

## TERMS OF REFERENCE: GRADUATE ASSISTANT

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| <b>EUROPEAN UNION CONTRIBUTION AGREEMENT NUMBER</b><br>FED/2019/407372 | <b>PROJECT TITLE: Alliances For Coconut Industry Development Expansion And Enhanced Support For The Caribbean</b><br><br><b>CARDI PROJECT CODE:</b>  |
| <b>GENERAL INFORMATION</b>   | <p>The Caribbean Agricultural Research and Development Institute (CARDI) is seeking to support its implementation activities “Alliances For Coconut Industry Development Expansion And Enhanced Support For The Caribbean”. A Graduate Assistant will be required to provide support services to the Project Coordinator in the day to day implementation of project activities. He/She will have the responsibility to support in the planning and coordination of the implementation of all project activities, and will report directly to the Project Coordinator.</p> <p>The Graduate Assistant will support the administration, monitoring and evaluation of project implementation activities across all beneficiary countries<sup>1</sup> and ensure that they are carried out in harmony with the International Trade Centre (ITC), national stakeholders and with the other regional interests of the project and Institute.</p> <p>The Graduate Assistant also bears responsibility in supporting the Project Coordinator as it pertains to the administrative and financial management of the project along with oversight of the scientific robustness of project activities; where necessary. To this end, a Graduate Assistant is required.</p>   |
| <b>PROJECT /ACTIVITY BACKGROUND</b>                                    | <p>The “Alliances For Coconut Industry Development Expansion And Enhanced Support For The Caribbean” project, is an European Union (EU) funded action, supported through the 11th European Development Fund (EDF), in alignment with the Caribbean Regional Indicative Programme (CRIP) which is under the auspices of the CARIFORUM Secretariat. The action will be executed by the International Trade Centre (ITC), with CARDI sharing the responsibility of co-implementation, with the express aim of enhancing the competitiveness of small scale farmers in coconut value chains through better local, regional, and global market integration and production performance. To achieve this aim, the project will focus on the following:</p> <ul style="list-style-type: none"> <li>• Promoting the creation and reinforcing producer groups and support services</li> <li>• Improving market linkages and facilitation of public and private sector stakeholder networks</li> <li>• Building market and technical collaboration between value chain operators and</li> <li>• Developing better performing and organized inclusive value chains</li> </ul> <p>This Action will build upon the results of the 10th EDF Coconut Industry Development for the Caribbean project also implemented by ITC in collaboration with CARDI. In particular, stakeholders have validated a range of specific activities that require additional funding beyond the 10th EDF project, including: 1) ongoing efforts to coordinate the value chain at the local, national, and regional level; 2) deepening support to improve productivity of existing plantations, increase the rate of multiplication and distribution of quality planting materials, and encourage producer investment; and 3) establishing local level public-private partnerships to deepen collaboration along the value chain as a method to effectively deliver integrated market-led support packages to producers and processors in coconut communities, and link these groups to local, regional, or global commercial opportunities.</p> |
| <b>OUTCOMES OF THE ASSIGNMENT</b>                                      | <p>Main outcome(s) are:</p> <ol style="list-style-type: none"> <li>1) Enhanced competitiveness of the coconut farmers.</li> <li>2) Strengthened and integrated coconut value chains</li> </ol>   |

<sup>1</sup> Antigua and Barbuda, Barbados, Belize, The Commonwealth of Dominica, Dominican Republic, Grenada, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

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| <p><b>SCOPE OF WORK</b></p>                                | <p>The specific duties and responsibilities of the Graduate Assistant will include:</p> <p>Strengthening Sectoral Governance</p> <ul style="list-style-type: none"> <li>- Preparation, documentation and/or institution of specific tools, policies, processes and systems to improve access to information and ease of doing business <ul style="list-style-type: none"> <li>o Develop a manual &amp; guidelines for coconut climate smart agricultural practices, in collaboration with research institutions and universities including innovative technology development for the coconut value chain.</li> </ul> </li> </ul> <p>Resource Mobilization</p> <ul style="list-style-type: none"> <li>- Identify sources/opportunities for financing of interventions for Coconut and complimentary commodities towards sustainable industry development.</li> <li>- Prepare proposals for submission to national, regional and international donor partners as well as other financing agencies, geared towards the sustainable development of commodity value chains with specific interest in Coconuts.</li> </ul> <p>Project Governance</p> <ul style="list-style-type: none"> <li>- Assist in receiving and reviewing the compiling of project reports (quarterly, annually, per specific activity, or as per the ITC agreed schedule) from the National Focal Points, Consultants and Specialists and ensure that reports are presented in the required format as indicated in the project agreement.</li> <li>- Assist in the preparation of project status reports within the required frequencies or, as from time to time required by CARDI's Management, ITC, CARIFORUM Secretariat, EU, etc.</li> <li>- Assist in ensuring that visibility, communication, knowledge management and any related products/services which highlight, sensitizes and raises awareness, are produced and/or provided on a consistent basis in accordance with EU, CARIFORUM, ITC and CARDI communication and visibility requirements.</li> <li>- Assist in ensuring records including receipts, invoices, workshop attendance records, and data relevant to CARDI's Minimum Dataset, etc. are obtained and available for reporting purposes.</li> <li>- Assist in overseeing the monitoring of results progress, inclusive of impact, as detailed in the project's logical framework and CARDI's Strategic Plan 2018 – 2022 Performance Measurement Framework (PMF).</li> <li>- Assist in supporting the Project Coordinator and by extension, National Focal Points in the project countries, in the execution of their duties.</li> </ul> |
| <p><b>DELIVERABLES</b></p>                                 | <ul style="list-style-type: none"> <li>- At least three publications prepared/revised/updated in the area of Coconut Commodity improvement along the value chain.</li> <li>- Database of sources/opportunities for financing of interventions.</li> <li>- At least three proposals developed for submission to donor partners/financing agencies.</li> <li>- Monthly Monitoring Reports for the Project in accordance with the project log frame.</li> <li>- A minimum dataset with periodically updated coconut data by country.</li> <li>- Monthly Progress Reports</li> </ul>   |
| <p><b>REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS</b></p> | <p>The successful candidate will have the following qualifications and technical skills:</p> <ul style="list-style-type: none"> <li>- B.Sc Agribusiness, Agribusiness Management, Marketing and Agribusiness, Agricultural Economics, or related field.</li> <li>- Excellent writing skills</li> <li>- MS Suite of Products, in particular Word, Powerpoint, Excel, Publisher</li> </ul> <p>Core Competencies:</p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of Caribbean agriculture.</li> <li>- Experience in conducting desktop research, data gathering and analysis/interpretation.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>- Excellent written and oral communication skills in local language, command in English language preferred.</li> <li>- High level of computer literacy (MS Suite of Products - Excel, Word, PowerPoint, Publisher, etc.).</li> <li>- Previous work experience is advantageous.</li> <li>- Proven analytical and report writing skills are advantageous.</li> </ul> <p>Behavioral Competencies:</p> <ul style="list-style-type: none"> <li>- Highly organized and self-motivated</li> <li>- Demonstrated ability to do research</li> <li>- Creativity, flexibility and ability to work within deadlines</li> <li>- Maturity, initiative, tact and high sense of responsibility</li> <li>- Demonstrated ability to work in a team</li> </ul> |
| <b>LEVEL OF EFFORT FOR THE ASSIGNMENT</b> | This assignment is expected to require about 9 Working Months.  |
| <b>BASIS FOR PAYMENT</b>                  | <input type="checkbox"/> Deliverables <input checked="" type="checkbox"/> Person-days/Persons-weeks/Person-months   |