

## YONER Liber CWW PARTNERS Project

### Call for Application

#### Project Management Team

Role	Report
Project Coordinator	Director of Programs
Project Associate	Project Coordinator
Finance Associate	Directors of Finance and Administration
Project MEAL Associate	Director of Programs

#### Call for Application, Qualifications and Compensation

YONER Liberia is hiring four (4) young Liberians to form a team to lead project management for its 10-month small rural agri-business training program with funding support from Concern Worldwide Liberia office under the EU Funded Project: PARTNERS Programme for SHFs (Smallholder Farmers), MGs (Mother Groups) and VLSAs (Village Loan Savings Associations) in District # 3, Grand Bassa County.

#### Requirements / Eligibility:

At least an Associate Degree

10-month contract / project

At least two years of experiences

18 - 35-year old

#### Benefits:

Monthly transportation and communications (Voice and Data) allowance for field visits, monitoring, reporting writing, and team communication

#### Skills:

⇒ Excellent writing and speaking skills

⇒ Presentation skills

## Terms of Reference and JD

### Project Coordinator

#### Direct Report: Director of Programs

#### Secondary Report: CEO

YONER Liberia is hiring a Project Coordinator to lead project management for its 10-month small agri-business training program with funding support from Concern Worldwide Liberia office under the EU Funded Project: PARTNERS Programme for SHFs (Smallholder Farmers), MGs (Mother Groups) and VLSAs (Village Loan Savings Associations) in District # 3, Grand Bassa County.

### About YONER Liberia

YONER Liberia is a social enterprise and tech-education accelerator reimagining education and employability through social entrepreneurship, higher education management and tech innovation. Founded in 2008 to rehabilitate and reunite child soldiers of Liberia's civil war who transitioned to being youth with their families and reintegrate them into their communities, YONER's innovative programs have impacted over 100,000 youth, students, young women and disadvantaged young people across Montserrado, Margibi, Grand Bassa, Bong and Nimba Counties.

Over the past five years of rebranding, YONER's program designs have specifically focused on facilitating young people's self-reliance, independence and preparedness for quality education, job and business opportunities.

*Reimagining Employability*, an incubator program and *Reimagining Education*, an education advancement program are YONER's two core programs focus on equipping young people with the skills to thrive in the workforce and create job opportunities and facilitate young people to acquire quality higher education abroad in over 10 countries, globally.

[YONER Liberia](#) is an independent and legally registered Youth and Local Community Development NGO with Business Registration No: 052300371 and Tax Identification No: 500993829.

## **About Concern Worldwide PARTNERS Project (CWW PARTNERS Project)**

The CWW PARTNERS Project is a 10-month entrepreneurship program focused on ensuring the establishment of an ecosystem that enhances coordination and cooperation amongst agripreneurs and stakeholders for an improved efficiency of agribusiness operation. The project seeks to achieve the production of quality agri products and services in Districts 3 and 4 in Grand Bassa County.

Seeking to enhance coordination and cooperation amongst Smallholder Farmers (SHFs), Mother Groups (MGs), Village Savings and Loan Associations (VLSA), and Stakeholders, the project will give technical support in different areas to these target groups in their farming and business activities, and to contribute to creating financial opportunities for village savings and loans associations.

The CWW PARTNERS Project targets 1440 Direct Beneficiaries: 840 Village Savings and Loan Associations members, 300 Smallholder Farmers and 300 Mother Groups members over ten months.

As an implementing partner, YONER will lead the business development mentorship and support the various target groups and beneficiaries to obtain the fundamental business skills and develop the relevant business acumen.

### **Objectives**

YONER's efforts in the project will contribute to achieving the following specific objectives:

- ⇒ Establish a District Agribusiness Stakeholders Coordination Committee.
- ⇒ Support the growth and personal development of SHFs through hands-on business training and workshops.
- ⇒ Enhance access to information and knowledge sharing to promote entrepreneurship and skill building among targeted groups in the communities and district committees.

