

EAST AFRICAN COMMUNITY



TERMS OF REFERENCE

(INDIVIDUAL CONSULTANT)

FOR

PROCUREMENT OF PROJECT MANAGER

TERMS OF REFERENCE FOR THE EAC- EASTERN AFRICA REGIONAL STATISTICS PROGRAM FOR RESULTS.

PROJECT MANAGER (REF: TZ-EAC-405659-CS-INDV)

Main purpose of the job:

The purpose of this job is to provide the technical input required to implement Eastern Africa Regional Statistics Program for Results relating to the project's key components. The Project Manager is responsible for the day-to-day management and implementation of the Project, including all substantive administrative matters and is the reference person for technical and functional matters in each work stream and is in charge of the organization of activities with the Partner States and service providers (for goods and services), and other stakeholders. He/She will report to the Head of the Statistics Department. Once the EASB is established, the Manager shall report to the Director General of the EASB.

1.Scope of Work

The project Manager is expected to carry out the following project-specific tasks:

- (a) Manage and coordinate project activities, from technical, administrative and financial points of view, applying strategic planning and systematic coordination of project activities;
- (b) Prepare annual work plans, procurement plan and training plans in line with the Third EAC Regional Strategy for Development of Statistics (RSDSIII) and project document;
- (c) Prepare realistic annual budget in line with the work plans and following EAC budget process guidelines;
- (d) Be in charge of the overall project implementation (quarterly and annual work plan, procurement plan and budget), monitoring and evaluation

- (e) Supervise the Project personnel and ensure effective communication and coordination between the Project, the EAC Secretariat, Partner States and the World Bank;
- (f) Ensure proper professional relationships with relevant national and international partner agencies, on relevant development programmes/projects;
- (g) Ensure the project implementation complies with the Project Management Plan;
- (h) Address business and technical issues, mitigate project risks and propose changes in project scope as necessary;
- (i) Ensure timely validation of technical and functional deliverables;
- (j) Provide Secretariat services in the meeting of the project Steering Committee and other relevant meetings;
- (k) Responsible for project reporting; and
- (l) Perform any other duties that may be assigned to him/her by the Head of Statistics Department from time to time.

2. Qualifications and experience

Must have:

- a) Masters degree in either Statistics, Economics, or any other related field from a recognized University. The underlying bachelors degree (with honours) should be in either Statistics, Economics and Mathematics or any other related field;
- b) Relevant working experience of not less than 10 years at national, regional or international level in the field of official statistics, 5 of which must be at senior management level;
- c) Managed a Statistics Project;
- d) Knowledge of development cooperation, including grant management from World Bank and/or other Development Partner funded project will be an added advantage.

3. Competencies and skills

- e) Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.);
- f) Good interpersonal and communication skills;
- g) Ability to work in a multi-cultural environment;
- h) Ability to work with minimum supervision; and
- i) Excellent speaking and writing in English, the working language of the East African Community.

4. Duration of the Contract

The contract will be for an initial period of 2 years which may be extended based on the performance and requirements.

5. Location

The Project Manager will be based in Arusha Tanzania

6. Payment

The contract will be time based and payment is made on monthly basis

7. Facilities to be provided by the Client

The client will make available office accommodation, and relevant equipment to the performance of the work.