

TERMS OF REFERENCE

I. General Information

- **Unit:** *Business Development Unit*
- **Position:** *Business Development Associate*
- **Country:** *Abidjan*
- **Duty Station (city):** *Cote d'Ivoire*

II. Supervision

Name of Supervisor: *Nagnouma Kone*

Title of Supervisor: *Senior Regional Business Development Officer*

Content and Methodology of Supervision:

The YPA will report to the Senior Regional Business Development Officer.

A detailed work plan will be agreed upon with the Business Development Unit, outlining specific tasks and objectives in relation to the Units Mission, Vision and Workplan for the year 2024. This work plan will be reviewed and updated every six months to ensure alignment with organizational goals and priorities. Additionally, individual meetings and discussions will be scheduled as needed by both parties to track progress and provide timely feedback.

It is expected that YPA will actively participate in Business Development Unit's meetings, contributing their expertise and insights to the overall portfolio of GGGI Africa. These program meetings serve as a platform for collaboration and coordination among team members of the Unit towards the delivery of quality services to the Officer of the Director and Head of Programs- Africa and GGGI Country Offices in Africa.

III. Assignment Details

Task Description

- *Support to the Senior Regional Business Development Officer in maintaining productive relationships with key Korean donors and partners (KOICA, Ministry of Economy and Finance, Korea Forestry Service, Korea Rural Community Corporations, Korean Exim Bank, etc.) and government stakeholders and developing networks for effective project implementation.*
- *Monitor trends, identify opportunities and risks in regard to country level resource mobilization and inform the Regional Office in a timely manner, suggesting where appropriate actions to position GGGI.*
- *Support the preparation of analytical research, concept notes and project proposals including providing guidance on the recalibration of inputs and outputs; ensure that timely donor approval is requested for project amendments.*

- *Support proposal development, including conducting background research to inform proposal design.*
- *Support the preparation of tailored advocacy, outreach and pitch materials targeting both current and potential donors.*
- *Support the preparation of business cases and programme proposals.*
- *More responsibilities within business development as deemed fit.*

Program/Project Description

The mandate of the Business Development Unit of GGGI Africa is to support the Director and Head of Programs, as well as the Africa Country Offices in ensuring organizational effectiveness and quality. The Unit is also for resource mobilization and partnership with governments of Africa and sovereign entities such as bilateral aid agencies and traditional entities. As such, the talented individual will work with the Regional Office for Africa, specially, the Business Development Unit to support the team on strategic partner relations management and partners outreach (current and potential). Current, potential partners encompass governmental donors, private sector, foundations, and international financing institutions as well as innovative financing modalities. The Associate will primarily contribute to supporting strategic partner research, intelligence gathering of funding trends, in-depth research on target donors, /partners in the region and on all GGGI sectors as well as the preparation of materials in support of advocacy and resource mobilization activities. The latter entails assistance with the development of tailored fundraising materials, making the case for funding for GGGI to target stakeholders.

Results/Expected Outputs

- *Conduct background research on competitors, countries, projects, donor priorities and funding, and other Business Development specific information.*
- *Contribute to the development and maintenance of the Business Development Department's databases and filing systems.*
- *Providing administrative and logistical support to the Proposal Managers, especially on Korean ODA.*
- *Writing Business Development-related materials including marketing one-pagers, capacity statements, and other thought pieces as well as proposal sections such as CV formatting, past performance references, and institutional capacity sections; and;*
- *Contributing to quality of written content including proofreading, formatting, and editing documents for donors.*

IV. Qualifications and Experience

Minimum Academic Requirements (level of education, relevant major)

- *Master's degree in business administration, economics, finance, political science, international relations, development, or other areas related to green growth.*
- *Bachelor's degree in the above fields with additional years of relevant experience may be accepted in lieu of a master's degree.*

General Professional Experience

- *Strong analytical and organizational skills, and ability to deliver results on time*
- *Excellent written and verbal communication skills*
- *International exposure and interest in Africa*

Specific Professional Experience

- *Good understanding of resource mobilization, business development or an interest and willing to learn*
- *International exposure and interest in Africa*

Key Competencies of the Assignment

- *Full computer literacy (Microsoft Office Suite)*
- *Good command of spoken and written English*
- *Good knowledge of UN rules*
- *Certifications in Prince2 Foundation, Practitioner and/or PMP are considered an asset*

