SCOPE OF WORK

**JOB TITLE**: Institutional Strengthening Specialist

**LOCATION**: Kigali, Rwanda

**PERIOD OF PERFORMANCE**:

**REPORTS TO**: FTT Kungahara Wagura Amasoko DCOP/Senior Enabling Environment Advisor

**SUPERVISES**: n/a

**PROJECT OVERVIEW**

The United States Agency for International Development (USAID) awarded the 5-year Feed the Future Rwanda Kungahara Wagura Amasoko (FTF KWA) project in May 2021 to unleash the potential of Rwanda’s high-value agriculture export sector, drive sales, create jobs, increase incomes and participation of women, youth, and Persons with Disabilities (PWDs) to access productive economic resources in support of Rwanda’s journey to self-reliance. FTF KWA is implemented by a consortium led by RTI International, including J.E. Austin Associates, Dalberg Advisors, LixCap, and Vanguard Economics. The project works with and through the Government of Rwanda (GOR) to boost economic growth by increasing export of high-value agricultural products such as coffee, tea, horticulture and spices, livestock products (dairy and hides), and other emerging values chains (e.g., stevia, essential oils). The geographic focus area spans 13 districts namely, Bugesera, Kayonza, Ngoma, Gatsibo, Burera, Gakenke, Nyamagabe, Nyamasheke, Karongi, Rutsiro, Ngororero, Rubavu and Nyabihu. Under this consortium, J.E. Austin Associates Inc., a registered U.S. small business and expert in strengthening enabling environment, oversees implementation of the FTF KWA Activity objective 1: Facilitate inclusive and resilience-focused policy reforms that promote agricultural export growth using evidence-based analysis and strengthened advocacy capacity of the private sector organizations.

**OVERALL RESPONSIBILITIES**

The Institutional Strengthening Specialist shall be responsible for coordinating and facilitating implementation of institutional capacity strengthening activities of FTF KWA that aim to modernize the regulatory and policy environment for investment in high value agricultural export growth. These activities will involve building capacity within the GOR’s institutions to undertake evidence-based policy reform, fostering the culture of public private sector engagement in policy dialogue and enhancing advocacy capacity of private sector organizations to influence policy reform for increased investment for high value agricultural exports.

The Institutional Strengthening Specialist shall work with relevant GOR’s institutions, private sector, and civil society organizations to enhance their ability to engage and implement legal and regulatory reforms for high-value agricultural and investment promotion with focus on trade, access to private land, tax, domestic and foreign direct investment, public private partnership, and economic resilience.

The Institutional Strengthening Specialist reports to the FTF Kungahara Wagura Amasoko DCOP/Senior Enabling Environment Advisor.

**Duties and Responsibilities:**

* Lead institutional capacity need assessments of key GOR’s institutions in high-value agricultural sector and investment promotion
* Lead advocacy capacity assessments of key private sector associations civil society that engage in advocacy and dialogue in high value agriculture sector and investment promotion
* Identify, prioritize, and analyze institutional capacity gaps within the key GOR’s institutions in high-value agricultural export and investment promotion
* Identify, prioritize, and analyze advocacy capacity gaps within the private sector and civil society organizations in high-value agricultural export sector and investment promotion
* Design and facilitate the delivery of institutional capacity building programs/activities of key GOR’s institutions to modernize the regulatory and policy environment for increased investment for high-value agricultural exports
* Design and facilitate the delivery of advocacy capacity building programs/activities for private sector and civil society organizations to influence and contribute to policy reforms
* Assist with strengthening of formal and informal platforms and venues for intra-government and public-private dialogue on policies related to agriculture exports and investments
* Assist with improvement of information sharing tools and platforms
* Work closely with the MEL team to develop a monitoring framework to measure institutional capacity development within the GOR’s institutions and advocacy capacity within the private sector and civil society organizations
* Evaluate and recommend necessary improvements to strengthen institutional capacity of the GOR’ institutions and advocacy capacity of private sector and civil society organizations
* At the DCOP’s delegation, manage international and local STTAs designed to strengthen institutional capacity within the GOR’s institutions an private sector organizations
* Work with the project’s Embedded Investment Advisors to understand RDB and NAEB needs and deliver assistance as needed
* Apply political economy analysis and thinking and working politically to collaborate with project partners and adapt project activities to maximize effectiveness in institutional strengthening activities
* Collaborate with the Policy and Regulatory Coordinator as required
* Contribute to FTF KWA program deliverables (e.g., workplans, quarterly reports).

Minimum Required Education and Experience:

* Master’s degree and 6 years of experience; or, Bachelor’s degree in a relevant field and 8 years of experience
* Experience in working with GOR’s policy reform systems for agricultural export and investment promotion, with a preference with prior-experience on using data analysis to inform evidence-based reform
* Good knowledge of GOR stakeholder map in agricultural export and investment sector
* Experience in improving management and other aspects of capacity development in public and/or private sector organizations
* Experience in meaningful collaboration with government and ministry counterparts, and local capacity development
* Demonstrate ability to work effectively with diverse stakeholders
* Proven ability as a facilitator/trainer and manager
* Strong interpersonal skills and ability
* Must be professionally proficient and fluent in written and spoken English.

Applications:

To be considered for the available position, please send an email to vmalicevic@jeaustin.com with subject line “Application – Title of position – Full name of Candidate”. In your email, please include:

1. A cover letter (one page) illustrating your motivation to apply and suitability for the specific position against the listed qualifications and work responsibilities.
2. A detailed Curriculum Vitae (maximum 03 pages), including the name and email addresses of three senior referees who worked either as your professional or academic supervisors and are knowledgeable about your skills and professional abilities.

Only qualified applicants with relevant skills and experience will be contacted. Deadline for application is May 12, 2022.