

**TERMS OF REFERENCE**

**Position Title:** Chief of Party (COP)

**Projects:**  Community Based Agriculture and Rural Development Program (CBARD)

**Location:**  Kabul, Afghanistan

**Reports to:**  President

**Contract Period:** July 2022 through January 31, 2025

**PROJECT SUMMARY**

Roots of Peace is a humanitarian organization that has worked in war-torn countries around the world with our partners to remove the remnants of war, landmines and unexploded ordinance, and restore the land in order to rebuild peaceful communities for generations to come. For the past twenty years, the Roots of Peace award-winning “Mines to Vines” approach has impacted one million farmers and families, enabling the exports worth over $150 million to international markets. Since beginning our work in Afghanistan in 2003, Roots of Peace has worked with agricultural value chains in every province of the country resulting in 100,000 tons of exports, creating over 9,000 full-time agribusiness jobs that benefited more than 38,000 families from these value chain approaches. From farmers to exporters, Roots of Peace develops entire agricultural value chains by implementing the ROP Development Model which is designed to serve as a catalyst to generate much broader impact industry-wide - improving incomes for smallholder farmers, bringing peace to rural communities, transforming national industries.

Community Based Agriculture and Rural Development (CBARD) is designed to build the licit agriculture sector, specifically the high market value crops including fruits, nuts and vegetables, in regions of Afghanistan dominated by opium production. High market value crops are a viable alternatives to poppy cultivation when production and marketing support is provided for the licit alternatives. CBARD aims to introduce and strengthen local production and marketing of high-value crops as alternatives to poppy cultivation. The selection of districts was based on the high incidence of poppy cultivation. CBARD is a $45M program funded by US Department of State, Bureau of International Narcotics and Law Enforcement Affairs (INL) through the United Nations Development Program (UNDP). CBARD is actually made up of four different projects, CBARD-AIM, CBARD-M, CBARD East and West.

The position will be the Chief of Party for the four project, including Community Based Agriculture and Rural Development, Access to International Markets (CBARD-AIM) and Community Based Agriculture and Rural Development, Marketing CBARD-M. The two marketing programs will connect the farmers supported by CBARD to major domestic and international markets by connecting the farmers to traders and by developing pack houses, processing centers and a working cold chain. The COP also manages the production focused programs of CBARD East and West.

**RESPONSIBILITIES**

Assume overall responsibility for the CBARD Programs.

**PROGRAM MANAGEMENT**

**Deliverables**

* Clearly communicate the objectives and deliverables of the program to the entire team, donors and key stakeholders.
* Establish the plan to achieve all objectives and deliverables of the programs. Track progress and report to donors and Home Office on a monthly basis. The COP shall take the initiative to establish a tracking mechanism and organize the monthly meetings.

**Manage Program**

* Coordinate all required planning to establish and achieve program objectives.
* Deliver all required plans and reports to UNDP per agreement in a timely manner.
* Manage team to implement program tasks to achieve program objectives.
* Track team progress and adjust when necessary to achieve program objectives.
* Ensure Roots of Peace Home Office Management is briefed regularly, including any significant potential problems.
* Track spending per budget.
* Ensure UNDP and INL are periodically briefed on program results and challenges.
* Manage all communications with UNDP, INL and MAIL.

**Direct Reports**

* DCOP Production
* Business Development Specialist
* M&E Specialist
* Marketing Specialist
* Director Operations
* Grants Specialist
* Finance Director (Home Office – Dotted Line)
* Communications Specialist

**Liaise with UNDP, INL and MAIL**

* Responsible for ensuring close collaboration with CBARD production team.
* Responsible for all communications with ROP, MAIL, Afghanistan Chamber of Commerce and Industry (ACCI), Ministry of Finance (MoF), Ministry of Commerce and Ministry of Economy, Department of NGOs, and the Private Sector; and with other International implementing organziations: United States Agency for International Development (USAID), United Nations Organization for Drugs and Crime (UNODC) ensuring that and pall reports and requests for information are delivered on time. Ensure that cordial and productive working relations are maintained with ROP/Donor and the Islamic Emirates of Afghanistan, within compliance of current OFAC regulations.
* When possible lead UNDP, INL officials to visit program implementation sites explaining the status of work projects.
* Brief (in-person) UNDP and INL quarterly on the progress and challenges of the program.
* Work proactively and directly with UNDP and INL on any issues impacting the program by presenting challenges and recommending solutions.

**PROGRAM ADMINISTRATION**

**Monitoring**

* Be able to continuously assess program implementation and make adjustments when necessary to keep the program on track and/or enhance implementation.
* Ensure program deliverables are met on timely basis.
* Conduct field visits, when possible, to verify quality work.
* Oversee implementation of M&E work.
* Manage contract amendments or revisions, if required.

**Budget & Financial Management**

* Responsible for the management of program budgets.
* Work with ROP financial team to ensure timely (within 30 days) invoicing for program activity.
* Confirm the documentation for program expenses are complete
* Troubleshoot any invoicing problems with ROP financial team.
* Anticipate purchasing needs and oversee procurements to maintain compliance with donor regulations.
* Manage budget modification process as needed.

**Human Resources**

Work with ROP HR (Home Office & In Country) to manage all personnel issues.

Oversee all hiring, firing, position changes and salary changes for the teams.

**Compliance**

Oversee all aspects of compliance with ROP policies and UNDP donor regulations.

**Reporting**

Ensure that all UNDP and INL reports are submitted in a timely manner. Respond to UNDP and INL ad hoc information requests in a timely and professional manner. Alert Roots of Peace Management of any problems or issues immediately. Update Home Office on a monthly basis using project tracking reports.

**Security**

Coordinate with Operations Director (In Country) to monitor security in all program areas and make changes or improvements for ROP security plans, policies and procedures as required.

**Direct Coordination**

The COP will work closely with Home Office Staff including Vice President, Programs, Senior Program Support Specialist and other senior team members in Roots of Peace (Home Office and in Country). It is the responsibility of the COP to maintain excellent working relationships between their team and the Home Office.

**MINIMUM QUALIFICATIONS**

The COP qualification should include but not be limited to the following requirements:

* Hold a Master’s Degree in Agriculture Economics or Business.
* Experience in marketing agricultural products, at least one program.
* Past experience working with horticultural enterprises, at least one program.
* Experience as program leader (COP, Program Director, Team Leader) working on development projects, at least two programs as leader.
* Experience in Afghanistan is required, at least one program.

**EVALUATION CRITERIA**

For those candidates who meet the criteria above, we will evaluate the following quality of:

* Experience managing development programs
* Work in Afghanistan
* Experience in horticulture sector
* Education in related field to this program
* Experience working on donor funded programs, UNDP experience is a plus.

**LOCATION**

Throughout the assignment, the COP will reside in Kabul.

**COMPENSATION**

Compensation for this position will be based upon past compensation. Special allowances will be provided for time in country. Living quarters are provided at the Baron Hotel. All transportation, security and logistics are provided. Three paid leave trips home per year. Paid leave and holidays provided. For more details, please see the Roots of Peace Personnel Plan. This plan will be provided along with a job offer.

**APPLICATION**Please submit your current CV to Jeanne-Marie Cresalia, Human Resources Manager, Roots of Peace at [jm@rootsofpeace.org](mailto:jm@rootsofpeace.org). Your CV should have at least three references included. Please review the required qualifications above. All five requirements are firm.