

# Inter-American Institute for Cooperation on Agriculture

(Belize Delegation)

## Creating Opportunities to Support Alternative Livelihoods (COSAL) Project

### COSAL PROJECT COORDINATOR

#### Job Description

## 1. SUMMARY

<b>JOB NAME</b>		Project Coordinator
<b>WORKPLACE</b>	<b>Country</b>	Belize
	<b>Organizational entity</b>	IICA delegation office in Belmopan, Belize
<b>TYPE OF APPOINTMENT</b>		Temporary (Max 41 months), full time.
<b>POSITION TO WHICH REPORTS</b>		IICA Representation in Belize – Project Manager

## 2. BACKGROUND TO APPOINTMENT

The Inter-American Institute for Cooperation on Agriculture (IICA) and the Protected Area Conservation Trust (PACT) has signed a Grant Agreement for the execution of the project “Creating Opportunities to Support Alternative Livelihoods” which is part of the larger project “Building Community Resilience through transformative Adaptation” financed by the Adaptation Fund and executed by PACT. This project is to be implemented through collaboration with the Ministry of Agriculture, Food Security and Enterprise, the Department of Cooperatives and BELTRAIDE.

The project is being executed from April 2025 to October 2028 with the overall objective of:

*To strengthen livelihoods for members of five natural-resource dependent community groups by boosting their capacity in (a) climate resilient, sustainable and productive food production; and (b) identifying and managing profitable nature-based solution enterprises.*

Many farmers, entrepreneurs, NGOs and government bodies are already practicing/supporting many elements of regenerative agriculture and the running of nature-based businesses around Belize. ***The essence of this project and the position of coordinator*** will be to network with these persons and organization to facilitate the sharing of local knowledge and supplement it with local and international technical support to establish models for strengthened climate resilient food production and business/marketing enterprises (the five community groups) that will become hubs for training and mentorship and which will be documented (through field manuals, videos, media etc) so the methods/experiences can be further spread around Belize.

The project’s approach in working with the community groups will be to use the participatory Farmer Field School (FFS) methodologies. This is defined by FAO as a participatory education approach that brings together a group of small-scale food producers to solve production problems through sustainable agriculture. The FFS approach offers space for hands-on group learning, enhancing skills for observation and critical analysis and improved decision making by local communities.

### 3. OBJECTIVE OF THE POSITION

The IICA Belize Delegation will hire a project coordinator to oversee the implementation of the project “Creating Opportunities to Support Alternative Livelihoods”, from 2025 to 2028, as laid out in the project documents.

### 4. SCOPE OF POSITION:

#### **General Responsibilities**

The project coordinator will be responsible for the following:

1. Be the team leader and coordinate and supervise the activities of the COSAL extension officers (x3) and COSAL business advisor (x1).
2. Implement the project’s planning, monitoring, administrative, procurement and reporting requirements.
3. Coordinate project implementation in the field, providing oversight and additional technical support for the team that will be working in a participatory manner with (at least five) community groups.
4. Establish, and maintain a strong and dynamic working relationships between the target community groups and collaborating institutions.
5. Coordinate collaboration and workplan activities between the implementing partners.
6. Ensure the general approach to project implementation is as follows:
  - 6.1. To listen to the farmer’s/community group’s ideas and understand their situation, local knowledge and desires for developing the food production systems and nature-based businesses.
  - 6.2. To ask beneficiaries to identify gaps where technical input is required and, with their active participation, develop appropriate interventions that are tailored to their needs, ensuring that their knowledge and wishes form the baseline, the foundation, of project implementation. That is, implement the project with a “bottom-up” approach rather than a “top-down” approach.
  - 6.3. To use and promote the farmer field school (participatory) approach to training and mentoring activities.
  - 6.4. To use the FPIC (free, prior and informed consent) protocols, as relevant, when interacting with community groups.

#### **Specific Responsibilities**

The project coordinator’s specific responsibilities will include:

7. Project planning, administration and reporting:
  - 7.1. Actively participate, as required, in project meetings.
  - 7.2. Coordinate logistical and administrative issues required to implement the project (e.g. for events and trainings)
  - 7.3. Become familiar with IICA’s, PACT’s, BELTRAIDE’s, Dept and Cooperatives, relevant procedures for the project’s implementation and adhere to them.

