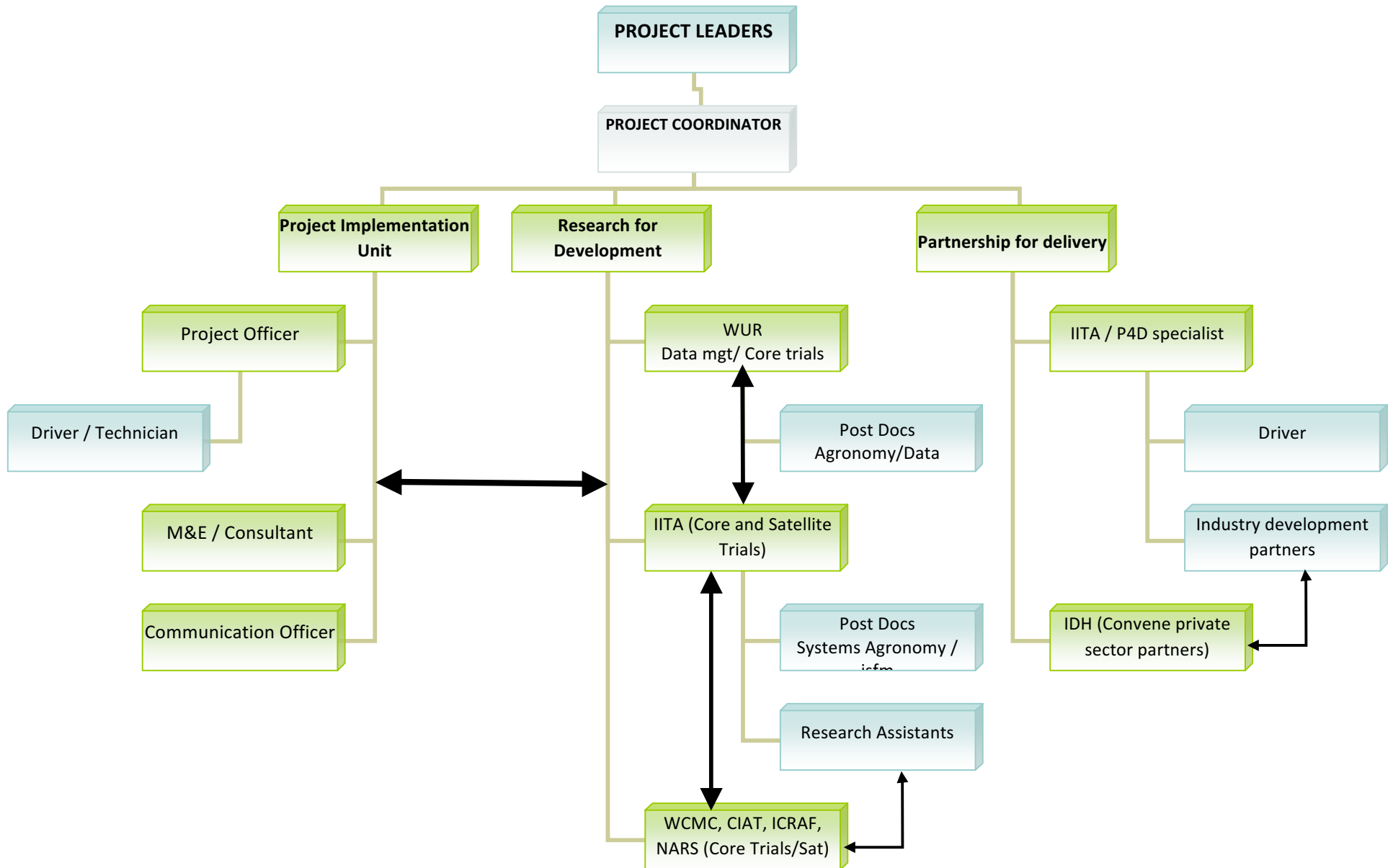




CocoaSoils

COCOASOILS ORGANOGRAM



TERMS OF REFERENCES

1. Project Leaders

Main Responsibilities:

- IITA will lead the project with direct support from WUR
- IITA will facilitate the planning, coordination, and implementation of the various project activities
- IITA will provide administrative oversight, including budgeting and sub-contracting

2. Project Coordinator

Main Responsibilities:

- Coordinate and backstop the day-to-day activities on the ground
- Facilitate timely technical and financial reporting
- Liaise with other cocoa programs and facilitate linkages with other cocoa projects in West Africa
- Provide technical oversight to the national system partners and the students
- Facilitate linkages between partners and other international research institutes engaged in the project
- Lead multi-partner initiatives of similar and larger sizes as CocoaSoils and operate through contractually binding sub-agreements

3. Participatory Extension /Dissemination Specialist

Main Responsibilities:

- Develop quality, accessible, sustainable extension services and farmer organization support services to provide farmers with the knowledge and technologies they need to increase their incomes and improve their food security through CocoaSoils.
- Create support systems through institutional capacity building based on partnerships.
- Coordinate activities among cocoa authorities and industry companies, liaising with their extension operations to engender effective collaboration in service delivery through training, monitoring, dissemination and support for project management with regard to implementation of recommendations derived from the CocoaSoils experimental trials.
- Recruit, manage and support a team of master trainers who will be involved in dissemination activities under the project in a partnership for delivery context.
- Coordinate information flow between scientists and development partners.
- Build a lasting foundation for change by institutionalizing public and private sector capacity to implement, manage and monitor validated methodologies for farmer training and strengthening of farmer organizations.

