

## **Business Development Officer (BDO)**

Self Employed Women's Association (SEWA) is a member based organisation with a membership of 1.73 million members. SEWA works in 14 districts of Gujarat and nine states in India. SEWA aims to work for the upliftment of the informal sector women workers.

**We have the requirement of a coordinator (Female) for APFP project.**

**Job Posting:** 30/October/2020

**Closure Date:** 10/November/2020 COB (5 PM India Time)

**Status:** Consultancy contract

**Duration:** 1 year renewable upon satisfactory performance

**Supervisor:** Self Employed Women's Association (SEWA)

**Location:** Ahmedabad, with extensive travelling across states of India to remote country side as well

The project Asia Pacific Farmer's Programme (APFP) implemented by Self Employed Women's Association (SEWA) would like to hire a Business Development Officer

All applications will be treated with the strictest confidentiality.

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### **Organizational Setting**

Self Employed Women's Association (SEWA) is a member based organisation with a membership of 1.73 million members. SEWA works in 14 districts of Gujarat and nine states in India. SEWA operates on the primary goals of increasing both full employment and self-reliance among women in informal sector. With a majority of our rural members belonging to the agricultural sector, SEWA is carrying out multiple activities to better the lot of these small and marginal farmers. SEWA is at the helm of the National Farmers Forum (India), which is a platform for 24 Farmer Organizations working across the country, highlighting the issues and challenges being faced by small and marginal farmers, and working with a range of government and civil society actors. Through this forum, SEWA is also leading the International Decade of Family Farming (IDFF) in the country.

The network has 24 Farmer Organizations (FOs) across varied States of India - Assam, Bihar, Gujarat, Jharkhand, Jammu & Kashmir, Kerala, Madhya Pradesh, Meghalaya, Nagaland, Odisha, Rajasthan, Sikkim Uttarakhand, Uttar Pradesh, Maharashtra and West Bengal. Our work is also aligned with the International Decade of Family Farming

The APFP project objective is to build capacity of farmer organizations professionally to provide sustainable demand-driven (business and technical) services to their members and engage in effective policy dialogue for the improved livelihoods and incomes of smallholder farmer/ producers in Asia and the Pacific. It works with young people, the private sector, local governments, the national government, and civil society organizations. In this context, the APFP is seeking to recruit a Business Development Officer that will support the partners in improving economic services to farmers.

### **Key Responsibilities:**

Under the direct supervision of the Project Coordinator, and guidance of the and senior officials of SEWA the Business Development Officer will:

1. Study Agriculture/Animal husbandry/fishers eco system and understand situation of small/marginal farmers/producers.
2. Study SEWA's entrepreneurship model of RUDI, Vegetables and other farm based to make farmers business plans
3. To conduct commodity clustering, Identify new potential, viable and sustainable business ideas, in Agro and food processing/Animal husbandry /fishers setting with small and marginal farmers and fisherfolks and find out opportunities for small and marginal farmers/producers organization (FPOs)/Cooperatives
4. Conduct necessary market research, packaging, promotion and marketing for Farmer Organisations (FO) business plans
5. Understand the policies and laws to form and register FPOs and based on that guide FOs on formation of FPO.
6. Undertake or review the due diligence/credit underwriting of FPOs/Cooperatives.
7. Assist producer enterprises/farmers in developing bankable Business Plans with an emphasis on farmers' profitability and help them leverage the same.
8. Identify market channels for the agribusiness products by identifying key market players and guide and help the producer enterprises to build linkages with them under the framework of Public and Private and Producers Partnerships (4Ps) for FPO/cooperatives (backward and forward Linkages).
9. Develop manuals including standard operating procedures, for the smooth functioning of producer enterprises and FPOs.
10. Provide technical support in consolidation of FOs/Coops/Commodity clustering including support for registration in relevant government registration agencies, and legal compliance
11. Provide advisory and coaching support to the FOs in the implementation of 4Ps approaches/models and the roll-out of 4P initiatives; business plan development; market analysis; cost benefit analysis and preparation of detailed implementation reports (DIR).
12. Take lead in mobilizing/ leveraging private sources of financing to finance business plans.
13. Regularly report with the SEWA's coordinator on concerns related to program implementation.
14. Coordinate with other service providers and other staff for the performance of FO's business enterprises related tasks.
15. Submit monthly reports and time sheet using the prescribed formats.
16. Perform other related tasks as requested by SEWA.
17. Handholding of FO Business teams in business venture once supply chain set up
18. Capacity building of FO's agri business team members
19. Develop cadre of master trainers into Agri business

### **Competency Requirements:**

- Masters in Business Administration MBA
- Graduate in Finance and Banking, Business Management, or other relevant field.

### **Work experience:**

- **At least five (5) years of professional experience** in a mid-level management role in credit underwriting, appraisal, and financial projections / analyses, **including at least 3 years as loan officer.**
- Proven experience in value chain development/Public Private Partnership Projects/ private sector

**Skills:**

- Strong skills in business planning, financial modeling and market research.
- Full working knowledge of computer and software- advanced word processing/Excel applications including MS Word, MS Excel and MS Power point, as well as specialized financial analysis software or other related applications.
- Networking skills
- Excellent oral and written communication skills in English

**Work Attitude and Personality:**

- Initiative taker, self-motivated, confident and results-oriented.
- Team player
- Demonstrated ability to set priorities, plan, coordinate, and monitor work performance.
- Able to multi-task and with capacity to work with small and marginal farmers to high-level multi-sector technical staff.
- Demonstrate and safeguard integrity, ethics
- Believe in value based Gandhian philosophy and adherence to peace, justice, equity and democratic principles

**HOW TO APPLY**

To apply for this position, please email application letter and CV not later than **10 November, 2020** to **ALL** of the email addresses below as they will be tasked to summarize and cross check all the applications. To ensure that your application will be attended appropriately, please make sure that application is sent to ALL the email addresses indicated below:

[amipandya@sewa.org](mailto:amipandya@sewa.org)

[meghadesai@sewa.org](mailto:meghadesai@sewa.org)

[afalany@asianfarmers.org](mailto:afalany@asianfarmers.org)

[antansow@gmail.com](mailto:antansow@gmail.com)

[Aloksingh2@gmail.com](mailto:Aloksingh2@gmail.com)

Please also indicate Application for BDO on the subject heading of your email. Applications that does not have said subject heading might not be easily noticed and may not be considered. Please note that only short-listed candidates will be contacted/notified.