## About the Role

The Project Coordinator reports directly to the Director of Programs and the CEO is YONER Liberia's lead, responsible for successfully executing and reporting on the CWW PARTNERS Project.

## Program Management

- Collaborate with the Director of Programs and CEO to design overall program strategy, work plan and result-based management tools.
- Provide leadership, ownership, delivery, management and oversight to the CWW PARTNERS Project.
- Define program and project goals, processes, deadlines, milestones and implementation mechanisms based on YONER's strategic program objectives.
- Collaborate with the CEO and Directors of Programs, Finance and Administration to manage the CWW PARTNERS Project budget and staffing.
- Facilitate preparation and reporting on the CWW PARTNERS Project activities.

## Research, Quality and Evaluation

- Lead YONER's research and planning efforts to successfully deliver on the CWW PARTNERS Project.
- Facilitate knowledge building, management and sharing internally and externally.
- Ensure program quality and evaluation to gather results that satisfy stakeholders' needs and the successful project implementation.
- Collaborate with the programs and evaluation teams to develop objective performance measurements across the project to ensure high-quality evaluation for the project.
- Identify, develop and implement strategies for maximizing synergies among the project structures.

## Business Development

- Assist the CEO and Director of Programs to manage stakeholders and beneficiaries relationships across the project.
- Support the CEO in partnership management, resource mobilization, proposal and presentation development and report preparations for the project.

## Skills and Abilities

The Project Coordinator must possess the following skills and abilities:

- Ability to work in Microsoft Office and Google Workspace
- Excellent strategic planning and project management skills
- Excellent verbal and written communications skills
- Strong coaching and mentorship abilities
- Critical thinking and creative problem solving abilities
- Strong research and strong analytical skills

## Application, Qualifications and Compensation

Interested individuals and institutions may submit a package containing the following to [yonerliberia2008@gmail.com](mailto:yonerliberia2008@gmail.com) and [info@yonerliberia.org](mailto:info@yonerliberia.org) by Wednesday, January 19, 2022 at 11:59PM.

1. A cover letter and resume (or personal profile) containing prior experience and qualifications and skills relevant to the role.
2. A two-page concept outlining a background situational analysis of agripreneurship for smallholder farmers and a plan to improve its local ecosystem.

The Project Coordinator will receive an attractive monthly salary above the minimum wage of the Republic of Liberia (subject to tax), registration with NASSCORP for benefits and a monthly transportation and communications allowance for field visits, monitoring, and reporting and team communications.

The ideal candidate must hold at least a Bachelor Degree and have a minimum of two years professional experiences in the same or similar field and role.

Upon selection, additional information about the role will be provided and the candidate and YONER will define and develop the scope of operations for the project along with deliverables and milestones. All inquiries may be submitted to the email address above.

## Terms of Reference and JD

### Project Associate

#### Direct Report: Project Coordinator

#### Secondary Report: Director of Programs

YONER Liberia is hiring a Project Associate to support the implementation of its 10-month small agri-business training program with funding support from Concern Worldwide Liberia office under the EU Funded Project: PARTNERS Programme for SHFs (Smallholder Farmers), MGs (Mother Groups) and VLSAs (Village Loan Savings Associations) in District # 3, Grand Bassa County.

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Over the past five years of rebranding, YONER's program designs have specifically focused on facilitating young people's self-reliance, independence and preparedness for quality education, job and business opportunities.

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## **About Concern Worldwide-PARTNERS Project (CWW PARTNERS Project)**

The CWW PARTNERS Project is a 10-month entrepreneurship program focused on ensuring the establishment of an ecosystem that enhances coordination and cooperation amongst agripreneurs and stakeholders for an improved efficiency of agribusiness operation. The project seeks to achieve the production of quality agri products and services in Districts 3 and 4 in Grand Bassa County.

Seeking to enhance coordination and cooperation amongst Smallholder Farmers (SHFs), Mother Groups (MGs), Village Savings and Loan Associations (VLSA), and Stakeholders, the project will give technical support in different areas to these target groups in their farming and business activities, and to contribute to creating financial opportunities for village savings and loans associations.

The CWW PARTNERS Project targets 1440 Direct Beneficiaries: 840 Village Savings and Loan Associations members, 300 Smallholder Farmers and 300 Mother Groups members over ten months.

As an implementing partner, YONER will lead the business development mentorship and support the various target groups and beneficiaries to obtain the fundamental business skills and develop the relevant business acumen.

### **Objectives**

YONER's efforts in the project will contribute to achieving the following specific objectives:

- ⇒ Establish a District Agribusiness Stakeholders Coordination Committee.
- ⇒ Support the growth and personal development of SHFs through hands-on business training and workshops.
- ⇒ Enhance access to information and knowledge sharing to promote entrepreneurship and skill building among targeted groups in the communities and district committees.

## About the Role

The Project Associate reports directly to the Project Coordinator and the Director of Programs and is responsible to support the program, communications and operations of the CWW PARTNERS Project.

## Program Management

- Support the Project Coordinator and Director of Programs in effectively implementing the project.
- Support beneficiaries' recruitment and on-boarding and ensure effective client, beneficiary and stakeholder engagements.
- Assist in planning program and outreach activities for the CWW PARTNERS Project.
- Facilitate the nurturing and maintenance of good relationships with all partners and beneficiaries of the project.
- Assist in the preparation and publication of activities and project reports.
- Assist the development, recruitment and management of project facilitators and beneficiaries.

## Research and Development

- Assist the Project Coordinator to conduct regular desk reviews, research and planning in support of the project implementation.
- Support the facilitation of knowledge building and knowledge sharing within the project and YONER's portfolio.
- Support and development and execution of situational analysis, develop insights and strategic perspectives on new opportunities.

## Communications and Partnerships

- Collaborate with the Project Coordinator to represent YONER and the Project at the project or partner and beneficiary functions.
- Provide communications support and assist in planning outreach programs, meetings and presentations for the project.
- Support YONER's communications team to develop and execute effective social media strategies.
- Assist the communications team to develop storytelling content on the project impact for distribution to stakeholders and partners.



## Skills and Abilities

The Project Associate must possess or develop the following skills and abilities:

- Critical thinking and problem solving skills
- Ability to learn new skills and apply knowledge to real world situations
- Strong research and strong analytical skills
- Basic project management and effective communications skills
- Ability to work in Microsoft Office and Google Workspace
- Familiarity with and ability to effectively use the internet and various applicable social media platforms

## Application, Qualifications and Compensation

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1. A cover letter and resume (or personal profile) containing prior experience and qualifications and skills relevant to the role.
2. A one-page concept outlining a background situational analysis of agripreneurship for smallholder farmers and a plan to improve its local ecosystem.

The Program Associate will receive an attractive monthly salary above the minimum wage of the Republic of Liberia (subject to tax), registration with NASSCORP for benefits and a monthly transportation and communications allowance for field visits, monitoring, and reporting and team communications.

The ideal candidate must hold at least an Associate Degree and have a minimum of one year professional experience in the same or similar field and role.

Upon selection, additional information about the role will be provided and the candidate and YONER will define and develop the scope of operations for the project along with deliverables and milestones. All inquiries may be submitted to the email address above.

## **Terms of Reference and JD**

### **Finance Associate**

**Direct Report: Director of Finance**

**Secondary Report: Director of Administration**

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## About the Role

The Finance Associate reports directly to the Director of Finance and the Director of Administration and is responsible to support daily business operations and administration.

## Finance

- Assist in financial planning, execution and reporting, and the management of daily working capital: cash, payables, receivables for the project.
- Assist in procuring materials, resources and compliances, including conducting and preparing timely vendor due diligence, requests, orders, vouchers and payments for the project.
- Assist with timely donor reporting and manage client invoicing and completion of project milestones.
- Assist in budget management and confirmation, including ensuring purchase and hiring requests are in line with donor and client project budget.
- Prepare and submit for review and approval, activities budgets.
- Help review quarterly and annual accounts closure for financial statements and reporting.

