



**Convergence on Value Chain Enhancement for Rural Growth and Empowerment
Central Project Management Office**

TERMS OF REFERENCE

Value Chain Enterprise Manager for Coconet and Biofertilizer

The VC Enterprise Manager is responsible for the successful operation of the Coco Coir and Organic Fertilizer enterprise of CLAGIBAPLA ARCC lead by Mabini United Farmers' Cooperative (MAUNFACO) within the Policies, System & Procedures (PSP) and direction set by the board of directors. He/She leads the enhancement and implementation of the approved business plan of the VC enterprise, ensuring its operationality, profitability, and sustainability.

Specifically, the VC Enterprise Manager is expected to perform the following:

1. Discusses and negotiates with the participating ARBOs the annual production plan requirements in terms of raw material sourcing and their commitment to quality;
2. Ensures that the participating ARBOs sign buyer agreements with MAUNFACO;
3. Oversees the daily operations of the VC Enterprise processing center;
4. Cultivate a better relationship with the existing markets and search for new markets for the products of the VC enterprise, and ensures that MAUNFACO will forge marketing agreements with these markets;
5. Ensures that the products conform with the specific requirements of the buyers;
6. Reviews the working capital requirement of the enterprise based on the business plan and provides guidance to the BOD on how to address working capital requirement, and leads the negotiation for credit when necessary;
7. Supervises the staff and workers of the enterprise;

8. Prepares and presents, regularly, the status of the VC enterprise to the Board of Directors, including financial statements, sales reports, issues and concerns in the enterprise;
9. Presents status of the VC Enterprise to the CPMO, RPMO 13, and the PPMO of Surigao del Norte and submits written report periodically;
10. Performs other related tasks which may be determined by the PPMO of Surigao del Norte following the directives from the CPMO and RPMO.

DURATION OF THE ENGAGEMENT

This engagement shall be from 01 October until 31 December 2021. An evaluation of the performance of the manager vis-à-vis the listed terms of reference and deliverable shall be the basis for contract renewal.

REPORTING ARRANGEMENTS

The Manager is an employee of the cooperative hence, shall report directly to the Board of Directors of MAUNFACO on a regular basis. He/She shall perform his/her duties based on the approved human resources policies and procedures of the cooperative.

However, since this engagement is subsidized by Project ConVERGE the Manager shall provide regular written report to the CPMO, through the PPMO Surigao del Norte and RPMO 13, which will be the basis for the release of the management fee. Attached to his report is the daily attendance sheet, which is certified by the chair of MAUNFACO or his/her authorized representative. It should be understood however that this engagement shall not constitute employer-employee relationship between the Manager and Project ConVERGE.

AUTHORITY OF THE MANAGER

The Manager will carry on the business of the co-operative under the direction set by the board of directors and will act on the board's behalf in all matters related to the co-operative's operations.

The Manager will be the highest authority among staff, contractors, and consultants within the co-operative.

ACCOUNTABILITY OF THE MANAGER

The Manager is accountable to the Board of Directors to achieve the goals of the Cooperative including:

- Stabilization & expansion of the cooperative's businesses, focusing on the Project
- ConVERGE-supported enterprises – coco coir and organic fertilizer enterprise;

- Maintaining satisfactory records of human resources, finances, and evaluation;
- Community and public relations;
- Communication among the membership;
- Budgeting and financial reporting;
- Compliance with relevant legislation and all regulations;
- Strategy development and policy recommendations for the stability & enhancement of the cooperative;
- Support for the Board of Directors

RELATIONSHIPS INSIDE THE COOPERATIVE:

The Manager must develop good working relationships with the following stakeholders:

- The Board of Directors
- The members of the Co-operative
- Staff
- Key markets
- Financing institutions
- Consultants or contractors
- The Media
- Relevant support organizations
- Relevant government departments
- Suppliers

MANAGER ESSENTIAL SKILLS

The Manager must have skills in the following areas:

- Stakeholder engagement
- Financial management
- Human resources management
- Strategic planning
- Expertise in the marketing and sale of the enterprise products
- Reporting to a board of directors
- Public relations and communication
- An understanding of co-operative businesses and the RA 9520
- Various marketing platforms
- Networking and relationship building
- Conflict resolution

QUALIFICATIONS OF THE MANAGER

- Graduate of a Bachelor's Degree major in any of the following: Enterprise Management, Cooperative Management, Business Management, Economics or any related field;
 - Must have at least 2 years of experience being a manager, assistant manager, or business manager of an agribusiness enterprise;
- Preferably a resident of Surigao del Norte;
- Must be willing to be based in Placer, Surigao del Norte.