- 7.4. Monitor the project's work-plan, logical framework and risk matrix to ensure that the project's targets are met in a timely fashion and prepare, and present, more detailed work-plans as required (e.g. monthly and quarterly).
  - 7.5. Execute procurement activities to ensure that supplies are delivered in a timely fashion.
  - 7.6. Produce progress (financial and field-based) monthly, quarterly and annual reports as required by the project.
  - 7.7. Collect participation data of the number beneficiaries from indigenous, female and youth to ensure indicators required by the project's logical framework monitoring and evaluation requirements are met.
8. Project implementation in the field.
- 8.1. Liaise with farmers, entrepreneurs and other stakeholders to ensure commitment to project goals and suggest and implement ways to maintain and strengthen this requirement.
  - 8.2. Collaborate with and coordinate logistical support for consultants, COSAL extension officers and the COSAL business advisor hired under the project.
  - 8.3. Liaise with project partners to ensure effective planning, coordination and execution of technical training activities, and on-going mentoring support, to design and implement the strengthened food production systems and nature-based businesses in the field.
  - 8.4. Support and provide technical input to the baseline assessments (food production and enterprise) and market study.
  - 8.5. Oversee the group requests and execution for the budgetary applications of funds (supplies, equipment etc.) for the development of the food production demonstration plots and enterprise development.
  - 8.6. Identify capacity building tools to strengthen the technical knowledge of the team and participating stakeholders.
9. Supervise the COSAL extension officers (x3) and business advisor (x1), as they work with the community groups, to achieve the following:
- 9.1 Stakeholder Engagement: To establish and maintain strong relationships with farmers, entrepreneurs, suppliers, government agencies, and other stakeholders involved in the project, serving as a primary point of contact for technical inquiries, feedback, and support.
  - 9.2 Training and Capacity Building: Provide training, guidance, mentoring and technical support to community groups members and project teams to enhance their capabilities and promote best practices in agriculture, enterprise development, sustainability, and resource management.
  - 9.3 Field-level Monitoring: Conduct regular field-level assessments to track progress, identify challenges, and recommend corrective actions. Utilize monitoring tools, metrics, and KPIs to evaluate the effectiveness of interventions and drive continuous improvement.
  - 9.4 Project Reporting: Prepare timely and accurate reports on project status, milestones achieved, challenges encountered, and lessons learned. Communicate findings and

recommendations to senior management to support decision-making and strategic planning.

9.5 Farm-plan and business plan development and implementation: Support farmers to develop and implement their farm and business plans (tailored to their specific needs and environment).

10. Implement any other activities required to successfully achieve the project objectives and outcomes outlined in the project documents.

## 5. EXPERIENCE & QUALIFICATIONS.

- A minimum of bachelor's degree in agriculture, environmental science, agri-business, rural development, business administration or a field related to the assignment.
- A minimum of five (5) years' experience working in managing projects related to agriculture and business development using a farmer's field school/participatory approaches. Experience, knowledge and interest in supporting farmers to strengthen their livelihoods using the principles of regenerative agriculture and agriculture business development would be a distinct advantage.
- Experience in project management and monitoring tools would be an advantage, and the candidate should be familiar with MS office software platforms.

## 6. SKILLS AND ABILITIES

- Excellent communication (in Spanish and English, written and oral)
- Leadership and interpersonal skills.
- Ability to work independently, prioritize tasks, and thrive in a fast-paced environment.
- A dynamic and innovative personality with a demonstrative interest and capacity in the technology and methodologies promoted by the project.
- Valid driver's license for vehicle/motorcycle.

## 7. REPORTING RESPONSIBILITIES

The Project Coordinator will report directly to IICA's Project Manager.

## 8. SALARY RANGE

Salary will be based on qualifications.

## 9. DURATION OF APPOINTMENT

41 months

## 10. WORKING ARRANGEMENTS

The coordinator will be based in the City of Belmopan, at IICA's Belize office, and operate in the field working with the Community Groups located throughout the country of Belize.

## 11. HOW TO APPLY.

Interested persons must send Curriculum Vitae / Resume with a cover letter explaining how past work experience and qualifications meet the requirements for the position. These documents must be submitted to [iica.belize@iica.int](mailto:iica.belize@iica.int) with the subject: **Project Coordinator, no later than 18<sup>th</sup> May 2025**. For further information about the post telephone 822 0222 or email: [iica.belize@iica.int](mailto:iica.belize@iica.int)

IICA, in its commitment to equality and non-discrimination, aims to strengthen an organizational culture that is pluralistic, inclusive, diverse, and respectful of differences. We invite people from indigenous background, ethnic minorities or historically excluded groups to participate in this process. Women are especially encouraged to apply.