



## Project Manager - Piloting Black Soldier Flies Farming in Rwanda Project (BSF Project)

### 1. Introduction.

Vétérinaires Sans Frontières Belgium (VSF-B) is an International NGO based in Belgium whose vision is Healthy Animal, Healthy Human, in a Health Environment while its mission is "to strengthen the capacities of disadvantaged, livestock dependent communities to improve their well-being".

Created in 1985, VSF-B currently work in 10 African Countries and has been working in Rwanda since the year 2001 in different facets of community mobilization and development, through implementation of various projects/programmes ranging from education, different aspects of animal health & improved animal management, agriculture, food security & livelihood, income generation & access to finance, green energy and different aspects of integrated environmental & natural resources management; across 15 districts of the country (for more information visit [www.vsf-belgium.org](http://www.vsf-belgium.org)).

Since December 2021, VSF-B have received the fund from the Belgian Cooperation Agency (Enabel) to implement a two years project commonly known as "Piloting Black Soldier Flies Farming in Rwanda (BSF project)" in Rusizi, Gisagara, Rulindo and Rwamagana districts. The project fall under the umbrella & contribute to a multi-actors' project called PRISM (Partnership for Resilient and Inclusive for Small Stock Market) which is led by Rwanda Agriculture & Animal Resources Development Board (RAB).

### 2. Terms of references

With reference to the above, VSF-B is looking for a suitable candidate to fill a position for a Project Manager

**Position Title:** Project Manager

**Reporting to:** Rwanda Office Coordination and Great Lakes Regional Monitoring and Evaluation Officer

**Location:** Kigali, Rwanda with frequent travel to the Project areas of Implementation

**Contract Length:** Two years fixed term contract

**Start date:** February 2022

### Key responsibilities:

- Report to the Rwanda Office Coordination and Great Lakes Regional Monitoring and Evaluation Officer
- Be responsible for the overall coordination of BSF project team and project activities and ensures completion of project on time within scope, and budget.
- Oversee all aspects of the project, set deadlines, assign responsibilities, and monitor and summarize progress of the project. Prepare reports for upper management regarding status of project.
- The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of the project are compatible
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Ensure pig & poultry farmers as well as Livestock Farmer Field School (LFFS) facilitators and their respective groups are fully engaged in the project cycle management.
- Be responsible for project proper planning, budgeting and reporting based on donor's requirements
- Work closely with District authorities & technicians, RAB and Enabel to ease the project activities' implementation
- Ensure that appropriate project data collection and recording systems are in place.
- Manage relationships with line governmental authorities and participate in networks with other development partners in the project area.
- Develop a detailed project plan to monitor and track progress



- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Support the VSF-B management in project monitoring, evaluation/assessment.
- Provide information as required to ensure effective management of donor contract against plan, budget and log frame, timely delivery of reports.
- Be responsible to design and regularly update the training syllabus related to the project
- Measure performance using appropriate project management tools and techniques and report and escalate to management as needed
- Perform risk management to minimize potential risks
- Create and maintain comprehensive project documentation including success stories and lessons learnt.
- Supervise field officers and delegate project tasks based on field staff members' individual strengths, skill sets, and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Find out capacity gaps and ensure training for Project field officers within BSF project.
- Be responsible to carry out practical training sessions as and when needed in BSF project
- Be responsible for accountability of all resources used in the project.
- Ensure that pig & poultry farmers as well as Livestock Farmer Field School (LFFS) facilitators are supported with various advisory services in areas of black soldier flies larvae production, management & use in pig & poultry feed formulation and feeding , animal health& production, animal breeding, animal feeding, and social economic development
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Be responsible of implementation VSF-B policies & strategies in line with VSF-B's Vision, Mission, Values and strategic plan.
- Contribute to the development of project proposals as required.
- Be responsible for any other tasks required by Vétérinaires Sans Frontières management.

#### **Requirements of the position**

##### **Education :**

- Minimum of bachelor degree in entomology, insect production, insect physiology or animal production.

##### **Knowledge and experience:**

- Good knowledge insect physiology, pig& poultry husbandry/health , pig & poultry feed formulation and feeding, dairy ;
- At least 5 years of proven working experience in insect and or animal production research projects & management
- Good mastery of Project Cycle Management and specifically in monitoring and evaluation methods;
- Conversant with digital data collection tools, e.g. Kobo Toolbox ;
- Experience in capacity building, coaching and training modules development,
- Experience in administrative and accounting management in the framework of cooperation projects.



- Excellent knowledge of French and English.
- Solid organizational skills including attention to details and multitasking skills
- Excellent client-facing and internal communication skills
- Mastery of common computer tools (Word, Excel, PowerPoint, internet);2

**Skills:**

- Excellent writing and reporting skills.
- Good oral presentation in front of different groups of interlocutors.
- Good interpersonal communication with excellent listening skills.

**Attitudes:**

- Respectful of others and other cultures.
- Ownership of VSF-B's values, mission, and vision.
- Is of impeccable integrity and expects the same from others.
- Excellent participatory approach, flexible and patient.
- Have a learning attitude.

**How to apply**

Interested candidates should address their application enclosed with a cover letter, Curriculum Vitae, academic documents and other certificates to the Country Representative of VSF-B in Rwanda delivered in a **single PDF document to e-mail : [recrutementrwanda@vsf-belgium.org](mailto:recrutementrwanda@vsf-belgium.org)**, with copy to: [e.musengiyaremye@vsf-belgium.org](mailto:e.musengiyaremye@vsf-belgium.org), and to [d.ripoche@vsf-belgium.org](mailto:d.ripoche@vsf-belgium.org) ; not later than 10<sup>th</sup> January 2022 at 5:00 p.m.

**Notice:**

- The subject of the e-mail should be mentioned **"Application for the position project manager- Piloting black soldier flies farming in Rwanda (BSF) Project"**
- Only short-listed candidates will be contacted for written interview.
- Late application will not be considered.
- Due to the COVID-19 pandemic prevention measures, only soft copies sent via pre-mentioned emails will be accepted.

Done at Kigali, on 28 December 2021



Expedit MUSENGYAREMYE

Rwanda Office Coordination and Great Lakes Regional Monitoring and Evaluation Officer.

Vétérinaires Sans Frontières Belgium