



# **The Food Heritage Foundation**

## **TERMS OF REFERENCE**

### **Project Manager**

#### **Project Manager**

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 Project Manager having an extensive experience in planning, implementing and managing projects in the agricultural and food production business areas. He/she will be based in Beirut and will manage the project activities in West Bekaa and the Shouf.

#### **Scope of Work**

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

- Supervise the overall implementation of the project activities and grant management
- Ensure that the delivery of the project and all its activities are in accordance with FHF's approach and the proposal/project scope.
- Develop forms and records to document project activities as per the donor's requirement
- Follow up with the project coordinator to monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project against set indicators in a timely manner



- Follow up with the financial officer to monitor expenditures, financial reports and supporting documentation as outlined in funding agreements.
- Ensure proper documentation, tracking and filing of all project's activities in line with project objectives and donor requirements.
- Communicate with the donor and represent FHF in project-related meetings when needed.

### **Essential Minimum Qualifications**

- University degree in business, management, or relevant field with an experience in development. Or University degree in rural development, food security, agriculture with an experience in management
- Knowledge of sustainable agriculture and food production principles
- Previous work experience in project management, monitoring and follow up
- Strong organizational skills and team leadership
- Excellent communication and reporting skills
- Excellent knowledge of Arabic and English languages

### **Period**

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

### **How to Apply**

- Deadline to submit CV: January 10, 2023
- Interested candidates should send their CV to: [info@food-heritage.org](mailto:info@food-heritage.org)