**Project : FoodTechIndia**

**Location : Bengaluru**

**Designation : Sr. Consultant – Agribusiness Project Office**

**Type of employment : Contract**

**Duration : 1 year renewed to another year subject to satisfactory performance**

**Experience : 4—5 years**

**Roles and Responsibilities**

*Project management – planning, coordination, execution*

* Coordinating, organizing and participating in the bi-weekly FTI working group meeting to:
	+ Understand the progress of the project - field updates, challenges from each consortium member as per their activity and responsibility
	+ Prepare meeting minutes and sharing with the working group
	+ Prepare meeting at grower’s field and FCL DC location etc
	+ Prepare updates from FCL demo, field days etc
* Follow up with the consortium partners on action points as per working group meeting and communicating to the FTI Chairperson, India
* Stakeholder Management
	+ Remain first point of contact and act as a catalyst to share the relevant information on time to time basis
	+ Regular follow up with the FTI WG partners on the project progress
* Weekly meeting with the FTI chairperson, India to share
	+ Project updates
	+ Challenges in the project
	+ Discuss and come to conclusion on the solutions to the challenges
	+ Next action plan
* Weekly meeting with Larive to provide project update. Below details would be discussed
	+ Activities covered and Field updates
	+ Project progress
	+ Next action plan
* Submitting action log book to Larive team on bi-weekly basis post discussion and inputs from the FTI chairperson, India
* MIS
	+ Define the management information framework [inputs will be required from the Larive team], including Monitoring & Evaluation
	+ Define the process for collecting data
	+ Collecting and collating the field data from the relevant consortium partners pertaining to crops, selection of crops, offtake status of farmers to Future Group, challenges in the field, etc. To share a report with recommendations and solutions.
	+ Interpreting field data and writing report with recommendations

*Research Activities*

* Updating on the new developments by the local government in the agriculture industry, new schemes by the government, etc.
	+ Updating on developments in subsidy schemes that can help FTI project
	+ Keep a track on new schemes in the agriculture sector
	+ Key decision makers
	+ Collate the relevant information and share FTI news bytes in a standard format and share by every end of the month

*Marketing & Communications*

* Provide marketing collateral to different stakeholder’s e.g. making collateral, making a movie etc.
* Update of Farmers yield, revenue through FCL (document available with FCL)
* Presenting FTI project in domestic trade events, road shows, marketing forums, etc.

*Other activities (Need based)*

* Providing logistic support to the Dutch government officials / Larive team to India
* Organizing and/or coordinating farmer training programs
* Tracking and following up with the farmers on their supply of crops to Future Group
* Running activities pertaining to agronomical practice such as discussions with farmers on crop selection, seed allocation, etc.
* Developing and maintaining a Farmers Guide book replete with cultivation tips et al in consultation with the stakeholders.
* Monitoring P&L statement by end of the harvest and farmer’s investments

*FTI Chairperson India expectations*

* Leading the working group meeting with field updates
* Preparing meeting minutes of working group meetings
* Follow up with the working group team members on the action points
* Field visit
	+ Accompanying FTI chairperson, India on field to meet the farmers to understand the progress of the project, challenges of farmers, supply, etc.
	+ Field visit to be done on weekly / bi-weekly visit
	+ Visit to be done to discuss and understand from the farmers on the project progress, challenges, customer satisfaction, visit the distribution centres to discuss and check the progress, etc.