Program MIS Coordinator, Cashew-IN (Long-Term Consultant)
Location: Abidjan, Côte d’Ivoire
Start Date: October 2020
Rate: $200-$400 per day at full time equivalent (dependent on experience)

The Organization
Development Gateway (DG) is an international nonprofit that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development: developmentgateway.org

DG supports public and private sector actors in collecting, analyzing, and using data in the agriculture sector. Our partners in this work include USDA, USAID, The Bill & Melinda Gates Foundation, the Hewlett Foundation, and the Governments of Malawi, Senegal, Kenya, Nigeria, and Ghana. We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor.

DG’s projects include: (i) technical implementations of data management, visualization, and dissemination tools, (ii) data management and analysis services, and (iii) applied research on how data and technology influence development.

Description of Position
The five-year West Africa Cashew Project (PRO-Cashew) is funded by USDA and implemented by Cultivating New Frontiers in Agriculture (CNFA). It will focus on cashew producers in Benin, Burkina Faso, Côte d’Ivoire, Ghana and Nigeria. The PRO-Cashew project aims to improve the productivity and profitability of smallholder-owned cashew orchards, through renovation and rehabilitation (R&R) capacity building and in-kind grants that respond to the diverse needs of the cashew sector.

As a subcontractor to CNFA, Development Gateway (DG) will lead the establishment of a multi-country cashew data collection and analysis system (Cashew-IN) for West Africa. Cashew-IN development will include customized sub-dashboards for each target country, to meet policymaker, farmer, and private sector needs.

DG is seeking to recruit a Program MIS Coordinator who will be responsible for coordinating the Cashew-IN dashboard development program, including managing stakeholder relationships and driving progress on the technical implementations.

In this full-time consultant role, you will manage partners and the in-country implementations of the program, support Cashew-IN innovation, lead assessments of systems and user needs, and facilitate workshops focused on data management. A wide degree of creativity, latitude, and responsibility is expected, along with domestic and international travel (if the COVID-19 public health situation permits), up to 30% of full-time. The Program MIS Coordinator will be based in Abidjan, Côte d’Ivoire. Applicants must have authorization to live and work in Côte d’Ivoire.
The Work You Will Do

**Project Coordination and Implementation**
- Work closely with farmers, traders, cashew associations, research institutes, the private sector, and government ministries/ agencies to understand agriculture data use along the value chain.
- Conduct data use assessment across stakeholders, including analyzing qualitative data and documenting technical needs.
- Collects and maintains requirements for an MIS system to support stakeholder decision making. Collaborates with DG team on conceptual design and defining business rules, user stories, and user interfaces.
- Collaborate with PRO-Cashew partners and DG’s management and technical staff to ensure project milestones are met on time.
- Develop strategic, annual and quarterly workplans for management of the program in line with USDA and PRO-Cashew guidelines;
- Work actively and collaboratively with governments, building buy-in for the Cashew-IN tool.
- Represent PRO-Cashew, DG, CNFA, and USDA in stakeholder meetings. Foster and maintain positive working relationships with USDA, local authorities, and country partners.

**Documentation and Training**
- In each focus country, provide support for policymakers, farmers, and the private sector on how to create clear data management processes with the Cashew-IN tool.
- Facilitate training sessions with stakeholders and partners.
- Oversee Cashew-IN testing process and follow-up with the technical team.
- Regularly provide information and reports to the CNFA Chief of Party.

**Education and Experience**
- A Bachelor’s degree in Computer Science, Information Technology, Project Management, Agribusiness Management or similar (Master’s degree preferable.) Coursework or real world experience in ICT-based information systems and their application in business, marketing or related fields.
- 8-10 years’ experience managing information systems, ideally engaging with MIS development lifecycles (analyzing, designing, implementing, monitoring)
- Previous experience designing or implementing MIS, preferably in West Africa (e.g., Resimao/AGRIS, ACA platform, Rongead /Nkalo, COFENAVEBI platform, government platforms, or other donor-supported programs)
- Familiarity with agriculture, agribusiness, preferably in the cashew sector
- Experience in engaging with one or more of the following: the private sector, government ministries, development agencies, and/or research institutes.
- Proven record in the advanced use of communications tools, internet, email, social media, and teleconferencing.
- Fluency in English and French required

**Skills and Qualifications**
- You are proactive and have effective project management, presentation, and relationship-building skills. Proven record in successful teamwork, innovation, and decision
making.

- You can communicate easily with both technical and non-technical staff, and can maintain good communication with our geographically dispersed team.
- You're comfortable working with data using spreadsheets, simple databases, and/or statistical software packages.

To apply, please send a CV and cover letter to jobs@developmentgateway.org. Please include “Cashew-IN Program MIS Coordinator (Consultant)” in the subject line.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.