



JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	SARLI Business Development Officer
Reports to:	SARLI Project Manager
Project:	Sustainable Agriculture and Rural Livelihoods Initiative (SARLI)
Location:	Xiengkhouang Province
Remuneration:	Determined based on qualifications & experience
Term of contract:	As soon as possible up to 30 April 2025 (project is ended, but there is possibly for project extension)
Expected Travel:	Travel to the field, project offices and national office expected
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours required when necessary
Equipment:	Office desk and furniture + laptop computer and printer
Requirements:	Minimum three years’ development and technical experience and relevant qualifications

Position Summary

The Business Development Officer will perform a variety of technical and administrative functions including implementation, coordination, and mobilisation of farmer organisations to increase product value, link to sustainable business markets, and have improved livelihoods, using a market led production approach.

Core Competencies

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

ENTREPRENUERIAL AND COMMERCIAL THINKING

Identifies business opportunities for farmer organisations; demonstrates financial competency; understands market/funding trends; thinks in terms of profit, loss and added value.

PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Position Outcomes

1. Business development activities are efficiently managed according to annual detailed implementation work plans and budget allocations and meet or exceed performance targets.
2. Farmer Organisations have increased capacity and are equipped with the knowledge and skills to identify market and business opportunities to improve livelihoods.
3. Innovative and new ways to share knowledge and skills with counterparts and communities are developed and implemented which will contribute to greater project impact and future sustainability.
4. ADRA can report credible evidence-based results which measure the impact of project interventions to government agencies and donors.

Operational Process Roles

Business Development

- Conduct a Market Analysis by supporting the Programs team and external Consultant, and showcase the report and findings with Farmer Organisations (FOs), government partners, NPA partners, and stakeholders
- Coordinate with Laos Microfinance Association to train 26 implementing partners (SAEDA, DAFO, PAFO) on how to conduct market research and analysis, increase production, improve value chain and post-harvest products, and prepare them for the market
- Conduct assessments to determine FOs specific needs, challenges, gaps and opportunities, and design targeted support for FOs to better manage their operations and overall growth
- Support FOs to develop business plans with smart indicators and targets based on FOs capacity, current crops, and market potential, then launch FOs business plans in their communities and support them to operationalise and implement business plans
- Train FOs with implementing partners in business and market analysis, increasing production and post-harvest, and improving products through value chain adding, marketing, branding, and linking to finances and markets
- Coordinate with implementing partners and organise local-national cross learning, market promotion exhibitions, and networking events to showcase GAP products and create business partnerships
- Develop and implement Food Safety IEC materials and coordinate Food Safety Awareness campaigns at the village, district, and provincial levels
- Coordinate financial inclusion and management trainings and ongoing coaching with Laos Microfinance Association for FOs to increase their financial literacy
- Provide FOs with business development services, business coaching, and monitor progress
- Identify suitable FOs and administer business development grants.

Financial Management

- Prepare financial documentation for all business development activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets daily and submit to Project Manager at the end of the month
- Adhere to all ADRA's financial policies and procedures including cash advances and reconciliations, and procurement
- Complete a biannual and annual performance evaluation and identify professional opportunities that may enhance your skills and knowledge to perform more effectively.

Partner and Government Relations

- Develop and maintain positive, strong relationships with ADRA government partners, SARLI sub-contracted partners, other INGO's, stakeholders and organisations
- Represent ADRA at government, development partner / INGO technical and sector working group meetings and establish strong working relationships for future collaboration.

Reporting and M&E

- Support the Programs team with project monitoring and evaluations including the baseline, mid-term, and end of project reviews; donor monitoring visits; quarterly monitoring of activities including human interest stories, focus group discussions and interviews
- Prepare high-quality monthly activity reports in line with DIP and logframe applying a participatory approach by involving FO members in feedback sessions and submit to Project Manager on time
- Assist the Project Manager in the preparation of timely and quality donor and government reports and participate in government meetings as directed
- Undertake other activities and responsibilities as assigned by the Project Manager.

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual and relevant policies and procedures
- ADRA Lao Finance Policies and Procedures Manual, relevant sections
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct and Ethics
- ADRA and donor communication and branding policies, compliance, standards and framework.

Key Selection Criteria

- Bachelor's degree in business management, economics, marketing, agriculture, development, or relevant field of study, Master highly desirable
- Demonstrated professional experience of at least 3 years in business planning and management, microfinance,
- Previous experience supporting small producer groups or microenterprises, highly desirable
- Demonstrated technical expertise and experience in market analysis, business planning, economic development, value chains
- Demonstrated experience in government relations and writing high quality reports, essential
- Proven skills in making sound decisions, problem solving, conflict resolution, and analyzing, and interpreting data
- Display a positive attitude and have exceptional interpersonal and communication skills; fluent in Lao language; with Khmu, Hmong and English language highly regarded
- Proficient in MS Office software programs.