**Job Description:** Technical Lead – Agri-based Value Chains  
**Responsible for:** 10-12 national volunteers  
**Job Purpose:** Coordination of all agri based activities for USAID’s Cox’s Bazar Conflict Prevention and Community Resilience within VSO Bangladesh Secure Livelihoods programme

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<th>Responsibilities</th>
<th>Skills, knowledge, and experience</th>
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<td><strong>Technical Leadership:</strong></td>
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| • Provide technical leadership in developing, delivering and evaluating agriculture-based value chain interventions in the project.  
• Coordinate all agri-based activities with special focus on increasing women and youth participation in the governance and leadership in their community towards reducing conflict and ensuring youth-led social cohesion.  
• Provide technical support to the implementing team for youth empowerment, social cohesion, and particularly activities in relation to the agriculture-based value chains (ABVC) and business development.  | • Bachelor/master’s in Agriculture or Agribusiness with 3-5 years’ experience in the development organization.  
• Working experience in empowering women within agricultural value chains will be an advantage.  
• Having work experiences in Cox’s Bazar region is highly desirable.  |

| **Project Management:**  | **Technical:** |
| • Effective design, implementation, and refinement of monitoring and evaluation systems and procedures used to track progress and achievements against planned programme outcomes.  
• Collaborate with Programme Development and Policy team to ensure ABVC activities are developed and managed in line with the People First Framework.  
• Collaborate with the Monitoring, Evaluation and Research team to ensure that the project MEL structures are in line with global frameworks.  
• Partnering with and creating awareness and knowledge of volunteerism among different stakeholders including government officials to implement the youth volunteering clauses stated in the National Youth Policy  
• Establish and maintain good relationships with existing and potential future implementing partners.  | • Project management and implementation experiences, including private sector partnerships.  
• Excellent team working and relationship building skills; the experience of working collaboratively and of building partnerships in a multi-cultural environment.  |

| **Govt. Relations and Networking:**  | **Information Technology:** |
| • Build and maintain relations with key stakeholders at the community, district, and national levels, including government agencies, development partners, I/NGOs, CSOs, and local communities.  
• Ensure that the VSO has a voice in different stakeholders including government officials to implement the youth volunteering clauses stated in the National Youth Policy  
• Establish and maintain good relationships with existing and potential future implementing partners.  | • Good level of computer skills (Windows, Excel, PowerPoint, Word, Outlook, and Internet).  |

| **Volunteer Management:**  | **International Development:** |
| • Volunteer placements are compliant with the VSO system and SOPs and timelines.  
• Work with a Recruitment Specialist for timely selection and onboarding of all volunteers.  
• Provide on-going project, learning and duty of care support to volunteers throughout their placement that ensure People First Principles.  
• Continuously engage with volunteers for the development and delivery of the projects.  | • Understanding the role of international development, more specifically volunteering in the Country.  |

| **Financial Management:**  | **Communication Skills:** |
| • Develop realistic project plans and budgets, ensure alignment of activities in compliance with VSO policy and procedures and grant requirements.  
• Effectively manage donor grants allocated to the project in compliance with VSO financial policies, procedures, and guidelines, donors, and government regulations.  
• Forecast, manage and monitor the project budgets and expenditure according to plan, funding agreement and VSO.  | • Strong command in both writing and speaking English.  
• Ability to negotiate and maintain relations with consortium partners, government offices, private sector stakeholders etc.  
• Excellent interpersonal skills, able to influence and coach and ability to build partnerships and relationships in a multi-cultural environment.  
• Experience of cross-cultural working and an understanding of issues of diversity.  |

| **Knowledge Resource and Reporting:**  | **Work Management and Problem Solving:** |
| • Collect and collate evidence of outcomes and impact, and work with primary actors, partners, and volunteers to identify opportunities for continuous reflection and review, and knowledge sharing to analyze and adapt interventions as needed.  
• Capture and share all project learnings and evidence with team members, volunteers, programme development and partnership team and wider VSO.  
• Produce programmatic and financial reports as per agreed timetables and ensure that all project information is appropriately documented and secured.  
• Research and recommend improvements to the project to more efficiently and effectively manage the project.  | • Self-organized with the ability to manage time and tight schedules, working effectively under pressure Ability to work on own initiative, with a creative approach to problem-solving. Strong level of attention to detail  |

*Fulfill other appropriate level accountabilities as defined by the Programme Manager from time to time.*

*** This position is subject to VSO as a consortium partner secure contract with USAID for this project.

VSO Job Description (JD)_Technical Lead- Agri Based Value Chain- (USAID’s Cox’s Bazar Conflict Prevention and Community Resilience Programme)