



---

Inclusive and Sustainable Value Chains and Food Fortification:  
*Value Chain Analysis for Development*  
Terms of reference for the recruitment of the VCA4D Training Officer

---

## 1 Introduction

The Commission's Directorate-General for International Partnership (DG INTPA) is responsible for designing European international cooperation and development policy and delivering development support throughout the world. Within INTPA, unit F3 has responsibility for Sustainable Agri-Food Systems and Fisheries.

AGRINATURA is an alliance formed by around 35 European universities and research organisations working in agricultural research, education, training and capacity strengthening for development. The common interest of the member institutions is to support agricultural research for a sustainable development, leading to improve people's lives.

Since September 2016, Agrinatura started the implementation of the project 'Value Chain Analysis for Development' (VCA4D), currently in its Phase II, running up until March 2025. The contract foresees the undertaking of a number of Value Chain Analyses (VCAs) through the method described in the document 'Methodological Brief – Frame and Tools'; their updates; the organisation of restitution workshops; the creation of an information and knowledge management system; capacity building activities as well as communication activities.

To manage the implementation of the activities of the project, Agrinatura established a Brussels-based VCA4D Project Management Unit (PMU). The PMU comprises 6 members: Project Manager /Team Leader; Scientific Director; Research Officer; Project Officer; Communication and Administration Officer; Training Officer.

## 2 Roles and Responsibilities of the PMU

The Project Management Unit is responsible for:

- Managing the undertaking of value chain analyses using the methodological framework developed under the auspices of DG INTPA F3
- Managing the fee-based activities, such as: methodological support, monitoring and updates of VCAs, stakeholders' workshops, capacity strengthening activities and training in the partner countries according to the requests of DG INTPA F3
- Managing knowledge and information generated through value chain analysis

- Promoting the establishment of a community of practice in value chain analysis
- Facilitating the development of a long-term partnership between DG INTPA F3 and AGRINATURA.
- Complying with the Communication and Visibility requirements and plan of the contract.

Specific responsibilities include:

- Overseeing the complete proceedings of every VCA:
  - Working with AGRINATURA members to select the team for each value chain analysis
  - Coordinating the preparation of the TOR for every VCA with INTPA F3 and the EUD
  - Monitoring the delivery of value chain analyses and guarantee quality management
  - Identifying and solving problems and chasing progress as required
  - Respecting the timeliness of activities
  - Liaise and engage with other stakeholders such as non-government organisations, civil society, producer associations, etc. as required.
- Knowledge building:
  - Knowledge and information management
  - Promoting capacity strengthening activities, in particular trainings
- Communication responsibility:
  - Promoting communication and visibility of the project, of Agrinatura and of the European Commission, according to a plan agreed with DG INTPA
- Overall management for INTPA:
  - preparing with INTPA F3 a schedule of activities to be undertaken
  - Liaise with EC delegations and other stakeholders in partner countries
  - Prepare regular financial and operational reports as required by INTPA F3.

## 2.1 Location

The Project Management Unit is located in Brussels. Finance and contracting support are provided to Agrinatura by NRI, using its existing resources and systems.

## 3 Terms of Reference – Training Officer

The Training Officer will join the PMU in Brussels and will work in close relations and under the direction of Project Manager/Team Leader and with the support of the Scientific Director.

### 3.1 Roles and Responsibilities

The Training Officer will provide operational and content support for the implementation of the capacity strengthening component of the VCA4D project.

In particular s/he will:

- Work within the PMU and with INTPA F3 to participate in the definition of the VCA4D capacity-strengthening work plan and its implementation.

- Identify the training activities/operations according to the VCA4D capacity-strengthening work plan (under the guidance of the project manager and scientific director and with inputs from other members of the PMU)
- Work with AGRINATURA members and others to assemble teams of experts to implement the activities and ensure partners are in receipt of contracts, terms of reference and resources required to undertake their assignments;
- Organise training activities both in Brussels or in partner countries, and both in presence and online
- May directly contribute un training activities based on his/her skills and experiences
- Manage the training material (under the guidance of the Scientific Director): preparation and update of the slides or other training material, distribution and follow up with participants, etc.
- Liaise with national and European stakeholders (policy makers, European and national Universities and Research Centres) to enhance long-term partnerships and sustainability of training activities (under the guidance of the Project Manager/Team Leader and the Scientific Director);
- Take a proactive role in ensuring the timely and efficient implementation of activities;
- Take a proactive role in ensuring key beneficiaries are aware of training activities and manage the subscription and follow up of participants;
- Contribute to the development of the Communication and Outreach Strategy and to the dissemination of the knowledge on VCA4D.

### 3.2 Location and level of input

It is expected that the Training Officer will be preferably appointed from the permanent staff of one of the AGRINATURA members. It is expected that (s)he will be located in Brussels in the offices of the PMU. Travels, both in Europe and in developing countries, are to be anticipated.

Level of input will be 220 person days per year.

#### ○ Qualification and Skills

The successful candidate is in her/his mid-career and has an experienced profile in a field related to project and training management. The successful candidate is expected to have:

Qualifications and skills:

- A University degree in management or equivalent. Requested skills: communication, organisation. Perfect knowledge of working languages (English and French), knowledge of other "cooperation" languages is an asset (Spanish and Portuguese). Perfect IT applications user (min. word, excel, power point, others an asset).

General professional experience:

- Minimum five years of professional experience in areas directly relevant to project and training management with preferably two years in developing countries.

Specific professional experience:

- Minimum five years in the field of international cooperation, experience in agriculture is an asset.
- Knowledge of European Commission Development Cooperation operations is an asset.

Advantageous:

- Experience of managing multi-disciplinary teams
- Proven ability to plan and budget
- Experience of working on EC-funded projects
- Professional experience in organisation of capacity strengthening activities and trainings (including using online platforms) is an asset
- Specific professional experience on value chain analysis (from either social, environmental and/or economic aspects) or agricultural development

- **Timing**

The Training Officer is expected to take duty in September 2022.

- **How to apply**

To apply for this position please send your CV and covering letter to [vca4d@agrinatura-eu.eu](mailto:vca4d@agrinatura-eu.eu) by 25<sup>th</sup> July 2022.