

HEAD OF PORTFOLIO

The Head of Portfolio has the prime responsibility for ensuring that aBi's portfolio of projects achieve set strategic objectives for impact as well as meeting projected budget investments in the focus value chains and geographies. In addition, s/he ensures the effective and efficient roll out and monitoring of aBi Development's projects with implementing partners in order to achieve the targets outlined in the strategic objectives. S/he is a key member of aBi Development Senior Management Team responsible for overall performance and direction of the organization in line with its vision & mission.

REPORTS TO: Chief Executive Officer (CEO) aBi Development

SUPERVISES: 4x Portfolio Development Managers, 4 x Intervention Managers and 1 x Project Officer

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
Strategy & Programming Participate in the development of strategies and work plans that will achieve the aBi's strategic goals and measures of success	Support the Chief Executive Officer (CEO) aBi Development to periodically develop and review overarching organizational strategies, business plan and approaches as well as develop operational work plans and budgets for the Portfolio Management team	<ul style="list-style-type: none"> Feedback from the CEO aBi Development indicates a substantive contribution to strategy development is made
	Ensure that robust stakeholder consultation and analysis is carried out and continually updated across all value chains at all levels, identifying areas of outstanding stakeholder need, and proposing appropriate changes in strategy, plans and approach to achieve maximum stakeholder impact	<ul style="list-style-type: none"> Documented stakeholder analysis (can be computerised)
	Participate in Technical Teams to identify opportunities to leverage beneficial change and design funding windows	<ul style="list-style-type: none"> Rationale for partner selection strategy is informed by comprehensive analysis of value chain ecosystems
	Work with the CEO aBi Development to develop a strategy for identifying and selecting Implementing Partners, with the aim of driving strategic impact through a balanced portfolio	<ul style="list-style-type: none"> Audit findings indicate compliance with risk mitigating

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	Take personal responsibility for rolling out the aspects of the risk management framework that pertain to implementing partner selection and management; contribute to the development and review of prudent investment policies	<p>policies/procedures / actions around IP onboarding & management</p> <ul style="list-style-type: none"> • Risk management awareness evident in the team.
<p>Partner Identification and Onboarding</p> <p>Lead the identification, selection and contracting of Implementing Partners (IPs), capable of adding value to the sector, and driving achievement of aBi's strategic goals and business plan</p>	<p>Assist the CEO aBi Development to develop strategies for attracting and on-boarding partners with the greatest potential for leveraging systemic change; develop calls for proposals and applicant guidelines</p> <p>Lead the Portfolio Management team in identification of potential partners and keep them in regular contact</p> <p>Oversee the development and implementation of a time- and cost-effective process of identification, onboarding and supervision of Implementing Partner (IP) balancing good client-experience with quality analysis of capacity and due diligence</p> <p>Supervise the performance of Portfolio Management team in management of IP onboarding process including due diligence and capacity assessments; ensuring that the information gathered is translated into a comprehensive capacity-building plan</p> <p>Identify opportunities to involve aBi Finance in the development of IP funding proposals incorporating appropriate levels of grants, commercial loans and equity; take the initiative to promote synergies between the sister organisations</p>	<ul style="list-style-type: none"> • New platforms for reaching out to potential implementing partners are created • Quality of applicants is monitored and continuously improved; as a minimum, audit findings indicate reasonable quality of IPs • Due diligence and capacity assessment tools are applied thoroughly and consistently, according to standard operating procedures • Satisfaction surveys indicate that the on-boarding process meets partner requirements
<p>Pipeline & Portfolio Management</p>	<p>Oversee the development and reporting on the aBi Development 'pipeline' (Developed Project Summary); striking a balance between achieving targets for programmatic fund absorption and optimising the development impact that will be achieved</p>	<ul style="list-style-type: none"> • Smallholder farmers' production, productivity and market integration is sustainably increased

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<p>Ensure that a sufficient portfolio of projects is planned in line with aBi's business plan; ensure the submission of quality project plans to the investment committee</p>	<p>Lead the team in the development and submission of project proposals to the relevant Committees, ensuring that all meet set quality standards and align to aBi's policies and targets</p>	<ul style="list-style-type: none"> ● Beneficiary agribusiness performance and sustainability improved ● Smallholder farmers and agribusiness access to serviceable financial services increased ● Set targets for Value for Money and programmatic fund absorption against budget achieved ● Contracting carried out in a timely fashion in line with policies & procedures
	<p>Ascertain that mechanisms for monitoring, evaluation and results-management are included in all business and project plans and fully understood by all staff and stakeholders</p>	
	<p>Ensure that all staff and stakeholders are briefed on the critical policies, procedures, risk management and accountability mechanisms that are relevant to each project</p>	
	<p>Ensure all contracts are sufficiently reviewed, understood and signed off by all parties in line with aBi's policies and procedures</p>	
<p>Ensuring Impactful Implementation</p> <p>Oversee the implementation of business plans so that results are achieved, and quality projects are delivered; ensuring that learning from projects is fully applied to maximise impact</p>	<p>Oversee timely implementation of projects, ensuring adoption of best practices and that interventions result in achievement of planned results</p> <p>Collaborate closely with the Result Monitoring and Research & Development team to ensure collection of data, analysis of results and identification of opportunities for improvement in a blame-free spirit of professional enquiry:</p> <ul style="list-style-type: none"> ● Where desired results have been achieved, initiate strategies for widespread awareness-raising ● Where desired results have not been achieved, identify, and implement improvements in either process or performance ● Periodically review project theories of change, revising as appropriate <p>Ensure Business Development Service Providers assist applicants as appropriate, liaising with the Technical Expert Business Development & Procurement Officer to procure trusted BDS Providers</p>	<ul style="list-style-type: none"> ● Project milestones are achieved on time and to standard; or else assertive corrective action is taken ● Learning reviews conducted and entered into knowledge management system ● Project reviews indicate that best practise is being implemented

