The position will work in close coordination with the project team.

The Business Development Advisor will work under the direct supervision of the Kenya country manager and in close collaboration with the project coordinator. The officer will also directly report to the senior project management team on progress of key deliverables and engage them on methods and strategies to be applied.

**Key Areas**

* The Business Development Advisor (BDA) will work closely with the Country Manager, senior project management team, Regional Technical Advisors, the Project Coordinator and the country project team to provide leadership to business development in the cooperatives to increase the overall level of competitiveness of the dairy hubs.
* The job entails over 60% field-based activities working closely with dairy farmer cooperatives, processors, and dairy boards to enhance value-chain actors’ benefits; and leverage service delivery at each level of contact with both farmers and customers.
* This position will also involve close collaboration with farmers’ groups, input suppliers, large processors and development partners on the ground to design and implement appropriate business development interventions for the cooperatives

**Key responsibilities**

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| **RESPONSIBILITIES** **(including approximate percentage effort)** | **DELIVERABLES** |
| 1. Provide longer term business development focus for the project, finding sustainable ways to plan and operationalize them for the benefits of the dairy cooperatives.
 | 1. Development of strategic plans for the dairy cooperatives, understanding holistically the dairy farming landscape and the key drivers of growth. The focus to be on taking a quantum leap in membership, milk marketing, and production enhancing services so that the cooperatives are a catalyst in the dairy development of the cluster;
2. Identification of potential priority areas of investment and develop business strategies/plans that will address the dairy value chain for the cooperatives;
3. Develop demand generator models which drive growth and income of the dairy farmers.
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| 1. Provide technical lead to the Business development at the cooperatives
 | 1. Establishment of viable business focused cooperatives which have strong leadership, management, and succession systems, in an environment of transparency and ownership;
2. Design and delivery of business- related training programs to cooperatives for improved governance, financial skills and management;
3. Development of formal milk handler’s processes;
4. Development of small to large scale milk processors linkage opportunities
5. Work with field coordinators and field officers to support plans for input suppliers to work as entrepreneurs, helping them adapt new productivity enhancing technologies.
6. Contracts with key processors are in place in the cooperatives
7. Encourage cooperatives to become members of regional /national Apex bodies to harness the power of collective body
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| 1. Develop, establish and maintain strong working relationships with key industry actors especially at the county level and nationally.
 | 1. Development effective and strong working relationships with business partners, regional government and other stakeholders at the counties level
2. Identify areas of collaboration with various stakeholders in the project
3. Support development of Memoranda of Understanding established with selected processors and financial institutions in support of cooperatives’ business.
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| 1. Review framework for Business Development Service (BDS) market diagnostic.
 | 1. Framework for BDS market diagnostic reviewed against Baseline, evaluating the need for services and level of services currently available at the cooperatives.
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| 1. Produce consolidated business plans and progress reports on the status for business activities in the project for internal and external reporting.
 | 1. Ensure timely execution of the annual operational plans & budgets (OPB) and monthly work plans; and delivery on all targets of the business plans
2. Prepare monthly, quarterly and annual business performance reports in a timely manner
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| 1. Develop Financial and investment plans and models for processing and chilling plants, as need is identified.
 | 1. Ensure a basic training manual for processing and chilling plant management are developed and utilized at the cooperatives
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| 1. Disseminate and support cooperatives to adapt and use standard templates and tools for key project deliverables including but not limited to; chilling plant & hub services business plans, market assessments; and other management and quality assurance challenges
 | 1. Standard template for cooperatives, business plans rolled out for simplified monthly reporting, and utilized consistently.
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| 1. Conduct Bench marking and ensure that best practices gathered are shared into the project across the project region. Develop case studies of successes and/or failures and lessons learned, and partner with evaluators and others to develop review studies for external dissemination
 | 1. Learning forums at project level created, and best practices documented and shared
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| 1. Be a team player both at cooperatives, field and country; understanding, respecting and promoting the business values, vision and strategy in the implementation of business development strategies.
 | 1. Regular active participation in project team meetings and cooperatives business meetings, to help plan, and deliver on the project objectives.
2. Demonstrable willingness to travel and disseminate knowledge to other team members, and management, as needed
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| 1. Support dairy cooperatives in legal compliance
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| 1. May perform other job-related responsibilities as assigned.
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**Application**

Please send your application to the address Elizabeth.mwiyeria@viagroforestry.org with a cover letter, CV and contact information of three references, at the latest 27th March 2019.

Indicate “**Business Development Advisor**” as the subject in your application.

Vi Agroforestry strives for diversity in the organisation and welcomes applicants regardless of gender, gender identity or expression, age, ethnicity, religious belief of disability.

**ESSENTIAL CHARACTER TRAITS:**

For successful execution of the job duties, the BDA should

1. be proactive, critical and creative thinker, team player and able to structure and manage complex tasks.
2. have strong capacity in preparing and presenting documents in a well-designed and attractive format with superior attention to detail.
3. have demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions.
4. Have quantitative and qualitative approaches to evaluation and ability to communicate Monitoring Learning & Evaluation (MLE) concepts clearly with leadership, partners, and staff at all levels.
5. have willingness and ability to travel through the project sites
6. be comfortable working with computers and concentrating for extended periods of time, performing office environment activities while in remote areas.
7. have ability to working with sensitive information and maintaining confidentiality when it comes to the business information gathered in line of duty.
8. have ability to manage and execute multiple tasks with little supervision while meeting sometimes inflexible deadlines

**Competencies/Abilities/Skills**

1. Clear understanding of the dairy value chain.
2. Innovative, analytical, and solutions oriented.
3. Knowledge of enterprise development and linkages to poverty alleviation.
4. Strong interpersonal/people management skills and excellent oral and written communication skills a must;
5. Excellent organizational skills.
6. Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet.
7. Demonstrated proficiency in English and other local languages, both oral and written.
8. Significant experience in building public/private partnerships, preferably in the dairy sector
9. Strong leadership skills.
10. Experience working with farmer group programs.
11. Experience in the commercial sector with skills to develop and evaluate investment opportunities and promote such opportunities to financial institutions.
12. Strong consumer marketing, financial analysis and management skills.
13. Experience in supporting and monitoring field based programs in the country.
14. Proven experience in building the capacity of farmer institutions to document and disseminate industry information, manage knowledge, measure progress and plan and advocate within the industry
15. Excellent command of Report writing, analysis and presentation skills using Word, Excel and PowerPoint
16. Track record of building strong stakeholder relationships;
17. Ability to generate innovative solutions in work situations;
18. Valid and clean driving license (with ability to use manual-gear vehicles).

**Education and Job experience:**

1. Bachelors’ Degree or equivalent in the fields of Agriculture Economics, Business Administration, Rural Development, Enterprise Development or other related field,
2. Three (3) years field and technical experience with commercial sector, agribusiness development in a mix of economic growth/trade, value chain competitiveness, investment promotion, or agriculture development.

**Working Conditions**

The position periodically requires the job holder to sometimes work long and odd hours when necessary to meet deadlines or respond to specific situations. Frequent travels in sometimes difficult circumstances may be necessary.

Vi Agroforestry is an equal opportunity employer; it does not discriminate on the basis of ethnicity, functional ability, gender identity, sexual orientation, religious belief, parenting or age.