

**EAST AFRICAN COMMUNITY
SECRETARIAT**



**TERMS OF REFERENCE
(INDIVIDUAL CONSULTANT)
FOR
PROJECT COORDINATOR
(REF: EAC/ENSURE PROJECT 001/2024)**

**ENABLING SUSTAINABLE REGIONAL AGRICULTURAL EXTENSION (ENSURE)
PROJECT**

Position: Project Coordinator

Type: Consultancy

Reports to: Director Productive Sectors **through** the Principal Agricultural Economist.

Duration of Contract: One-year renewable subject to performance and funds availability

Duty Station: EAC Secretariat Headquarters, Arusha – Tanzania

1. Background

The East African Community (EAC) Secretariat has received funds from the African Development Fund of the African Development Bank Group (AfDB) to implement the **Enabling Sustainable Regional Agricultural Extension (ENSURE) Project**. In order to strengthen the human resource capacity for coordination and implementation of the EAC-AfDB project “Enabling Sustainable Regional Agricultural Extension (ENSURE): a regional extension project aims to catalyzing adoption and scaling of technologies for African agricultural transformation through extension”. The East African Community

(EAC) seeks to recruit an individual consultant to fill the position of the **Project Coordinator**.

The Enabling Sustainable Regional Agricultural Extension (ENSURE) project is the regional project supported by the grant to EAC from African Development Bank (AfDB) to strengthen regional agricultural extension through enhanced cooperation between the public sector, private sector, and civil society. The project aims to increase the long-term sustainability of agriculture in the region by increasing access to robust extension services while improving the capacity of EAC and the Partner States to provide responsive and reflexive extension services and training in line with article 105 (2d) of the treaty for establishment of EAC. Specifically, it aims to (i) promote a regional approach to strengthening agriculture extension, (ii) enhancing the role of extension in transforming agriculture, (iii) facilitating farmers' access to advice and information, and (iv) facilitating adoption of climate-smart technologies and building the resilience of farming communities

The project will use a regional approach to strengthen agriculture extension to leverage the pivotal role extension plays in transforming agriculture. The initiative will mainly focus on three key areas of intervention: (i) create an enabling an environment for regional harmonized extension and inputs policies, (ii) deploy a regional pluralistic extension approach (public, private NGOs); and (iii) establish a regional extension capacity-building program targeting transboundary pests and diseases especially fall armyworm and desert locusts. The aspects of gender, climate change, environment and social safeguards are well mainstreamed in all project interventions.

2. Overall Objective of the Assignment

The main objective of this assignment is to be an overall in-charge of all the activities undertaken by the EAC with regard to the implementation of the ENSURE Project.

3. Scope of Services

The Project Coordinator will manage and oversee all activities of the project including the following: -

- i. Ensure timely implementation of the planned project activities;
- ii. Ensure planned activities are aligned to the project budget and workplan;
- iii. Lead development of annual work plan and budget and supervise development of the general and annual procurement plans.
- iv. Coordinate external relationships of EAC with all the partners involved in the project implementation.
- v. Coordinate and ensure timely preparation and submission of the project technical and financial progress reports.
- vi. Support monitoring and evaluation requirements of the project in accordance with the project indicators and targets.
- vii. Provide technical support on project implementation at national and regional level;

- viii. Enhance synergies and strengthen coordination with relevant stakeholders engaged in the implementation of project interventions;
- ix. Coordinate and facilitate generation, processing and dissemination of project awareness and advocacy information/materials and documents; and
- x. Carry out any other relevant duties that may from time to time be assigned by the management in accordance with the objectives of the project.

4. Education Qualifications

All candidates applying must have qualifications that are recognized by the relevant national accreditation body in their respective countries. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements of their respective Partner States.

5. Qualification and experience

To be qualified for the position, the individual must meet the following minimum required qualifications and experience:

- a) Minimum Master's degree in Agriculture, Development Studies, Rural Development or related Agriculture Sector field;
- b) At least 10 years of relevant experience;
- c) Experience in formulating, planning and monitoring Programme/project implementation;
- d) Relevant project and financial management experience; and
- e) Knowledge and experience in regional agricultural extension services including digital extension technologies and pluralistic extension approaches is an added advantage.
- f) Experience working on extension projects or rural development in at least 3 EAC member states.
- g) Experience working on MDB funded projects for at least 5 years (i.e., African Development Bank, European Bank for Reconstruction and Development, World Bank, Islamic Development Bank).

6. Deliverables

The Consultant shall prepare and submit the following reports:

- a) Annual Project Implementation Workplan;
- b) Quarterly Project Implementation Report; and
- c) Annual Project Implementation Report.

7. Duration of Assignment

The effective date shall be the date of signature of consultancy contract agreement and completed within twelve months from the date of the commencement of services. This period may be renewable depending on the client and the funding agreement

8. Location

The Project Coordinator will be based at EAC HQ in Arusha Tanzania.

9. Payment

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

9. Facilities to be provided by the Client

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

10. Reporting

The Project Coordinator will work under the overall supervision of the Director Productive Sectors through the Principal Agricultural Economist.