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**Rural Economic Growth and Employment Project   
(REGEP)**

**Grants Officer**

**Terms of Reference**

**Amman – Hashemite Kingdom of Jordan**

January 2022

# Abbreviation and acronyms

**FFS**: Farmer Field School

**IFAD**: International Fund for Agricultural Development

**JEDCO**: Jordan Enterprise Development Corporation

**JEPA**: Jordan Fruit and Vegetable Export and producers Association

**JSMO**: Jordan Standard and Metrology

**MFI**: Microfinance Institution

**MOPIC**: Ministry of Planning and International Cooperation

**NARC:** National Agricultural Research Centre

**JRF:** Jordan River Foundation

**PMCU**: Project Management and Coordination Unit

**REGEP**: Rural Economic Growth and Employment Project

Terms of reference : Grants Officer

Reference : REGEP

Organisation : Rural Economic Growth and Employment Project (REGEP)

Post Title : Grants officer

Duty station : Amman, Hashemite kingdom of Jordan

Duration : 1 year (with possibility of extension up to 2 years, subjected to performance appraisal)

Reporting to : Project Director and Capacity Building and Grants Manager

Languages required : Arabic and English

Starting Date : January 2022

Number of positions : 1

# Background:

Rural and economic growth and employment project is based on the needs to address poverty, vulnerability and unemployment in rural areas of Jordan while taking into account natural resource scarcity, Jordan’s specific comparative advantages in the fruits and vegetables sub-sectors and opportunities in the off-farm sector. The project will directly address key priorities which appear in all relevant government strategies including: improving access to finance in rural areas; integrating smallholder farmers in value chains and improving value chain efficiency and organisation; increasing exports of high water value fruit and vegetables; and creating employment opportunities in rural areas. Target area of project will be in (10) governorates the project will target rural households below the poverty line, and vulnerable rural households above the poverty who are at high risk of falling into poverty.

The project development objective: containment and reduction of poverty, vulnerability and inequality in rural areas through creation of productive employment and income generating opportunities for the rural poor and vulnerable, especially youth and women.

**The project approach is based on:**

(i) Targeting smallholders, rural entrepreneurs and the unemployed and underemployed in rural areas, directly, through existing and new associations, and through MSMEs which create employment in rural areas;

(ii) Building their technical and business capacity;

(iii) Increasing access to rural financial services;

(iv) building win-win value chain linkages and enhancing access to high value domestic and export market through marketing initiative; and

(v) Improving, post-harvest handling, quality standards and certification.

**Terms of reference – Grants officer**

**1. Scope of work**

***The Grants officer mainly will be working on the first component of the project:***

***Component 1 – Value Chain and Enterprise Development***, which will be managed through JEDCO in close cooperation with NARC, NGOs, and JSMO and consists of three subcomponents: (i) **Mobilisation**, **Capacity Building** and **Enterprise Development** (focusing on women and youth people); (ii) **Value Chain Upgrading;** and(iii) **Knowledge Management**, **Learning and Policy Support**.

**Grants to support upgrading value chains, as well as business model innovation for small and medium enterprises and Adaptation to Climate-aggravated Water Scarcity**

The project establishes a fund to part-finance investments required by farmers, farmers associations, processors and exporters to obtain accreditation and to upgrade key aspects of their businesses.

These grants aim to finance small-holder farmers, farmers associations, processors and exporters as they improve their business. Investments could include plastic tunnels, green houses, irrigation equipment, and pack-houses with pre-cooling facilities, refrigerated trucks, packaging and labelling, and hydroponic systems.

This grant category is divided below:

1. Support to agri-business/production projects (GROUP AND INDIVEDUAL GRANTS).
2. Upgrade business and introduce innovations (the main purpose is value chain strengthening) (GROUP AND INDIVEDUAL INNOVATION GRANTS )

c. **Adaptation to Climate-aggravated Water Scarcity:**

- Grants for rainwater harvesting at household level:

- Grants for hydroponic and other water efficient irrigation systems:

***Component 2 – Rural Finance***, which will be managed through JEDCO in close cooperation with the Central Bank of Jordan and consists of two sub-components: (i) **Rural Finance Fund** and (ii) **Knowledge Management and Rural Finance Policy Support.**

These sub-components aim to increase access to a range of appropriate financial products for the members of REGEP target group, producer associations and rural MSMEs. In addition to providing finance the project aims to demonstrate the viability of the rural micro-finance business and establish appropriate and scalable products and delivery mechanisms which enable lower cost in access to finance, especially for agricultural production and post-harvest activities.

**2. Main Task and Duties**

***Under the supervision of the Project Director and the Capacity Building and Grants Manager (CBGM),*** the Grants Officer will be responsible for the following duties:

**Key tasks include:**

* Responsible for the grant application administration process, including data entry, filing, reporting grant application processes ,provide accurate insight into current operations and supporting documentation for existing grant rounds.
* Responsible for responding in a timely and professional manner to questions from applicants pertaining to the round.
* Following up with NGOs for the coordination of all aspects of grant round interviews including organising room bookings, preparing hardcopy applications, scheduling interview times
* Assist with the coordination of the evaluation process ensuring that all eligible applications are appropriately reviewed in a timely fashion within the framework
* Participate in grants evaluation committees
* Responsible for reviewing grant agreements including processing variation requests and drafting contract amendments
* Assist in the review of grant and fellow up the grantees as required to comply with REGEP requirements.
* Assist the CBGM in the establishment of appropriate mechanisms to collect and analyse information regarding beneficiaries supported by REGEP grants.
* Conduct regular monitoring and support visits to the project area to ensure maximum impact of REGEP grants.
* Assist in grants closer process including reviewing closer report, tracking invoices and supporting documents.
* Assist in achieving gender equality
* Prepare reports and other documents as required (see Section 4 below).
* Cooperate with supervision missions, mid-term reviews and programme completion missions

**3. Location and duration of assignment**

The Grants officer will be based within the PMCU office and operate from Amman, and also travels to REGEP beneficiaries in target governorates and at least bi-monthly visits to grantees.

The project will be implemented for three (3) years and the recruited candidate will be full time working with the project. The duration of this assignment is one (1) year with the possibility of extension for another two (2) years, subject to performance appraisal.

**4. Supervision and deliverables**

The Grants officer will be supervised by the Project Director and the Capacity Building and Grants Manager (CBGM) all reports should be submitted ***in both languages English and Arabic*** as soft and hard copies, the deliverables are:

- Monthly reports;

- Quarterly reports;

- Progress reports; and

- Any other reports, as requested by the Monitoring and Evaluation Officer.

**5. Required Experience and qualification**

BSc degree in Business Administration, Agricultural Economics, Agribusiness, or other relevant discipline related to in the agricultural sector, together with:

* At least 3 years’ experience in the areas of grants management, preferable in smallholder agriculture, value chain/agribusiness development projects, or related private sector employment;
* Specific experience in the implementation of grant schemes in rural development projects is an asset;
* Ability to work with rural communities using participatory methods and tools to capture key information ;
* Ability to collaborate and coordinate with numerous stakeholders at one time;
* Good interpersonal, communication and facilitation skills ;
* Ability to speak and write Arabic and English fluently ;
* Good computer skills ;