

## Terms of reference: SME and Cooperative Economist

### **Responsibilities of the SME and Cooperative Economist:**

The responsibilities of the SME and Cooperative specialist will include the following:

- **Supervision of review and appraisal activities for sub-component 1.2**, which consists of the acceptance, verification and registration of the CSERP sub-projects proposals at the appropriate level (RCUs and PCU), evaluation of SME and cooperative capacities to implement the sub-projects proposals, evaluation of economic impact, assurance of the sustainability of facilities proposed after their putting into operation, technical and legal evaluation of sub-projects's feasibility, costs estimation, economical evaluation, determination of the amount of investments and relations with Banks for the loan contribution, preparing and advancing the sub-projects for approval;
- **Supervision of implementation monitoring by RCUs**, verification of implementation within the terms stipulated in the contract, information flows, provision of control on the payments and transparency of investments used for the projects implementation, assistance to RCUs in dealing with SME and cooperative and development of the capacities of the beneficiaries;
- **Technical assistance** to the RCUs and at different stages of the subproject cycle, including: (i) reinforcement of personnel capacity and standardization of procedures, compliance ; (ii) instruction of local consultants hired, (iii) communication to local and regional authorities on problems related with the CSERP objectives, subprojects typology, identification, implementation and assurance of the subproject sustainability; provision of technical assistance to RCUs in following CSERP procedures and mechanisms, monitoring of the implementation of the CSERP objectives, instruction and technical assistance of private contractors in problems related to the contracts conditions, following norms and standards, filling up operational documents, subproject implementation and transfers according to the CSERP procedures.

The SME and cooperatives economist will be responsible for carrying out the following functions:

- 1) Manage the activities of the sub-component 1.2.
- 2) Gather information from RCUs on subprojects proposal localization and transmit all information to CROMAC for early diagnostic;
- 3) Maintain constant contact and flow of information with CROMAC on all demining aspects and activities;
- 4) Facilitate drafting and implementation of business plans by providing on-the-job training to staff, managers and board members and participate in the design and implementation of agribusiness training courses in constant relation with the regional and local specialist,

- 5) Organize the evaluation by national committee (if relevant), prepare and present sub-projects for approval;
- 6) Oversee the unit price database.
- 7) Assist the Executive Director in developing the annual work programs and reports for subcomponent 1.2
- 8) Supervise all activities related to subcomponents 1.2 lead by RCUs personnel
- 9) Organize SME and cooperatives performance supervision with RCUS assistance in order to assure the sustainability of the economic activities implemented with the support of the CSERP.
- 10) Report periodically to the Director on problems arising in the projects' implementation and necessary investments related to the change of sub-projects' costs evaluations.
- 11) Establish good relations with the relevant sector Ministries and other related institutions to ensure that national norms and standards are met and licenses/non objections for construction or renovation works are issued without delays.
- 12) Create and maintain close relations with the commercial Banks that provide the loans on sub-projects co-financing
- 13) Monitor the payments to be made for the sub-projects.
- 14) Participate in the selection of professional regional and local personnel and local consultants working on the sub-component. Monitor the performance of the consultants hired to assist cooperatives in the development of their business activities.
- 15) Contribute to the CSERP promotion, as well as to the development of the operational documents, evaluation criteria, improvement of CSERP procedures and successful achievement of the objectives.
- 16) Establish and keep working relations with the officers and consultants of the World Bank and other international and national organizations, which will contribute to the realization of the CSERP.
- 17) Implement a system for monitoring of the business performance of beneficiary SME and cooperatives;
- 18) Verify and keep updated the MIS data regarding activities carried out under the sub-component 1.2 and assure their compliance with the financial data of the Administrative Department.

### **Reporting Requirements**

The Economist will report to the Executive Director of the PCU on the activities carried out. He/she will be responsible for submitting monthly progress reports (up-to 2 pages in length) on the status of activities carried out in the Unit and for providing a written input to the Quarterly and Annual reports.

### **Necessary qualifications:**

The candidate for the position of SME and cooperative Economist should meet the following qualifications:

- 1) A university degree, or equivalent professional qualifications, in business management, economics, agriculture or related disciplines,
- 2) A minimum of 5 years experience in agribusiness or rural development or SMEs development;
- 3) Three years experience with (member-controlled and business-oriented) cooperatives, experience in restructuring public and private organizations or other FOs, and internationally funded projects experience;
- 4) Proven experience in the preparation of business plans and in book-keeping of SMEs and Cooperatives
- 5) Fluency in English and Croatian;
- 6) Extensive knowledge of cooperatives or other types of Farmer Organizations
- 7) Significant experience in providing management and business support, training and related services to SMEs, cooperatives or similar organizations,
- 8) Willingness and availability to work long hours and travel extensively throughout Croatia;
- 9) Experience in working in multi-ethnic settings will be an advantage;

**Working conditions:**

The SME and cooperative Economist will be stationed in the PCU office in Zagreb, but should be ready to hold numerous meetings and work under pressure. He will travel in ASCs where the projects is conducting activities.