- Support country-owned efforts by providing individualized assistance to enable these institutions to independently implement, manage and monitor recommendations from CocoaSoils.
- Build capacity of interested private sector institutions (including companies directly involved in the cocoa value chain as well as others such as input suppliers) to do same.
- Test new business models with the private sector for provision of services such as pruning, agro-chemical application, and other services.

4. Project Research Assistants

Main Responsibilities:

- Work with research and development partners working with National Research Institutions, Cocoa buying companies, community-based organizations and farmers.
- Facilitate the development of research protocols for on-station and on-farm research design and implementation
- Contribute to the identification and selection of farmers and cocoa fields for on-farm research
- Support in development of data collection tools for on-station and on-farm research activities
- Facilitate data collection and management from the on-station and on-farm research activities
- Assist in validating, improving and communicating research results to stakeholders in the cocoa sector
- Facilitate the engagement of producers and other cocoa private sector players in the co-design of toolkits relevant for the adoption of research results
- Develop work plans and budgets for field related activities on CocoaSoils and other cocoa portfolio projects in Ghana
- Contribute to the recruitment and training of temporal field staff/ Enumerators under CocoaSoils and other cocoa portfolio projects in Ghana
- Provide leadership in managing temporal field staff /Enumerators under CocoaSoils
- Provide technical support for on-farm research activities of student/interns working on cocoa
- Contribute to analysis of field data
- Produce reports on workshops and meetings conducted under the current cocoa project portfolios
- Contribute to stakeholder mobilization and assist in sustaining the interest of both local and international Partners

5. MEL Consultant

Main Responsibilities:

- Guide the design and implementation of major activities in the ME&L plan (based on request)
- Provide guidance in the review of the ME&L plan (when required)

- Provide inputs for the design of appropriate data collection tools including types of tools needed, content reviews require.
- Guide the development of alternative strategies for implementation of ME&L activities (where required);
- Provide an overall strategy to integrate ME&L activities into partner organizations/partnerships
- Contribute to overall learning from ME&L activities
- Report to the Project Coordinator on salient issues that require management decision

6. Postdoc- ISFM (WUR, IITA)

Main Responsibilities:

- Establish a robust research design for the implementation, monitoring and dissemination of activities on nutrient recycling within cocoa plantations and the (re-)use of locally available (organic) nutrient sources
- Develop improved management practices including aspects of tree pruning, crop sanitation and nutrient management that will help reduce increased risk of disease and pest incidence as a result of recycling of cocoa husks and other organic residues in cocoa plantations
- Develop research activities on Core and Satellite trials, focusing on targeted fertilizer applications complemented by organic resources.
- Develop methodologies for the measurements of plant growth analysis (partitioning within the tree, tree growth, girth, leaf area index, flowering, pod set, pod yield, bean weight) and pest and disease incidence.
- Supervise activities of PhD and MSC students who are involved in the project in areas such as research design, field work and data analysis in a research for development context.
- Provide support for project management and be prepared for longer periods of field work in the project countries.

7. Postdoc- Systems Agronomy (IITA)

Main Responsibilities:

- Design a decision support framework based on a stepwise approach that has been developed by IITA and partners to support the implementation of recommendations derived from the CocoaSoils experimental trials in smallholder cocoa plantations in Cameroon, Ivory Coast, Ghana and Nigeria.
- Lead work on integrating new knowledge into existing extension materials of the different countries and develop tools and processes that enable continuous updating of the existing extension package.
- Conduct a study on farmers' perspectives and practices in relation to climatic change and investigate the social challenges and opportunities about adoption of climate smart cocoa practices for cocoa intensification.

- Conduct a range of household surveys and semi-structured interviews as well as an institutional mapping focusing on how formal institutions (at local/regional/national/transnational levels) influence the use or the adoption of climate smart practices as a risk management strategy for cocoa intensification.
- Undertake studies on understanding the diversity of cocoa-based livelihoods in the four countries and the specific role of cocoa in their livelihoods, employing both quantitative and qualitative methods.
- Develop models that can prioritize sustainable intensification practices based on site specific constraints.
- Carry out cost benefit analysis for prioritized practices and integrate results with relevant agronomic information.
- Develop protocols that combine giving recommendations based on consolidated extension materials with collected data relevant for monitoring.
- Lead participatory and inclusive decision support tool design, validation and testing with research and development partners.
- Collaborate with scientists and mobile app developers to improve data collection based on principles of Citizen Science and Crowdsourcing.
- Design, develop and maintain information systems to implement procedures to avail data using mobile app- and web-based tools to end-users.
- Conduct statistical analyses of experimental and survey-based agronomic, socio-economic data.
- Align this work with adoption work across IITA and Climate Change, Agriculture and Food Security (CCAFS) R4D project portfolio in West, Central and East Africa.
- Supervise activities of PhD and MSC students who are involved in the project in areas such as research design and data analysis.

