

# Assurance & Capacity Building Coordinator - Uzbekistan

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**Starting Date:** As soon as possible

**Contract type:** Full-time contract for 12 months with potential for renewal

**Salary:** Competitive according to experience

**Location:** Tashkent, Uzbekistan

**Application closing date:** Sunday 16<sup>th</sup> April 2023 - 6.00pm Tashkent Time

## Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 26 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginneries and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

Uzbekistan is the sixth largest cotton producer in the world. Over the recent years Better Cotton has been actively supporting International Finance Corporation (IFC) and Deutsche Gesellschaft fuer International Zusammenarbeit (GIZ) GmbH projects piloting the Better Cotton Standard System (BCSS) in Uzbekistan. Following widespread reform of Uzbekistan's cotton sector, and the lifting of the Uzbek Cotton Pledge, Better Cotton has recently opened a formal programme and is establishing a Branch Office in Tashkent.

## About this role

The Assurance & Capacity Building Coordinator is a key role in Better Cotton's growing team in Uzbekistan, leading on the delivery of two critical components of the Better Cotton Standard System (BCSS) - supporting cotton producers to align their practices with the BCSS (capacity building) and monitoring their progress accordingly (assurance). The post-holder will report to the Uzbekistan Country Manager and will also receive technical leadership and support from the Global Standards & Assurance team.

The Assurance & Capacity Building Coordinator will work closely with Better Cotton's programme partners (PP) in Uzbekistan – ensuring that they have the knowledge and tools they need to disseminate the Better Cotton Principles & Criteria (P&C) to producers; and are effectively supporting producers to align their practices accordingly. You will also help PP to make sure that producers participating in the Better Cotton programme are proactively contributing to our global impact targets in the areas of climate change mitigation, livelihoods, soil health, women's empowerment and pesticide use. Assurance covers the auditing and monitoring systems to ensure producers of cotton participating in the Better Cotton programme meet essential requirements of the Better Cotton Standard System.

## Key responsibilities

### As part of the Assurance Programme delivery, you will:

- Coordinate Assurance activities in Uzbekistan and provide quality oversight and support to Global Assurance Manager.
- Support in developing annual implementation plans for the Assurance Programme, and ensure the programme is implemented in a timely, comprehensive, and compliant manner.
- Plan and support execution of the annual schedule of licensing assessments (farm level audits).
- Ensure that all relevant assessment reports including Self Assessments and Licensing Assessment reports from Better Cotton assessors meet requirements on accuracy, timeliness, and completeness.
- Support with recruitment, onboarding and training of third-party verifiers and decent work monitors in Uzbekistan.
- Together with the Global Assurance Team plan calibration sessions for the Better Cotton assessors and Decent work monitors
- Coordinate timely and accurate communication of licensing decisions to producers in Uzbekistan. Assist in follow-ups for Corrective Actions and advise for any change in licensing status.

### In the area of Capacity Building, you will:

- Work closely with Better Cotton's Programme Partners to ensure that Producers understand the BCSS and what it means to be part of the Better Cotton programme, and where required deliver trainings for partners and producers as well as other stakeholders on BCSS.
- Support with conducting due diligence on Clusters wishing to join the Better Cotton programme
- Ensure that findings from due diligence and assurance assessments are being used to guide the focus of capacity-building activities and that Producers are continuously improving and becoming more sustainable in their operations
- Disseminate changes and updates to the Better Cotton Principles & Criteria (P&C) with partners and producers, and lead on developing contextually-appropriate standardised training materials and guidelines for training producers on the requirements of the P&C and the different indicators
- Review Producer self-assessments and external assessments for risks, identify specific vulnerable groups and provide recommendations to address them through programme delivery
- Translate Better Cotton's global assurance and capacity building agenda and associated documents, and lead its adaptation to Uzbekistan specific contexts

### In the areas of Data Management, Monitoring, Evaluation & Learning you will:

- Ensure that PP understand the different data collection requirements and tools and are fully equipped to share this information with producers
- Coordinate timely collection, management, and review of farm/ producer level data as per the assurance schedule using systems such as Salesforce, Qualtrics and Power BI.
- Ensure that data (including licensing data) relating to farms participating the in the programme is entered into the Better Cotton database in an accurate and timely manner.
- Support with collecting data relating to Better Cotton's global impacts as required

### As a member of the Better Cotton Uzbekistan team, you will:

- Lead on day-to-day communications with Clusters and farms participating in the Better Cotton programme

- Support with drafting ToRs, identifying and contracting external consultants where necessary to support with programme delivery
- Participate in working groups and global projects on behalf of the Uzbekistan team
- Play an active role in the smooth running of the Tashkent office, including supporting with organising field visits for visiting staff and external consultants
- Represent Better Cotton at external meetings as requested by the Country Manager
- Make regular field visits when required to provide direct support to producers
- Provide day-to-day support to the Country Manager as reasonably requested

Beyond these specific responsibilities, the incumbent is expected to collaborate on activities as agreed with the Uzbekistan Country Manager.

## About your skills, knowledge and experience

To be successful in the role, you will need the following qualifications skills, knowledge, and experience:

Qualifications, Skills & Knowledge
Essential
University degree, or equivalent higher education qualification, in a relevant field
Fluency is not essential, but you need to be able to communicate effectively in English AND either Uzbek or Russian
Ability to share information effectively with different audiences ranging from farmers to international organisations and government bodies
Ability to work independently and manage your own workload
Excellent organisational skills – you will need to manage several workstreams and projects at the same time
Excellent IT skills, including Word; PowerPoint; Excel
Flexible attitude with a willingness to carry out administrative tasks where required
Demonstrated interest in sustainability and international development
Desirable
Lead auditor qualified or trained in auditing principles, procedures, techniques and behaviours as described in ISO 19011
Knowledge of national and local laws and regulations on the environment, labour, health and safety etc in Uzbekistan
Understanding of the training-of-trainers process, monitoring & evaluation or standards systems
Experience
Essential
Significant work experience in a relevant field – this could be within agriculture, the cotton sector or working as an assessor or verifier
Experience working in the cotton or other agricultural commodity sector
Experience of working on many different projects or tasks at the same time

Experience of providing training or capacity-building support to either colleagues or external stakeholders
Experience of working as part of a team with colleagues or partners from different cultures or countries
<b>Desirable</b>
Experience of conducting external assessments, ideally in the agricultural sector – for example interviewing farmers, workers and community members and/or reviewing management system documents
Experience with standards systems and assurance, auditing or certification
Experience of performing a gap analysis, internal social audits or second- or third-party social assessments
Experience of using Salesforce and Power BI.

## Working arrangements

- This is a full time (40 hours per week) position. The successful candidate will receive a one-year contract with Better Cotton, with a three-month initial trial period.
- This role is full time in the office, 5 days a week.
- Frequent travel (especially during the major production and harvesting months) to cotton production areas will be required. Travelling to the field areas may take up to 30-50% of the total work time, provided no travel restrictions are in place.

## Apply now

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton [via this form](#).

**Application deadline: Sunday 16<sup>th</sup> April 2023 - 6.00pm Tashkent Time**

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what excites you about this role and why you think your next opportunity is here with us.

We thank all applicants for their interest; however, only candidates short-listed for interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

Better Cotton is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.