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	Provide expert advice, mentoring and guidance to both staff and external stakeholders; contribute towards positioning aBi as a centre of knowledge and learning in agribusiness	
<p>Relationship Management & Communications</p> <p>Lead the team in strategic management of relationships with Implementing Partners to facilitate project achievement, IP capacity development; and implementation of partner-facing aspects of the communications plan</p>	<p>Ensure all Implementing Partners receive sufficient level of client support; access their funds on time, reporting any shortfalls to the Grants Management Controller</p> <p>Support the development and implementation of aBi's Advocacy and Communications Plan ensuring that the Portfolio Management team's ideas and efforts are fully incorporated</p> <p>Ensure full participation of portfolio team in delivery of communication strategy and take personal responsibility for influencing advocacy and communication inline their personal and professional interest and priorities</p> <p>Seek strategic partnerships with like-minded organisations, building relationships with influential actors and applying learning to aBi's practice</p> <p>Lead the team in drafting of aBi Development periodic and ad hoc project reports, required by the Management, Board, Investors, and other stakeholders; ensure that submissions are made on time and to standard</p>	<ul style="list-style-type: none"> Satisfaction surveys indicate that IPs are satisfied with the quality of relationship management and the level of support received Desires of the Portfolio Management team for influencing, advocacy and marketing are addressed in the communication plan The Portfolio Management team implement assigned communications / reporting activities on time and to standard
<p>Team Leadership</p> <p>Lead the Portfolio Management Team, in a manner that empowers them to add value to the organisation and deliver high standards of performance</p>	<p>Communicate to the team a clear and exciting of the organisation and the importance of their personal contribution</p> <p>Ensure the team is equipped with the expertise necessary to deliver on strategy; through a combination of smart recruitment and coaching, and procurement of consultants where needed</p> <p>Organize the team to accomplish strategic & project goals and targets in the most cost-effective and impactful manner; ensure that each team member is sufficiently informed of his/her expectations with clarity</p>	<ul style="list-style-type: none"> Measures of organisation climate indicate employee engagement above 50th percentile 360-degree feedback from staff indicate that the leader behaviours listed are being delivered Staff net promoter score monitored and continually improving

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	Monitor and review performance, holding team members accountable to achieving set results; provide training, coaching and accountability to support them in achieving results and delivering required standards and behaviour; take decisive action in the case of poor performance	
	Notice and cultivate talent, encourage, and praise good performance; deliver coaching & mentorship through an engaging leadership style to motivate and grow team members	

And other duties as requested by **Chief Executive Officer aBi Development**

REQUIREMENTS OF THE ROLE

Educational Qualifications:

- Master's Degree in Agriculture Economics or Business
- Bachelors – Agribusiness Management if the master's is not in Agriculture Economics, Agriculture, Development Studies, Agribusiness Management
- Professional Qualifications – CPA, CFA, ACCA, CIB

Job related experience and knowledge:

- 10 years experience in Business Development (Portfolio Management), Banking, Private Equity and or Pipeline Development & Management
- Extensive Knowledge and understanding of Agribusiness Management
- Demonstrable knowledge of Agri-Business Development and Market Systems Approach
- Proven experience of working in rural development in a generalist role within the sector and in a developing country
- Demonstrable experience and ability to network, develop and sustain strategic partnerships
- Knowledge and skills in program planning and development
- Familiarity of usage of databases and Microsoft Office
- Proven experience to manage and engage teams of delivery of results

COMPETENCIES

Competency	Level 1 Standard	Level 2 Specialist	Level 3 Team Leader	Level 4 Leadership
Integrity & Commitment				√
Learning & Capacity Building			√	
Proactivity & Innovation				√
Getting Work Done			√	
Relationship Building				√
Thinking and Problem Analysis			√	
Communication and Information Handling			√	
Resource and Business Management			√	

SIGNATURES

Name of Job Holder:	Signature(s):	Date:

Name of Supervisor:	Signature(s):	Date: