



## TERMS OF REFERENCE FOR THE POSTION OF PROJECT OFFICER – CROPS VALUE CHAIN

### BACKGROUND INFORMATION;

INADES-Formation is a pan- African organization working in ten (10) African countries namely, Kenya, Burkina Faso, Cote d'Ivoire, Chad, Cameroon, Togo, Congo DR, Rwanda, Burundi, and Tanzania. The network has a General Secretariat at Abidjan, Cote d'Ivoire. INADES-Formation Kenya is registered as a Non-Governmental Organization (NGO) with mandate to work anywhere in Kenya for Economic and Social advancement of the people. INADES-Formation Kenya works with rural small holder farmers in the semi-arid areas of Lower Eastern Kenya; notably in Machakos, Makueni, Kitui and Kajiado counties.

Our projects are structured around four thematic areas:

- Food systems based on family agriculture
- Community microfinance
- Inclusive governance
- Climate resilience and sustainable management of natural resources.

We are based in Machakos town; along Machakos- Wote road. As a project officer; you will be based in our offices with frequent visits to our project areas.

### TERMS AND CONDITION.

Contract Duration: One Year (with possibility of extension based on performance and funding availability (**starting January 2026**)).

Budget responsibility: None

Line Manager: The position reports to Director of Programme (DoP).

### Duties and Responsibilities

- ✓ With guidance from the DoP take overall responsibility in coordination and performance programme component on crop value chains.
- ✓ Undertake study on demands and trends of markets and marketing of products for each of the INADES-Formation Kenya programme and share the findings with INADES-Formation Kenya team for critique leading to appropriate continuous feedback for programme production and design on markets and marketing
- ✓ Organize/strengthen marketing networks, help organize and carry out marketing, collect, compile, analyse data, produce reports on marketing and share the same with INADES-Formation Kenya team and primary stakeholders
- ✓ Programme development through support in design of appropriate projects which focus on enhancement of: -
  - Bargaining power and influence price levels by primary producers
  - Value addition of crops products
  - Sustainability of bargaining power and profit margin by primary producers
- ✓ Accompany local communities in implementation of their plan of action and strengthen their capacity to plan, implement, monitor and evaluate

- ✓ Prepare scenarios for field missions with local communities and write reports on the field missions
- ✓ Plan field missions, share and harmonize the same at regular trainers meeting
- ✓ Ensuring an effective monitoring system is in place and operational for the project component of crop value chains.
- ✓ Ensure that mechanisms are put in place for proper documentation of the implementation and results of the project.
- ✓ Ensure preparation, storage of mission and periodic reports for the project internal and external
- ✓ Build synergy with the other programme team members to ensure good working relations among team members working in the programme
- ✓ Participation in drawing up of INADES-Formation Kenya Strategic Plans, Operational Plans and Annual budgets.
- ✓ Support and work with interns and/or field officers that shall be under this project
- ✓ Prepare a monthly progress report detailing the activities performed during the month, highlighting achievements and making recommendations for future activities;
- ✓ Support in fundraising to ensure and support programme growth and project sustainability.
- ✓ Any other tasks as assigned by the DoP.

### Competencies

- ✓ Sound leadership and mentoring skills and experience;
- ✓ Demonstrated ability to take initiative and work with limited or no supervision and meet tight project timelines;
- ✓ Strong computer skills, Microsoft applications (in particular, Word, Excel and PowerPoint).
- ✓ Valid driving license
- ✓ **Strong Fundraising skills.**
- ✓ Monitoring and evaluation skills

### Required Skills and Experience

#### **Education:**

A university degree in Agriculture; Agriculture education and extension or Agribusiness

#### **Experience:**

2 years of professional experience in relevant field, and experience working for non-profit organization/s.

#### **Language:**

Fluency in written and spoken English and Kiswahili.

### How to apply

Submit your application: The Managing Director; [inadesformation.kenya@inadesfo.net](mailto:inadesformation.kenya@inadesfo.net) by 16<sup>th</sup> December 2025 (5.00pm). Email subject: Project Officer@ INADES- (in your cover letter indicate your Salary Expectations)

- ✓ A cover letter detailing how your candidature suits the position (max 1 page).
- ✓ A copy of Curriculum Vitae (CV) max. 3 pages)
- ✓ **Do NOT send copies of your certificates**

Only shortlisted candidates will be contacted.