TERMS OF REFERENCE

I. General Information

- **Unit:** *Green Growth Planning and Implementation (GGPI)*
- **Position:** *Agriculture and Rural Development Specialist*
- **Country:** *Senegal*
- **Duty Station (city):** *Dakar*
- **Agency:** *Global Green Growth Institute (GGGI)*

II. Supervision

Name of Supervisor: *Assana Magagi-Alio*

Title of Supervisor: *Country Representative*

Content and Methodology of Supervision:

The YPA will report to the Country Representative as his/her supervisor. Supervisor and YPA will establish a work plan and key performance Indicator based on GGGI's global and Senegal KPI, which will be officially evaluated mid-year and end-year.

A detailed work plan will be agreed upon with the Country Representative, outlining specific tasks and objectives. This work plan will be reviewed and updated every six months to ensure alignment with organizational goals and priorities. Additionally, individual meetings and discussions will be scheduled as needed by both parties to track progress and provide timely feedback.

The YPA will actively participate in program meetings, contributing their expertise and insights to the overall project. These program meetings serve as a platform for collaboration and coordination among team members.

III. Assignment Details

Task Description

• *Program Development and Design (30%)*

- Conduct comprehensive research and analysis to identify programmatic gaps and opportunities, contributing to evidence-based decision-making.
- Support Country office formulation and design of the country programme and its component that address agriculture, digital transformation, climate change and rural development for women and youth.
- Coordinate with relevant teams to gather necessary information, conduct needs assessments, and develop logical frameworks and theories of change.
- Facilitate consultations with relevant stakeholders, including beneficiaries, government representatives, and community leaders, to ensure their active participation in project implementation.

• *Data collection Program Management (35%)*

- Support management of programs and interventions including the collection of secondary data and the preparation of regular internal and donor reports.
- Conduct periodic field visits to project sites to monitor activities, assess impact, and ensure compliance with project guidelines and standards.
- Contribute to better knowledge and experience-sharing between GGGI and development actors and across GGGI operations by documenting and disseminating good practices and lessons learnt.
- Support in developing training activities aimed at the capacity building of national partners and project/programme beneficiaries.

• *Technical support for Climate-smart Initiatives (20%)*

- Conduct a capacity needs assessment and develop a capacity development strategy to address knowledge and technical gaps for the adoption of climate smart initiatives.
- Provide Technical Assistance to develop appropriate agriculture, digital transformation, climate change and rural development for women and youth projects/programs interventions in GGGI.
- Closely work and coordinate with the relevant team for consensus in the implementation of identified and agreed interventions and practices.
- Providing effective expert support in climate smart initiatives practices and packages deployment for farmers, women, and youth

• *Partnership and Resource Mobilization (15%)*

- Conduct a thorough analysis of the country to identify potential strategic partners and pinpoint opportunities for mobilizing resources and securing co-financing.
- Share knowledge and provide guidance to Country Office on effective resource

mobilization strategies and techniques.

- Develop funding proposals and briefing documents for donors, emphasizing the importance of rigorous content, adherence to timelines, and high-quality formulation processes.
- Maintain up-to-date records and documentation of donor interactions, proposals, and funding agreements.
- Establish and maintain strong relationships with UN agencies, existing and potential donors, including regular communication and engagement activities.

Program/Project Description

GGGI Senegal Country Office is implementing several projects including project below and new project development where the YPA will be engaged.

Climate Smart Agriculture and Sustainable Value Chains in Senegal

The 'Climate Smart Agriculture and Sustainable Value Chains in Senegal' Project is a 4-year initiative funded by the Republic of Korea through Ministry of Agriculture, Food and Rural Affairs (MAFRA). It aims to address the challenges faced by the rice and vegetable value chains in the Dagana region in Saint-Louis, the Senegal River Valley, and enhance food self-sufficiency and security in the country.

The project builds on previous successful initiatives and focuses on building local capabilities in climate-smart agriculture, promoting digital transformation, and inclusive innovation in agricultural value chains. Gender and social inclusion are integral to the project's activities, aiming to create socio-economic co-benefits for women and other marginalized groups.

