



The Food Heritage Foundation

TERMS OF REFERENCE

Project Coordinator

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The Food Heritage Foundation (FHF) is a non-profit organization that strongly believes in local food heritage being a potent tool for economic development. The FHF aims to revive traditional cuisine and local produce and promotes the livelihoods of rural producers and processors through rural-urban linkages. FHF has been implementing capacity building projects throughout Lebanon promoting the local food system, supporting the livelihoods of small-scale farmers/producers, and fostering sustainability.

FHF is currently implementing a project aiming at fostering food security while promoting resilience and adaptation capacities of vulnerable small and medium-sized agricultural enterprises. The project is implemented by FHF in partnership with GIZ and is commissioned by BMZ.

Within this project, FHF is seeking to recruit a full-time Project Coordinator having an extensive experience in sustainable agriculture and agro-food processing as well as strong communication and coordination skills. He/she will be based in Beirut and will coordinate the project activities in West Bekaa and the Shouf. He/she shall report directly to the project manager.

Scope of Work

The Project Coordinator will be primarily responsible of the following activities:

- Oversee the overall implementation of the project's activities
- Coordinate all activities with the project partner
- Seek collaboration with municipalities, local communities and NGOs/CBOs involved in similar projects, and represent FHF in sector coordination with relevant partners
- Provide technical support to field staff to ensure quality implementation

- Develop regular reports as required by the donor, and follow-up with partners on their reporting procedures
- Follow-up on all reporting requirements with the field staff (e.g. attendance sheets, pre/post-tests etc.)
- Review training modules to ensure the appropriateness of all training material
- Coordinate the necessary assessments and analyses to guide the project's priority interventions meeting the current needs
- Supervise the development and implementation of M&E tools and frameworks
- Develop guidelines that outline procedures, and strategies for project implementation
- Follow-up closely on all implementing divisions – including Field Officers, Agriculture Engineer, Food Processing Expert and Financial Officer
- Monitor and track expenditure, and update forecasts in compliance with donor regulations
- Ensure all activities comply with FHF's approach considering circular economy and natural resource management
- Relocate or face a longer commute as and when required

Essential Minimum Qualifications

- Advanced university degree in management, agriculture engineering or relevant fields
- Minimum 3 years of previous work experience in project coordination
- Proven experience in managing human resources and developing schedules, flowcharts and action plans
- Strong organizational skills, including time-management, multitasking and team leadership
- Knowledge and exposure to the social and cultural values of the region
- Knowledge of sustainable agriculture and food production principles
- Excellent teamwork and communication skills
- Excellent knowledge of Arabic and English languages
- Excellent reporting skills



Period

- 18 months from January 2023 to June 2024 with probation period of 3 months

How to Apply

- Deadline to submit CV: December 26, 2022
- Interested candidates should send their CV to: info@food-heritage.org, with mentioning the position in the e-mail Subject.
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