## Administration, Communications and Operations

- Ensure proper maintenance and completeness of supporting documents and filing in accordance with YONER's financial system.
- Assist in the preparation of team members' schedules, project assignments and other functions that may arise as needed.
- Assist team members to register with appropriate government and financial institutions during onboarding, if necessary.
- Assist in providing in-depth analysis of various financial information/indicator/trial balances to inform the project's financial health.
- Adequately following internal controls and assisting to ensure financial security.
- Maintain asset register, ensure that assets are in good working condition and are uniquely coded and perform regular asset verification.
- Assisting in organizing travel arrangements, including preparing itineraries, travel authorization and travel forms, obtaining clearances (security, health, etc) and signatures, ticket reservations, processing travel claims and requesting reimbursement.

## Skills and Abilities

The Finance Associate must possess the following skills and abilities:

- Strong quantitative, analytical, financial and mathematical skills
- Excellent organizational and research skills
- Working knowledge in Microsoft Office and Google Workspace: Excel and Spreadsheet
- Critical thinking and problem solving skills
- Fundamental logistics and supply chain management skills

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1. A cover letter and resume (or personal profile) containing prior experience and qualifications and skills relevant to the role.
2. A two-page financial control procedure and system management plan for effective management of the project funds.

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The ideal candidate must hold at least an Associate Degree and have a minimum of one year professional experience in the same or similar field and role.

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## Terms of Reference and JD

### Monitoring, Evaluation and Learning Associate

**Direct Report: Director of Programs**

**Secondary Report: Project Coordinator**

YONER Liberia is hiring a MEAL (Monitoring, Evaluation and Learning Associate) to support the implementation of its 10-month small agri-business training program with funding support from Concern Worldwide Liberia office under the EU Funded Project: PARTNERS Programme for SHFs (Smallholder Farmers), MGs (Mother Groups) and VLSAs (Village Loan Savings Associations) in District # 3, Grand Bassa County.

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### **About the Role**

The MEAL Associate reports directly to the Director of Programs and the Project Coordinator and is responsible to support the effective implementation and accountability of the project and the delivery of its results.

## Research and Development

### Research, Quality and Evaluation

- Support the Project Coordinator and Director of Programs to design YONER's evaluation framework and research efforts to successfully deliver on the project.
- Facilitate knowledge building, management and sharing internally and externally.
- Identify, develop and implement strategies for maximizing synergies among the project structures.
- Provide inputs to project implementation from the launch to final execution and reporting.
- Identify and implement new and effective tools for the successful implementation of the project.

### Quality and Evaluation

- Ensure program quality and evaluation to gather results that satisfy stakeholders' needs and the successful project implementation.
- Collaborate with the programs and evaluation teams to develop objective performance measurements across the project to ensure high-quality evaluation for the project.
- Assist in the preparation of activities and final project reporting, including impact, challenges and next steps.
- Provide project management support, including developing and tracking work plans, monitoring deadlines and deliverables, and other relevant project-related elements.
- Perform other duties as assigned.

### Skills and Abilities

The MEAL Associate must possess the following skills and abilities:

- Strong quantitative, analytical and statistical skills
- Excellent research and development skills
- Working knowledge in Microsoft Office and Google Workspace: Excel and Spreadsheet
- Critical thinking and problem solving skills
- Fundamental project management skills



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1. A cover letter and resume (or personal profile) containing prior experience and qualifications and skills relevant to the role.
2. A two-page proposal to monitor and evaluate the implementation and impact of the project.

The MEAL Associate will receive an attractive monthly salary above the minimum wage of the Republic of Liberia (subject to tax), registration with NASSCORP for benefits and a monthly transportation and communications allowance for field visits, monitoring, and reporting and team communications.

The ideal candidate must hold at least a Bachelor Degree and have a minimum of one year professional experience in the same or similar field and role.

Upon selection, additional information about the role will be provided and the candidate and YONER will define and develop the scope of operations for the project along with deliverables and milestones. All inquiries may be submitted to the email address above.