The project's main objectives include improving the income and harvest rate of farm households, providing financial services through digital banking, creating green businesses and employment opportunities, and reducing greenhouse gas emissions through solarization and climate-smart practices.

The project aligns with national development priorities and strategies, such as the Emerging Senegal Plan, the Program to accelerate the pace of Senegal Agriculture, the Digital Senegal Strategy, and the Senegal Nationally Determined Contribution.

Solar-Powered Irrigation for Climate-Smart Agriculture in the Senegal River Valley

The project focuses on addressing the challenges faced by the agricultural sector in Senegal due to climate change and high greenhouse gas (GHG) emissions. With a particular emphasis on the Senegal River Valley, the project aims to enhance the resilience and productivity of irrigated rice farming through the implementation of solar-powered irrigation systems and the adoption of Climate-Smart Agriculture (CSA) practices.

By solarizing 12 pumping stations and promoting CSA techniques, the project expects to achieve significant results. The average rice yields in pilot sites are projected to increase by up to 50%, benefiting around 5,833 rice farmers who will experience a 10% improvement in income.

Furthermore, the project aims to reduce rice farming GHG emissions by at least 27,080 tCO₂e over a 20-year period. In terms of job creation, it is anticipated that the project will generate a total of 20,166 jobs, including 6,345 direct jobs, 443 indirect jobs, 687 direct post-project completion jobs, and 12,691 induced jobs, with a focus on empowering women and youth (6,472 women and 8,121 youth).

Results/Expected Outputs

Within this context, the Agriculture and Rural Development Specialist supports the GGGI Country Office in Senegal to further advance GGGI's engagement and strengthen effectiveness of projects/programs with partners and beneficiaries.

The YPA will contribute towards the development and implementation of effective programs and initiatives focused on agriculture, digital transformation, climate change and rural development for women and youth in Senegal in the below expected outputs.

- (1) **Enhanced Program development and design** with comprehensive research and analysis conducted, identifying programmatic gaps and opportunities. and stakeholder consultations facilitated, ensuring active participation in project design and implementation.
- (2) **Effective Program Management and Knowledge Sharing** with data collection and donor report preparation and knowledge and experience sharing through documentation of best practices and lessons learned.
- (3) **Technical Support for Climate-Smart Initiatives** with capacity needs assessment for the adoption of climate-smart initiatives and technical assistance provided for the development of appropriate projects/programs related to agriculture, digital transformation, climate change and rural development for women and youth.
- (4) **Resource Mobilization and Partnerships** with thorough analysis to identify strategic partners and opportunities for mobilizing resources and securing co-financing and preparing funding proposals and briefing documents.

IV. Qualifications and Experience

Minimum Academic Requirements (level of education, relevant major)

- Master's Degree in in Agricultural/ Environment / Development Studies or related fields. A first level University (Bachelors) degree with an additional 2 years of relevant professional experience may be accepted in lieu of a master's degree.

General Professional Experience (optional)

- At least 3 years of practical experience in the field of agriculture and livelihood sector
- At least 3 years of working experience in project development and implementation in a developing country context.

Specific Professional Experience (optional)

- At least 3 years of experience in project management that involved agriculture, digital transformation, climate change and rural development related.
- At least 3 years of experience in planning and designing projects in agriculture, digital transformation, climate change and rural development.
- Experience in working with government and private sector counterparts would be an advantage.
- Knowledge of research and assessment methods.

Key Competencies of the Assignment

- Full computer literacy.
- Fluency in spoken and written English.
- Proven experience in project management and resource mobilization.
- Knowledge of French or Senegalese is an asset.
- Strong analytical competencies and experience working in teams.
- Ability to work across multiple projects.
- Able to work in a multicultural environment, sensitive to different cultures and approaches to project management and implementation.

V. Information about Living Conditions at the Duty Station

Location of the workplace

The GGGI Senegal Country Office is hosted by the Ministry of Environment, Sustainable Development, and Ecological Transition in located in the forester Park of Dakar, 6km from the center of Dakar City. Public transport lines 15, 232, 49, and the Rapid Transit Train pass near Parc Forestier et Zoologique de Hann.

Occasional field visits to the CSA projects sites in Saint-Louis is expected.