8. Project Admin/Accounts

Main Responsibilities:

- Manages the day-to-day operational and administrative activities of the Project Coordinator by organizing the flow of work, prioritizing incoming requests, maintaining the PC's agenda, paperwork and a control system, and following up to ensure timely responses;
- Provides administrative support to the Project Implementation Unit in Ghana and Project activities in Côte D'Ivoire, Cameroon and Nigeria
- On behalf of the PC, maintains up to date files of activity reports and travel plans for the project staff;
- Assists the PC in the elaboration of annual work plan and progress reports by consolidating the contribution of the project staff;
- Prepares and consolidate the monthly budget forecasts in consultation with project staff and
- Maintains an in-depth knowledge of the respective IITA programs/departments, responding and/or re-routing general requests for information and funding, electronic communication

- and facilitation, liaison with other offices of IITA where the project staff is located;
- Monitors the submission of reports by sub-grantees and consultants as per consortium agreement
 - Coordinates administrative and logistical arrangements for visitors, including arranging appointments for the PC and the project staff;
 - Makes necessary arrangements for meetings, workshops and conferences, books rooms and requests related resources, drafts agenda, compiles and distributes background documentation;
 - In liaison with the Travel service, assists the PC and all project staff in the organization of local and international travel by requesting an itinerary, ticket price information, and visas directly from the travel agent; contacts hosts and arranges hotel accommodation, appointments, and processes travel expenses;
 - Supervise the project driver in Accra Office
 - Manage all project resources in the Accra office
 - Performs other duties in accordance with instructions from the Managing Director

9. Communications Officer

Main Responsibilities:

- The communication officer will lead outreach to IITA's strategic consortium partners/stakeholders to ensure our activities are properly promoted and communicated.
- He/she will be responsible for the management and implementation of the communication strategy of the CocoaSoils programme in IITA and its partners among others.
- The Communications Officer will coordinate the promotion of public image of activities under the CocoaSoils, which may include the publication of news and press releases, brochures and/or related materials and other communications materials.
- Manage sponsor reporting including project proposals, interim updates and final reports
- Manage the production of regular reporting including the annual report, newsletters, updates as well as any ad hoc report as required
- Implement our communications strategic plan
- Design fliers, brochure, profiles, infographics, advertisements, calendar, logos and any other graphics as needed
- Review and refine existing communication channels and strategize and implement new channels and marketing campaigns to broaden our support network and effectiveness
- Manage social media accounts including Facebook, Twitter, LinkedIn, and the website blog
- Update website content on WordPress

10. Driver/Field Technician (Ghana)

Main Responsibilities:

- Drive vehicles within and outside Ghana to convey, IRS, other staff, collaborators and visitors.
- Drive researchers to the field on research trips

- Help with field activities including enumeration of questionnaire and on-farm data collection
- Record trip details in the vehicle logbook.
- Liaise with Insurance Officer to ensure that vehicle documents (local and international) are valid and up to date.
- Carry out routine vehicle maintenance checks
- Carry out vehicle cleaning and ensure adequate kitting (tools, medical box, and accessories)
- Liaise with Workshop to ensure prompt servicing of vehicle as at when due.
- Ensure courteous and prompt attention to passengers' needs while being conveyed.
- Ensure due completion of feedback form for each trip completed and return same to Transport Pool Services.
- Ensure safety of vehicle and passengers property
- Carry out office admin duties while not on official trip

11. Partner Focal Points-NARS

Main Responsibilities:

- Establish core and satellite trials
- Facilitate the dissemination of research results

12. Partner Focal Points – International Research Institution

Main Responsibilities:

- IITA and WUR provide leadership and coordination, provide science expertise, conduct research focused on soil fertility and mineral nutrition, and build capacity of partners and PhD and MSc students.
- WUR will be responsible for the Data and Knowledge Sharing Portal and lead the cross-site data analysis, and for supervision of MSc and PhD students
- CIAT provides expertise and conduct research on climate change impacts on cocoa production under progressive climate change, near real time deforestation monitoring and spatial out scaling of trial results to recommendation domains.
- ICRAF provides expertise and conduct research on physiology, in cooperation with WUR through the PhD program.
- UNEP-WCMC provides expertise and conduct research on biodiversity and ecosystem services impacts.
- IDH provides network and public-private convening space, knowledge, communication support, and financial resources.