Title: Senior Program Specialist
Projects: CBARD MARKETING & CBARD-AIM
Location: California, USA
Reports to: Program-Compliance Director
Contract Period: Feb 1, 2020, through December 31, 2022

Organizational Background:

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.

Project Background:
The Community Based Agricultural Rural Development (CBARD) projects to support the production of fruit and vegetables as an alternative to poppy cultivation and trade in three high cultivating provinces of Afghanistan. Early results show farmers will commit to substituting other crops for opium if given alternatives that offer better returns. Marketing depends on established traders facilitating a sale in domestic and export markets. Prices in international markets are much higher, but regional and international markets require better quality produce that reaches the markets without major deterioration or loss.

This project supports cold chain facilities to bring to market Afghan fruit and vegetables. This will allow traders to source licit crops such as fresh fruits and vegetables from CBARD provinces while minimizing loss and deterioration. Exporting better-quality products to international markets is expected to lead to higher incomes for CBARD farmers and promote licit trade. The project will also focus on strengthening the human and institutional capacity of the Afghan Ministry of Agriculture, Irrigation & Livestock (MAIL).

Position Description:
The position involves direct support to the Program/Compliance Activities. The Senior Program Specialist will undertake substantive duties and responsibilities that are focused on developing and implementing program’s activities. The incumbent will work as part of the team, developing and
implementing technical discussions and thematic meetings of relevance to the CBARD and CBARD-AIM Program. The Senior Program Specialist will assist and oversee the CBARD Marketing & CBARD-AIM program processes to implement and track activities in support of all deliverables. The emphasis should be on reporting, external communications, deliverables, and smooth implementation program activities.

- The Senior Program Specialist will provide support to the Program aspects including the following: Support CBARD-AIM Marketing Program Director in the implementation of the CBARD Marketing & CBARD-AIM Program Plan and the annual Work Plans.
- Serve as main focal point for UNDP for project quality assurance activities.
- Support the CBARD-AIM Marketing Program Director and the Program Compliance Director and in preparing and implementing the tracking mechanisms for CBARD Marketing & CBARD-AIM activities.
- Support the Marketing Program Director in establishing procedures for grant solicitations, applications, review, and management.
- Support the CBARD Marketing & CBARD-AIM team to ensure all project activities are well documented for the internal audit purpose.
- Support in the briefing of new expat staff on ROP and CBARD Marketing & CBARD-AIM.
- Review the drafts of all reports, provide feedback to the team and ensure the program reports are prepared and submitted in a timely manner.
- Analyze ROP’s and donors’ policies and the implementation of CBARD Marketing and CBARD-AIM program.
- Provide technical and substantive support to projects and related activities in the Roots of Peace home office.
- Develop and maintain close cooperation with key government institutions and relevant national and international stakeholders, and the donor community.
- Participate in relevant meetings to ensure plans, activities, and resources are optimally coordinated with all partners and relevant Program.
- Creation and coordination of partnerships with the UN agencies, INL, government institutions, etc.
- Effective application of results-based management, tools, reporting and monitoring achievement of results.
- Coordination of planning, budgeting, implementing and monitoring of CBARD Marketing and CBARD AIM Program and use of financial resources in accordance with ROP, UNDP and INL rules and regulations.
- Participate in project implementation through discussions and correspondence as well as analysis of periodic project reports on activities, outputs and outcomes.
• Support the CBARD-AIM Marketing Program Director (Chief of Party) and the Program Compliance Director and in preparing and implementing the tracking mechanisms for CBARD Marketing & CBARD-AIM activities.
• Oversight the preparation of Roots of Peace manuals for grants, procurement, HR and others as needed in coordination with UNDP and INL.
• Advice the Strategy Marketing Program Director in establishing procedures for grant solicitations, applications, review, and management in coordination with UNDP and INL.
• Review all grants documents prior to funding and make recommendations to SVP Programs for approval or rejection.
• Coordinate the security of expatriates with the Roots of Peace security team in Afghanistan
• Review and finalize the progress reports from project team before they are submitted to UNDP.
• Serve as budget owner in ROP and be responsible for monitoring expenses versus budget and making sure that project Manager doesn’t go over budget. Recommend action for line items that could exceed the budget by 20%.
• Prepare ad hoc reports for the program team.
• Support the Marketing Program Director to establish plans for external communications in conjunction with program activities and ensure solid communications are maintained with the Donor and Program Partners.

**Required Qualifications:**

The Senior Program Specialist qualification should include but not be limited to the following requirements:

• Hold a Bachelor/Master’s Degree in Business Administration, Public Administration, Marketing, Development or any other relevant field and/ or 3 years of relevant work experience
• Ability to persuade others to follow
• Ability to improve performance and satisfaction
• Ability to listen, adapt, persuade and transform
• Ability to get things done while exercising good judgment
• Experience in Afghanistan is recommended

**Location:**

Throughout the assignment, the Senior Program Specialist will be based in Roots of Peace Home Office in California, USA and may be required to travel to Afghanistan on program assignments.
Direct Coordination:

The Senior Program Specialist will report to the Program Compliance Director of Roots of Peace.