VII. Agency's Support for YPA

Work/duty Orientation

Support provided to the includes various aspects, which are not limited to the following:

- Providing introductory briefings that cover important information about the organization, including the office-related context, security measures, emergency procedures, guidelines for cultural practices, and orientation to the local environment.
- Assisting with arrival administration, which involves tasks such as helping to set up bank accounts, facilitating residence permit applications, and ensuring the completion of other official processes as required by the host government or host entity.
- Offering structured guidance, mentoring, and coaching by a supervisor. This includes providing a clear work plan and conducting performance appraisals to support the volunteer in their assignment.
- Granting access to office space, equipment, IT support, and any other necessary systems and tools required to fulfill the objectives of the assignment.
- Providing Daily Subsistence Allowance (DSA) for official travel, when applicable, to cover necessary expenses during work-related trips.

Individual Development and Capacity Building

GGGI offers its staff a range of learning and development opportunities to enhance their skills and knowledge. These include access to LinkedIn Learning, which provides a wide range of online courses, as well as a series of trainings conducted throughout the year.

Furthermore, GGGI has an internal mentorship program that staff members in the YPA can apply to participate in. This program allows for guidance and support from experienced professionals within the organization. Additionally, there are ample opportunities for on-the-job learning and development through coaching provided by team members who possess expertise in various fields. This enables staff to further enhance their capabilities and gain practical experience while carrying out their responsibilities.

Terms of Reference (TOR)

for the KAF YPA at ICESCO HQ in Morocco

- **Position:** Korea-Africa Foundation Young Professional for Africa (YPA)
- **Organization/Location:** Islamic World Educational, Scientific and Cultural Organization (ICESCO) HQ (Education Sector) at Rabat, Kingdom of Morocco

Background:

The Islamic World Educational, Scientific and Cultural Organization (ICESCO) is a specialized institution of the Organisation of Islamic Cooperation (OIC), focusing on education, science, culture, and communication. Founded in 1983, ICESCO aims to strengthen and promote these fields in member states, fostering socio-economic development and cross-cultural dialogue. ICESCO's mission is to support sustainable development in its member states through education, science, culture, and communication. It places a strong emphasis on promoting quality education, preserving cultural heritage, enhancing scientific research, and encouraging the use of modern technology.

In the education sector, ICESCO works towards enhancing educational systems, promoting literacy and lifelong learning, and supporting educational reforms to meet global challenges. Its initiatives include capacity building, policy development, and the promotion of cultural diversity and peace through education. The Education Sector at ICESCO plays a crucial role in aligning its programs with international educational standards and the Sustainable Development Goals (SDGs), particularly Goal 4, which aims to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

The YPA role is pivotal in supporting implementation of educational programs and initiatives, with a focus on managing the Children's Library project, and contributing to ICESCO's overall collaboration with the partners in Korea as a member of the education sector.

Key Responsibilities:

Program Implementation and Management: Assist the director and experts of the sector in the planning, execution, and monitoring of education capacity-building initiatives, including;

Supporting ICESCO Children's Library Project: Take a leading role in the development and advancement of the Children's Library project, ensuring its alignment with ICESCO's educational goals.

Support for Special Projects and Events: Assist in the projects of the Education Sector and the organizational special events as assigned by the Director-General or the head of the sector.

Collaboration with ICESCO YP Program Participants: Engage in cooperative activities with other participants in the ICESCO Young Professionals program.

Cross-Cultural Collaboration: Work effectively in a multicultural environment, demonstrating understanding and patience with diverse cultural practices and norms.

Reporting and Documentation: Prepare reports and document progress on the assigned missions including educational programs, the Children's Library project and occasional special events of the organization.

Required Qualifications and Skills:

Education: A BA degree (Master preferred) in Education, Library Science, International Development Cooperation, ICT (or Instructional Technology) or a related field.

Experience: Prior experience in educational program management, particularly in developing countries, is preferred.

Expertise in Children's Education and Libraries: Demonstrated knowledge and skills in children's educational programs and library management.

Cultural Sensitivity and Adaptability: Ability to adapt to and work effectively within various cultural and operational contexts.

Language Skills: Proficiency in English and Korean. Additional language skills (especially, French and/or Arabic) are a plus.

Personal Attributes: A proactive and positive attitude, with strong problem-solving skills.