

## **TERMS OF REFERENCE**

### **Partnership and Engagement Manager**

#### **I. BACKGROUND**

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, Grow Asia brings together companies, governments, NGOs and other stakeholders to develop inclusive and sustainable value chains and initiatives. At Grow Asia's core are three goals – to increase the productivity, profitability and environmental sustainability of smallholder agriculture across the region.

The Cambodia Partnership for Sustainable Agriculture (CPSA) is Grow Asia's Country Partnership in Cambodia, which works closely with the Ministry of Agriculture, Forestry and Fisheries (MAFF) and Relevant Government Agencies.

Like Grow Asia, CPSA brings together companies, government agencies, civil society organizations, farmer groups and financial institutions to link smallholder farmers to the market with the shared goal of increasing farmers' profits and productivity while improving the environmental sustainability of their farms. CPSA does this by:

- Being an inclusive platform for networking and information exchange
- Prompting sectoral or market systems transformation through its Working Groups (WGs)
- Providing education and advisory for MSMEs, entrepreneurs and farmer organizations
- Supporting the development of sustainable and pro-smallholder agricultural development

CPSA is currently supporting four WGs (Cashew, Pepper, Fruit & Vegetables, and Agri-Food SMEs) and three cross-cutting issues (Contract Farming, Responsible Agricultural Investment and AgriTech).

#### **II. THE ROLE**

We are looking for a driven and entrepreneurial Partnership and Engagement Manager to join our team in Cambodia. The Partnership and Engagement Manager will work directly with CPSA's Country Director, CPSA's Project Manager and Working Group Leaders to provide on-going support to CPSA's Working Groups. This will include - but is not limited to - regular engagement with Working Group members, supporting the development of Working Group action plans, coordinating Working Group meetings and learning events. The post holder will also work closely with the Project Manager to gather qualitative and quantitative data on the performance of each

Working Group for reporting and communication materials, such as case studies and CPSA's annual report on progress

This role is an opportunity for learning and networking with national and international agribusinesses, development partners and counterpart ministries, as well as to learn from the other Grow Asia Country Partnerships across ASEAN. The successful candidate will have the opportunity to make a tangible contribution to the sustainable development of Cambodia's agriculture sector and will gain valuable sectoral insights, networks and experience in building an exciting member-based network.

### III. SCOPE OF WORK

Essential duties and responsibilities of the Partnership and Engagement Manager are primarily:

- **Working Group Facilitation:** Convening and Coordination of CPSA's Working Group Meetings. Support the organizations/companies to address their needs and interests effectively within the Working Group. Follow up with CPSA and project partners on their action plans or activities for progress.
- **Working Group Strategic Guidance:** Research and identify Working Groups' Activities and Interests. Improve the effectiveness of the Working Groups. Identifying and Engaging with new members. Compile and update information of Working Groups Activities and provide strategies to develop their efficiency. Attend conferences, meetings, workshops, seminars and events and provide feedback and information.
- **Knowledge Management and Communication:** Collecting qualitative and quantitative data to chart Working Groups and Projects' progress on a monthly basis. Actively identifying and sharing Working Groups' developments with the CPSA Network. Work closely with the CPSA Country Director and other team members to develop and strengthen organizations efficiency and activities. Support and identifying and running of CPSA's Learning and Networking Events. Social media and website content development.
- **Reporting:** Weekly, monthly, quarterly, and annual reports to Country Director and/or CPSA's Core Committee.
- Other relevant tasks assigned by the CPSA Country Director

### IV. QUALIFICATION:

- Excellent interpersonal skills, with the ability to build strong relationships with a variety of stakeholders across cultures.
- Self-motivated and self-disciplined, with the ability to work autonomously, meet deadlines and manage competing priorities.

- Ability to collaborate with the other team's members and WG core members to craft clear and concise messages
- Excellent written, verbal, and interpersonal communication skills (both Khmer & English)
- Think strategically on behalf of the organization and know how to communicate effectively with different stakeholders
- Understanding of multistakeholder engagement processes and be able to sharpen organization's key messages to different actors
- Demonstrated ability to work autonomously and achieve outcomes.
- Master's degree in relevant discipline such as development studies, international relations, management, economics, or a related discipline.
- Minimum 05 years' experiences working with business association, multi-year donor funded projects, Corporate's CSR department or business development
- Knowledge of business proposal or project development is a plus

#### **V. APPLICATION AND ENQUIRIES:**

Interested individuals should send their resume, cover letter and contact details of 2 references to [phatlida.cpsa@growasia.org](mailto:phatlida.cpsa@growasia.org) and cc: [ratha@growasia.org](mailto:ratha@growasia.org) no later than 31 December 2020 at 5:00 PM.