Special Call for a Consultant

Consultancy: Local Project Manager (Ethiopia)

1. INTRODUCTION

The Global Crop Diversity Trust (https://www.croptrust.org/) is an international organization with Headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide.

The Capitalisation of the Endowment Fund of the Global Crop Diversity Trust and Strengthening of National Seedbanks (Seeds for Resilience, for short) project is empowering national seed collections, by safeguarding them in perpetuity through an endowment fund, documenting and managing them appropriately for conservation and use, and promoting their use, as a basis for climate adaptation of vulnerable African cropping systems. The project is supported by the Federal Republic of Germany through KfW and is conducted in Ethiopia, Kenya, Zambia, Ghana and Nigeria.

To achieve its objectives, the Crop Trust procures equipment and supplies required by national seedbanks to conduct their conservation operations, facilitate staff exchanges with international seedbanks and engage consultants to provide technical support to ensure the long-term conservation and use of plant genetic resources for food and agriculture.

A summary of the project key outcomes is presented below:

<table>
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<tr>
<th>Project goals</th>
<th>Safeguarding selected national seed collections in Africa. Empowering national seed collections as entry points for developing new, climate-resilient crop varieties.</th>
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<tbody>
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<td>Project outcomes</td>
<td>Increased number of seed samples in national seed collections available for distribution.</td>
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<td>Increased annual requests for seed samples from users successfully serviced.</td>
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<td>Two varieties or landraces identified for dissemination to farmers and traced back to seed samples from national seed collections.</td>
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<table>
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<th>Outputs</th>
<th>Essential operations of national seed collections in 5 African countries safeguarded in perpetuity through an endowment fund.</th>
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<td>National seed collections are managed and documented appropriately for conservation and use.</td>
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<td>Use of national seed collections for increasing the diversity of varietal options with which farmers can respond to climate change.</td>
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2. JOB OVERVIEW

We are seeking a dedicated and highly skilled Local Project Manager to oversee the implementation of our project in Addis Ababa (Ethiopia). The successful candidate will work closely with our partner organization to ensure the timely and effective execution of project activities, troubleshoot any challenges that may arise, and maintain clear and efficient communication with all stakeholders. The Local Project Manager will be responsible for driving the local partner towards successful project completion while adhering to the project's objectives, timelines, and quality standards.
3. **SCOPE OF WORK**

The consultant will work in coordination with other two consultants in assisting project partners in the establishment of user groups and their engagement.

The consultant is expected to conduct the following tasks:

**Project Oversight:** Provide hands-on management and oversight of the project’s implementation, ensuring all activities are progressing according to the project plan and timeline.

**Partner Collaboration:** Establish a strong working relationship with the partner organization, fostering open communication, and resolving any issues or conflicts that may arise.

**Timely Execution:** Monitor the progress of project activities, identify potential delays or bottlenecks, and take proactive measures to ensure timely delivery of milestones.

**Problem Solving:** Quickly identify project-related challenges and develop effective solutions to address them, ensuring the project stays on track.

**Communication:** Maintain clear and effective communication channels with all project stakeholders, providing regular updates on progress, challenges, and achievements.

**Quality Assurance:** Ensure that project activities are executed at a high standard of quality, aligned with project objectives and compliance requirements.

**Risk Management:** Identify potential risks to project success and implement mitigation strategies to minimize their impact.

**Reporting:** Assist the EBI team in preparing regular project status reports, highlighting key achievements, challenges, and upcoming milestones.

**Budget Management:** Collaborate with the finance team to ensure effective budget allocation and utilization for project activities. Assist the EBI team in the preparation of budgets and expenditure forecasts.

**Capacity Building:** Support the partner organization in building their capacity to effectively execute project activities, offering guidance and training where necessary, and fostering their participation in project activities.

**Continuous Improvement:** Continuously review project processes and procedures, proposing improvements to enhance project efficiency and effectiveness.

**Coordination:** Facilitate coordination among various stakeholders, ensuring everyone is aligned with the project’s objectives and contributing to its success.

4. **DELIVERABLES SCHEDULE**

Deliverables are expected continuously throughout the contract period and monitoring/reporting of the deliverables is planned to be achieved through bi-weekly online meetings with the project manager at Crop Trust Headquarters.

5. **PRINCIPLES OF WORK**

The consultant’s scope of work for the execution of the requested services is provided in the terms of reference. It is the consultant’s responsibility to critically assess the scope of services indicated and to propose extensions or amendments based on their experience and professional judgement.
6. QUALIFICATIONS AND EXPERIENCE

Minimum requirements and experience:

- An advanced degree in agricultural science, biology, business administration, development studies or related fields, and a minimum of 5 years of relevant experience.
- Proven experience in project management, preferably in the international cooperation sector and with a successful track record of delivering projects on time and within budget.
- Excellent command of Amharic and English, both written and verbal.
- Strong problem-solving skills, with the ability to think critically and find effective solutions to challenges.
- Exceptional communication and interpersonal skills to engage with diverse stakeholders and build positive working relationships.
- Proactive and self-motivated attitude, with the ability to take initiative and work independently.
- Demonstrated ability to lead and motivate teams, fostering a collaborative and results-oriented work environment.

Strongly preferred skills and experience:

- Familiarity with project management software/skills and reporting is a plus.
- Knowledge of plant genetic resources, agriculture or biological conservation would be advantageous.

7. CONTRACT DETAILS

Duration: October 2023 - May 2025
Expected dedication: 8 hours/week
Location: Addis Ababa, Ethiopia

8. APPLICATIONS

Interested candidates should submit the following:

- a brief cover letter that outlines your qualifications as well as previous relevant experience;
- your curriculum vitae in English (please include your current residence address, telephone and email address);
- please indicate your suggested daily fees in EUR or USD

The above items should be sent to: trustvacancy@cropttrust.org with the subject line “Consultant – Project Manager Ethiopia”

The deadline for applications is 1 October 2023.

Kindly note, that only individual consultants are eligible. Consulting companies, universities, organizations etc. are instead encouraged to respond to specific Calls for Proposals that are being published on this website as required.

By submitting your application, you agree to the Crop Trust processing your personal data as described here.

The Trust is an equal-opportunity employer and strives for staff diversity in gender and nationality.