



JOB ADVERT

Position Overview:

Rwanda Youth in Agribusiness Forum (RYAF) has signed Memorandum of Agreement (MoA) with SPIU RAB for the implementation of Project Entitled "**Rwanda Dairy Development Project (RDDP) Phase II**". Under this MoA, RYAF is responsible for the intervention of mastitis control and prevention and the intervention of supporting Milk collection centers (MCC) in daily operation with the overall target of increasing the quality and quantity of milk in the supply chain and increasing the participation of youth in dairy value chain. The intervention is done in close collaboration with other project implementing partners and service providers.

To fulfill the responsibilities of RYAF under the MoA; RYAF is recruiting the RYAF RDDP M&E (1) and Agribusiness officer for MCC operation (19)

1. MONITORING AND EVALUATION OFFICER OF RYAF-RDDP Phase II

The RYAF RDDP II M&E Officer will play a pivotal role in ensuring effective monitoring, evaluation, and learning within the responsibilities of RYAF under RDDP II and ensuring the participation of young generation in dairy value chain. This individual will lead RYAF's M&E efforts, overseeing the collection, analysis, and utilization of data to track project progress, assess impact, and facilitate evidence-based decision-making.

Key Responsibilities:

M&E System Development:

- Design and implement a comprehensive M&E framework, including indicators, data collection tools, and reporting mechanisms, in alignment with project objectives and donor requirements and the forum priorities
- Develop M&E plans and protocols to guide data collection, analysis, and reporting throughout the project lifecycle.
- Establish data quality assurance procedures to ensure the accuracy, reliability, and completeness of collected data.

Data Collection and Management:

- Coordinate the collection of baseline data and regular progress updates on project activities, outputs, and outcomes.
- Manage databases and information systems for storing, organizing, and analyzing project-related data.
- Conduct field visits and interviews to gather qualitative and quantitative data from project participants reached by RYAF, stakeholders, and beneficiaries and develop a report reflecting MoA intervention progress, toward required quality target of MoA and towards the target of forum of job creating in dairy value chain.
- To measure performance against performance measurement baseline
- To keep the database of beneficiaries reached during intervention with the services provided to them and ensure the segregation of data by Sex and Age so that to monitor the number of women and youth benefited from the project





Monitoring and Reporting:

- Monitor project implementation against planned activities, timelines, and targets, identifying deviations and challenges.
- Prepare periodic progress reports, dashboards, and presentations on key performance indicators, achievements, and lessons learned.
- Ensure timely submission of M&E reports to RYAF RDDP Operation Manager, a report ready to be shared with RAB SPIU, highlighting *successes, challenges, and recommendations*.

Impact Assessment and Learning:

- Lead efforts to assess the impact and effectiveness of project interventions on youth employment in dairy value chain either creation of own business in dairy value chain or being employed by value chain actors and number of youth joining dairy cooperatives
- Conduct evaluations, surveys, and studies to measure changes in knowledge, attitudes, and behaviors among project beneficiaries.
- Facilitate learning workshops, reflection sessions, and knowledge-sharing events to promote continuous improvement and adaptive management.

Capacity Building and Support:

- Provide training and technical assistance to Agribusiness officer for MCC operation and technicians for mastitis control and prevention on M&E concepts, tools, and methodologies
- Strengthen the capacity of RYAF and consortium partners to collect, analyze, and utilize M&E data for decision-making and accountability.
- Foster a culture of learning and evidence-based decision-making within the MoA implementation team of RYAF.

