

TERMS OF REFERENCE

JULY 2023

**Technical Advisor – Agricultural value
chains and MSME finance Rwanda**

1. CONTEXT

1.1. ABOUT ADA

ADA (Appui au développement autonome) is a Luxembourgish, non-governmental organisation that has been increasing the autonomy of vulnerable people in Africa, Central America, and South-East Asia with inclusive finance since 1994, thereby contributing to achieving the sustainable development goals.

ADA leverages its resources and expertise to innovate, support local partners, implement technical support programmes, give Investment advice, and manage knowledge to impact targeted populations positively and sustainably.

ADA's activities focus on three main topics: youth entrepreneurship, agricultural and forestry value chains as well as access to basic services. These activities consider three transversal priorities: climate change, gender, and the use of digital technologies.

In organisational terms, the team includes around 50 employees and a dozen technical advisors in the field. ADA has an average annual budget of 15 million euros.

1.2. PROJECT DETAILS

ADA is in the process of building a sustainable inclusive finance programme in Rwanda. One of the facets of the intervention will be the participation of ADA in a 48-month project which started on 01-Jan 2023 managed by Enabel and financed by the European Union and the Luxembourg Cooperation called "Transformation towards sustainable food systems – Kwihaza".

The objective of the project is to contribute to the transition towards socially and environmentally inclusive food systems with the development of the value chains in the aquaculture, fisheries, and horticulture sectors. Specifically, it aims at increasing in a sustainable way the production, per capita consumption and income generated by fish, aquaculture, and horticulture quality products, with a focus on women and youth.

The role of ADA will focus specifically on access to finance and on how to support aquacultural and horticultural value chain financing. This remains a major constraint for actors willing to invest in the horticultural and the aquacultural sectors. Women and youth face even more difficulties to access finance because of the lack of collateral, while many value chain operators have limited financial capacity and knowledge. On the other hand, financial institutions lack the capacity to understand the sectors and to work with the value chain actors.

To ensure a successful implementation of the activities, ADA is recruiting a full-time consultant to be based in Rwanda who will be responsible for the implementation of the activities in close collaboration with the Enabel team. Expertise both in agriculture (ideally aquaculture) and MSME finance is required. A role of coordination of other projects ADA is involved in Rwanda could be envisioned at a later stage.

2. RESPONSIBILITIES

- Title: Technical Advisor – Agricultural value chains and MSME finance
- Status: Consultant – full time
- Duration of the contract: Until end 2026
- Start date : As soon as possible
- Location : Kigali – Rwanda

Under the supervision of the ADA Project Manager in charge of the Kwihaza project, the Technical Advisor will be responsible for the following activities:

2.1. REPRESENTATION

- Represent ADA in Rwanda in the framework of the Kwihaza project;
- Participate in Kwihaza Steering Committee meetings.

2.2. COORDINATION

- Coordinate and ensure the successful completion of all expected activities in collaboration with project's stakeholders based locally (Enabel, European Union, LuxDev and other relevant organizations) and project beneficiaries;
- Maintain constant communication and coordination with all stakeholders involved;
- Ensure activities planification and project budgeting;
- Collaborate closely with the ADA team.

2.3. TECHNICAL ASSISTANCE

- Support the implementation of relevant financing mechanisms in partnership with local and/or international organizations;
- Identify technical and entrepreneurial training mechanisms;
- Monitor the advancement of the project activities from a strategic perspective, suggest necessary adjustments when required and ensure their successful implementation;
- Define, design, and monitor the implementation of technical assistance plans;
- Participate in the selection process and coaching of the financial institutions for the implementation of innovative financial products targeted at actors of the selected value chains;
- Introduce financial institutions to the existing financing mechanisms relevant for the programme.

2.4. REPORTING

- Ensure the quality control of the services provided by external stakeholders involved in the project;
- Ensure ADA is regularly updated using reports in line with internal procedures;
- Manage and report local expenses;
- Elaborate the operational and financial reports of the project in collaboration with ADA's Project Manager;
- Maintain the database of all project-related documents (reports, contracts, etc.);
- Prepare relevant project documents (action plans, briefing notes, etc.) and terms of reference when required.

2.5. COMMUNICATION

- Prepare and facilitate meetings with partners and beneficiaries;
- Ensure the consistency of activities of the component falling under ADA's responsibility ("support value chains financing") with the other components of the programme;
- Develop synergies with relevant programmes and organisations to achieve project's expected results;
- Monitor the evolution of regulatory frameworks in relation to the project as well as opportunities and threats to the agricultural and financial sectors in general.

3. REQUIREMENTS

3.1. EXPERIENCE

- At least 10 years' experience in managing projects related to agricultural value chains and MSME finance in the East-African region;
- Solid knowledge of inclusive finance needed. Practical experience working with financial services providers appreciated;
- Good understanding of the Rwandan context;
- Current presence in Rwanda preferred.

3.2. EDUCATION / SKILLS

- Master's degree in any relevant field such as agri-finance, business management, rural economics, etc.;
- Solid writing and organization skills;
- Good relationships skills and team player approach.

3.3. LANGUAGES

- Full fluency in English;
- Knowledge of French and/or Kinyarwanda is a major plus.

3.4. OTHERS

- Availability to travel extensively in the country, especially in the districts of intervention (rural areas).

4. APPLICATION FORM

If you are interested in this responsibility and would like to join us, please submit your application by completing our online form, which can be accessed by clicking on the link below:

[Technical Advisor – Agricultural value chains and MSME finance](#)

This application form can be used in place of a covering letter and will allow you to attach your CV.

Your detailed CV (maximum 4 pages) must be recent, accurate and accompanied by the names and contact details of three referees, including a recent contact.

Application deadline: **15/08/2023**



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