

Terms of Reference

SRP Capacity Development Manager



Background

The **Sustainable Rice Platform (SRP)** is a global multi-stakeholder alliance launched in 2011, that works to safeguard livelihoods of farmers while minimizing environmental impacts of rice production. The alliance fosters partnerships to help farmers to adopt sustainable rice cultivation practices, connected farmers with buyers seeking sustainably produced rice, and driven scale through advocacy. The SRP has proven that by following sustainable practices, smallholder farmers can produce at lower cost, increase net incomes, protect their health, and reduce the environmental and climate footprint of rice cultivation. See www.sustainableice.org.

The SRP Secretariat and staff are responsible for establishing and managing systems and processes to enable the SRP to operate effectively across all programmes of work, and supports a membership base of over 100 institutional members across the stakeholder spectrum. Key programmes relevant to this role are training, assurance and national chapter support.

Position

We are looking for a highly motivated **SRP Capacity Development Manager** to undertake the following roles:

- (1) Manage SRP's external Authorized Training Programme and in-house training delivery (trainer-training and farmer training) to partners;
- (2) Manage SRP support for establishment and operation of country-level National Chapters for SRP in key countries; and
- (3) Support operation, management and revision of the SRP Assurance Scheme, SRP Standard and related tools.

Responsibilities and Tasks

S/he will be responsible for developing SRP tools, systems and processes related to the tasks listed below:

1) SRP Training Programme:

- Administer the SRP Authorized Training Programme and act as focal point to support current and prospective new Authorized Training Providers (member institutions licensed to deliver certificated training programmes) including management of examinations, issuance of certificates to successful trainees, management of trainer database and coordination of opportunities for trainers.
- Update and support maintenance and updating of curricula and training modules in coordination with subject matter specialists, including development of supplementary training tools for country-level adoption
- Collect feedback from country forums to inform SRP Training Programme improvement
- Communicate and support Authorized Training Providers on updates to training modules including new languages and associated communication collaterals
- Report periodically on training activities and outcomes
- Identify growth opportunities for SRP training.

2) Country-level capacity development:

- Act as focal point for receiving inquiries from SRP National Chapters and Working Groups
- Support and coordinate development of National Interpretation Guidelines (NIG)
- Facilitate exchange between country forums to support capacity building (South-South Cooperation)
- Monitor development of the SRP National Interpretation Guidelines in accordance with the Protocol for Development of SRP National Interpretation Guidelines
- Serve as key contact to National Working Group (NWG) by open the communication channel to active NWG in different countries

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3) *SRP Assurance Scheme, Standard and tools*

- Support the Standard and Assurance Manager in assessing conformity assessment bodies (CABs) against key performance indicators (KPIs) in accordance with the SRP Assurance Scheme
- Assist the Standard and Assurance Manager in reviewing SRP's audit reports using a sampling methodology as specified in the SRP Assurance Scheme
- Facilitate training sessions for CABs and their auditors to enhance their auditing capacity
- Manage and ensure the calibration of auditors and CABs' assurance personnel through regular capacity-building activities and when there are new updates to the SRP system
- Develop a monitoring system to ensure the competency of auditors in line with the SRP Assurance and Oversight System
- Develop monitoring system to ensure auditors' competency in accordance with the SRP Assurance and Oversight System

Qualifications:

We are looking for a candidate who possesses (the equivalent of):

- Minimum Masters' degree in a discipline relevant to the role food, e.g. agriculture, environmental sciences, natural resource management, economics, education, international development
- Minimum five years of professional experience as a Training Coordinator, Trainer, Training Facilitator, standard development or management, auditor or other role relevant to the scope of work
- Fluent in English (written and spoken)
- Familiarity with online training methods and techniques, web delivery tools and e-learning platforms
- Previous work experience in multi-stakeholder coordination in the international development context is an advantage
- Experience and knowledge in agrifood certification systems (Familiarity with the codes and processes of ISEAL, and experience in rice will be an advantage)
- Demonstrated analytical and problem-solving skills, with the ability to seek all relevant information, liaise with stakeholders and analyze issues from different perspectives.
- Strong communication and negotiation skills with the ability to work alone and as part of a team
- Excellent computer literacy (Microsoft Office, email, internet, database).

Duty station

Duty station will be in Bangkok, Thailand OR remote/hybrid, by mutual agreement.

Lines of Reporting

The staff member will serve as a full member of the SRP Secretariat, reporting to the Managing Director, SRP Services while liaising closely with the Standard & Assurance Manager and other Secretariat staff as required.

Application:

Please submit your application and CV to Benyapa Lertrakulchai (benyapa.lertrakulchai@sustainablerice.org). The deadline for applications is **15 February 2025**.

Only shortlisted candidates will be contacted. SRP is an equal opportunity employer and actively encourages gender diversity within the organization and all its operations.