Qualifications and Skills:

- Bachelor's or Master's degree in Monitoring and Evaluation, Statistics, Project Management, Economics, Agriculture Economics and/or Agribusiness,
- Minimum of 3 years of relevant experience in M&E or in project implementation through agriculture cooperative preferably in the context of dairy or youth empowerment
- Proficiency in M&E methodologies, including quantitative and qualitative data collection and analysis techniques.
- Strong analytical and problem-solving skills, with the ability to interpret and synthesize complex data sets.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Having ability to do the presentation (Presentation skills)
- Proficiency in data management and analysis software such as Excel, SPSS, STATA....
- Knowledge of establishment Data collection forms using mobile apps like Kobo collect, google forms, etc.....
- Knowledge in business plan development, strategic plan and action plan will be an added value





- Female candidate is encouraged to apply

Duration and Reporting:

- The position is for one year with possibility of Extension depending on performance or fund availability till the end of project
- The Project M&E Officer will report directly to the RYAF RDDP Operation manager and collaborate closely with forum staff, project teams, partners, and donors on M&E activities and reporting.
- Prove flexibility and readiness to work in the field across the country, particularly in East, North, South and West.

2. Agribusiness officer for MCC operation

TERMS OF REFERENCE

To be able to deliver services that meet members and partners' expectation, RYAF is looking for high motivated individual who will carry out responsibilities related to day-to-day operations of the Forum as follow: the responsibilities of this role will include, but certainly not limited to:

- Support the cooperative in dairy operation of cooperative and MCC.
- Assist in preparation of the cooperative General Assembly (GA) and occasional meetings.
- Support the cooperative in the preparation of operational documents (5 Years strategic plan; amending the internal rules and regulations according to new cooperative law, procedural manual of cooperative and annual work plan)
- Monitoring the implementation progress for the 5 years strategic Plan, Internal rules and regulation, procedure manual of cooperative and annual work plan
- Assist the cooperative in the preparation of coaching and training to the members of cooperatives and farmers working with cooperative on proper dairy husbandry practices with the goals of increasing the quantity of milk collected by the MCC and reduced the quantity of milk rejected due to poor quality.
- Support in data capture and record keeping in MCC operations
- Identification of youth doing dairy farming and mobilize them to join dairy cooperatives or work with dairy cooperatives.
- Encourage the cooperative on the initiation of milk supply contracts that define milk quality, milk-handling procedures, and time of delivery and payment terms with specific Penalties for the breach of contract.
- Support the development and signing of milk supply contracts between farmers and MCCs, MCPs/MCCs and milk aggregators, MCCs and processors or other off-takers;
- Support to implement the law and regulations governing dairy sector and the resolutions and recommendations drawn by different service providers addressed to MCCs/Cooperative
- Support to replicate the best practices learned from service Providers;





- In collaboration with the cooperative's management committee, support in preparation of MCC business reports both technical and financial
- Facilitate, assist, and link the cooperatives with potential buyers for dairy products.
- To mobilize farmers to supply milk to MCCs and join the cooperative so that to increase the quantity of raw milk supplied to the MCC
- Undertake timely reporting (Weekly flash report and data, monthly and Quarterly report and Annual report
- Undertaking any other assignments or relevant duties in the field of his/her competences as may be assigned by his direct supervisor.

SELECTION CRITERIA

To qualify for this offer, these will be the key requirements:

1. Bachelor Degree in Agriculture Economic or agribusiness.
2. Having a proven experience of working with agricultural Cooperatives.
3. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint).
4. Strong verbal and written, listening in English and communication skills.
5. Demonstrated attention to detail.
6. Having critical thinking and analytical skills.
7. Showing the interest of creating own business in dairy value chain after the time of employment
8. No more than **30 years'** old.
9. **Young women are highly encouraged to Apply.**
10. Be able to start immediately after the recruitment process.

Application Modalities

The following are the key guidelines to apply for the above job offer:

1. Motivation letter addressed to the **RYAF Chief Executive Officer**.
2. Updated **SIGNED** Curriculum Vitae of not more than 3 pages with at least 3 professional references, Degrees and certificate copies.
3. Mentioning the name of position applied for in the subject
4. Soft copies must be submitted to the email: ryafrecruitment@gmail.com not later than Friday 31st January 2025, **23:59 PM**.
5. Application will be sent in a single PDF file; separate documents will not be considered.
6. Shortlisted candidates will be contacted for the next stage of the selection process.

Done at Kigali, on 27th January 2025

Jean Marie Vianney RWIRIRIZA

RYAF Chief executive officer

