

## TERMS OF REFERENCE

### Business Advisors (M/F)

**Project:** Building a Future: Make it in The Gambia – TEKKI FII

**Location:** Base in Kerewan<sup>1</sup>, The Gambia, with regular displacements in the country, namely in Central River Region and North Bank Region

**Position:** *Business Advisor*

**Reports to:** *Agribusiness Manager*

**Languages:** Fluency in English (conversation, reading and writing). Good conversation skills in at least two local languages.

**Starting date:** February 2020

**Duration:** 12 months (including a probation period) with the possibility of extension within terms and conditions to be defined <sup>2</sup>

**IMVF - Instituto Marquês de Valle Flôr** is a Portuguese non-governmental organization for development whose mission is to promote economic and cultural development. Its main areas of work are Cooperation and Education for Development, Decentralized Cooperation with Municipalities and Technical Assistance. It is present in west African countries for 3 decades.

#### CONTEXT

##### General context

The programme *BUILDING A FUTURE: MAKE IT IN THE GAMBIA – TEKKI FII* is financed by the European Union Emergency Trust Fund for Africa (EUTF for Africa). It aims to foster stability and to contribute to better migration management, including by addressing the root causes of destabilisation, forced displacement and irregular migration.<sup>3</sup> The programme is implemented by ENABEL, GIZ, GK Partners, IMVF and International Trade Centre.<sup>4</sup>

IMVF's action and overall objective is to contribute to socio-economic development and to nurture positive prospects for local populations and returning migrants in The Gambia, namely in Central River, North Bank, Lower River and Upper River regions. The specific objectives of the action are:

- to boost economic development with a focus on attractive employment and revenue generation in regions prone to migration;
- to promote a conducive socio-economic environment for an effective and sustainable reintegration of former migrants and to improve the attractiveness of rural areas.

The expected results (ER) are:

- ER1: sustainable market-oriented agribusiness value chains are emerging and/or reinforced in rural Gambia through training (formal/unformal)
- ER2: social cohesion has been strengthened by the activities of local organizations and the implementation of social/recreational facilities

The action's core targets are youths and women.

<sup>1</sup> Or another regional office of the project, according to project needs.

<sup>2</sup> Depending on collaborator's performance and project's needs.

<sup>3</sup> [https://ec.europa.eu/europeaid/regions/africa/eu-emergency-trust-fund-africa\\_en](https://ec.europa.eu/europeaid/regions/africa/eu-emergency-trust-fund-africa_en)

<sup>4</sup> [https://ec.europa.eu/trustfundforafrica/region/sahel-lake-chad/gambia/building-future-make-it-gambia\\_en](https://ec.europa.eu/trustfundforafrica/region/sahel-lake-chad/gambia/building-future-make-it-gambia_en)



European Union



Project Lead



Institutional Support



Project's activities are based on a close cooperation with relevant stakeholders (national, regional and local) in order to ensure an effective contribution to NDP 2018-2021 and the sustainability of results.

IMVF's project is implemented in partnership with ADWAC - Agency for the Development of Women & Children, United Purpose and Alianza por la Solidaridad.

### **Recruitment context**

The current terms of reference concern the recruitment of Business Advisors who will be responsible to follow-up and monitor businesses supported by the project in the agriculture sector (production, processing, trade), while contributing to foster youth's entrepreneurial skills and to strengthen the private sector in the regions of project intervention.

The work of the Business Advisors shall be part of project's strategy and work plan to ensure the promotion of a market-oriented agro-production and the strengthening of sustainable value chains.

### **JOB DESCRIPTION**

The Business Advisors will be responsible for providing advisory services and to follow-up a number of different agri-businesses. The methodology of work will be based on on-the-job technical advice, providing close and continuous entrepreneurial guidance and support.

#### Tasks include:

- Development of a quarterly operational plan for each business and support its implementation
- Identification of business constraints/challenges and support the design of an action plan to address them
- Identification of market opportunities and establishment of market linkages
- Design of a marketing strategy for the businesses under his/her supervision
- Identification of training needs and support in the delivery of training
- Monitor monthly business records and ensure that proper record keeping is in place
- Provide tutoring on cash flow plans and financial advisory
- Submit a monthly progress report on each business

Other tasks might be assigned according to the evolution of project activities and demonstrated capabilities.

### **PROFILE OF THE CANDIDATE**

#### **Qualifications**

Degree in the field of Business Development, Economics or Management.

#### **Professional experience and skills**

- Previous work experience as a business advisor
- Excellent report writing skills
- Languages: Fluency in English (conversation, reading and writing). Good conversation skills in at least two of the following languages: Mandinka, Wolof, Fula.



European Union



Project Lead



Institutional Support



### **Aptitudes**

- Driver's license and experience driving motorbikes
- Good organizational skills
- Proactivity and sense of responsibility in the accomplishment of tasks
- Strong ability to work as a team as well as to achieve individual milestones
- Ability to deliver tasks on agreed timelines
- Persistent in contexts of pressure
- Computer skills: Microsoft Office from the point of view of the user;
- Available for overnight stays in the context of project missions to the regions of project implementation

### **FOR EXPRESSION OF INTEREST**

Expressions of interest should be sent to [tekkifii@gm.imvf.org](mailto:tekkifii@gm.imvf.org), including cover letter, Curriculum Vitae and identification of a person to contact for recommendations/references ( hierarchically superior person in similar functions).

The subject of the email should be: **Business Advisor**

**Deadline for submission of applications:** January 5<sup>th</sup> 2020.

Only short-listed candidates will be contacted.



European Union



Project Lead



Institutional Support

