

**COMISSÃO DA CEDEAO**

**COMMISSION DE LA CEDEAO**

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



**ECOWAS COMMISSION**

Regional Agency for Agriculture and Food

RAAF

## **Call for applications**

### **Term of References**

**For recruitment of the Regional Farmers' Organisations Support Programme (PRAOP phase 3) Coordination Unit.**

**Référence** : **ARAA/PRAOP3/2022/SCI/10**

**Date of Publication** : **25 April 2022**

**Deadline for Submission** : **16 May 2022**

## 1. Background and justification

Within the framework of operationalizing its regional agricultural policy (ECOWAP) adopted in 2005, the ECOWAS Commission undertook the implementation of two major programmes in order to valorise the youth contributions into more performing food systems:

- The regional offensive to promote local milk value chain in West Africa, launched by ECOWAS in 2016, provides an opportunity for structured action aiming to improve the situation and to protect local milk market. The vision of this strategy is: "to promote an emerging West Africa among the continent dairy basins and gradually increase its contribution to regional trade in dairy products originating from the Community".
- The regional support strategy for the youth employability in agro-sylvo-pastoral and fishing sectors. The general objective of the strategy is "to facilitate retention and socio-professional insertion of young people (men and women) in agro-sylvo-pastoral, fishing sectors and the agri-food value chains". The purpose is: (i) reducing under-employment and unemployment of active people and, (ii) minimizing rural exodus and uncontrolled migrations".

The third phase of the Regional Farmers' Organisations Support Programme (PRAOP 3), falls under combined implementation of two priority investment programmes designed to operationalise regional strategies described above. Its objective is to substantially increase investments in local milk value chains, with a view to boosting job creation opportunities in favour of under-employed or unemployed young people, to decelerate rural exodus and uncontrolled emigration in West Africa.

The overall objective is to reduce rural exodus and uncontrolled emigration of young people through their professional insertion in agro-sylvo-pastoral and fishing sectors and agri-food value chains in West Africa and in Chad.

The specific objective is to improve access to decent and remunerative employment for young people (men and women) in local milk value chains, in targeted zones, through initiatives led by ECOWAS, Governments, agricultural socio-professional organizations and private sector.

The main expected outcomes are:

- decent and remunerative employment opportunities for young people (men and women) in local milk value chain are increased, thanks to pilot projects;
- technical and economic performance of local milk value chains is improved, through increased dairy productivity and production of livestock dairy systems, increased quantities of collected and processed milk and, better market access for local dairy products ;
- conditions for emergence of performing and job creating local milk value chains for young people are improved;
- financing of RFOs mobilizing programmes for youth employability is reinforced.
- Technical and economic reinforcement models for youth employability in local milk value chain are developed;
- capacities of young people to be integrated in technical and economic models of local milk value chains are reinforced;
- organisational capacities of ECOWAS/DADR are reinforced: strategic steering, resources mobilization, projects implementation.

The project operational implementation will be articulated around three components:

Component 1. Promotion of technical and economic models for reinforcement of youth employability in local milk value chain.

Component 2. Creation of favourable environment for local milk value chains development.

Component 3. Building operational and strategic steering capacities of ECOWAP

To ensure good execution of activities, RAAF plans to recruit a team composed as follows:

- 1) one project coordinator,
- 2) one officer in charge of monitoring-evaluation/capitalization and dissemination of knowledge,
- 3) one expert in procurement/Administration,
- 4) one expert in youth employability.

## Project Coordinator

### 1. Duties/Responsibilities

Under the direct supervision of the Head of Division of Technical Operations, the prime responsibility of the Project Coordinator is the overall good execution of the project and achievement of expected outcomes. The Project Coordinator will ensure general coordination of activities execution under the project and guarantee complementarity/synergy with other projects and programmes implemented by RAAF within the framework of ECOWAP. She/he will also ensure good execution of budgets and procurement plan. She/he will prepare the Annual Work Plan and Budget (AWPB) and ensure approval by the Steering Committee. The Project Coordinator will report on the project overall execution (both technical and financial).

The Project Coordinator will be responsible for guaranteeing excellent working relations with RAAF, ECOWAS Commission and technical and financial partners for the project implementation.

The duty position will be based in RAAF and the Project Coordinator may have to travel in countries covered by the project, for implementation and supervision of the project activities. She/he will be under the administrative supervision of RAAF Executive Director and under the technical supervision of the Technical Operations Head of Division, who will be responsible for validating all technical documents drafted within the framework of the project.

More specifically, the Project Coordinator will have the following duties:

- Preparing and submitting the Annual Work Plan and Budget (AWPB) and Annual budgets for validation by the project Steering Committee and reporting on technical and financial execution of the project.
- Ensuring the project steering through organization of steering committees and other steering meetings provided for in Conventions.
- Ensuring good technical execution of activities planned in the Annual Work Plan and Budget (AWPB).
- Ensuring the project financial and operational management as well as financial reporting.
- Guaranteeing monitoring-evaluation and reporting on achievements of the project according to specifications of the Donor, RAAF and ECOWAS Commission.
- Ensuring relations with RAAF, the Department of AERE of ECOWAS, as well as the Donor of the project.
- supervising communication actions on the project's achievements, in consultation with the RAAF communication team.
- Contributing in creating complementarity/synergy with other programmes of RAAF.

## **2. Qualifications, experience, competence**

### **Qualifications**

- University Degree (GCE + at least 5 years; Engineer or Master 2 Degree) in the field of rural development (agriculture, livestock, forestry, fishing...), in agri-economy, veterinary medicine, projects management or any other related field.

### **Competence**

- Good knowledge of rural development and food and nutrition security sectors of West Africa;
- Good knowledge of support methods and techniques for young people, on job creation and entrepreneurship;
- Knowledge of issues related to livestock dairy and pastoralism sector in the Region;
- Strong familiarity with results-based management and monitoring performance indicators through the logical framework;
- Sense of organization and good skills in communication, synthesis and drafting;
- Excellent skills in technical drafting, and more specifically regular reporting in accordance with requirements of the project's Donor and other technical and financial partners;
- Good command of data-processing tools and office automation (Word, Excel, PowerPoint, Publisher);
- Perfect command of at least one working language of ECOWAS and good aptitude to work in a second language.
- Familiar with a multicultural work environment.

### **Experience**

- At least 10-year professional experience in the field of rural development including 5 years in management/coordination of regional projects;
- At least 3-year experience in the field of employability and agricultural entrepreneurship in the Region,
- Prior work experience on issues related to livestock dairy, pastoralism or development of value chains in the Region;
- At least 5-year experience in management of multidisciplinary teams;
- Excellent aptitudes in the following fields: projects management, administration, monitoring-evaluation of projects and programmes, drafting, communication;

## **Officer in charge of monitoring-evaluation/capitalization and dissemination of knowledge.**

### **1. Duties/Responsibilities**

The Officer in charge of monitoring-evaluation/capitalization and dissemination of knowledge will be responsible for setting-up a mechanism for monitoring-evaluation and capitalization of the project, in accordance with the already existing mechanism in place within RAAF, to ensure its good performance (data collection, information of indicators, etc) and to regularly produce outputs necessary for capitalization and dissemination of knowledge. The Officer will support the Project Coordinator in her/his duties, in particular in planning activities and reporting results of the project.

The duty station is based at RAAF and the Officer will have to travel in the field to monitor performance indicators and impacts evaluation. He/she will be under the administrative supervision of the Project Coordinator and technical supervision of the Officer in charge of Planning and Monitoring of RAAF.

Specifically, she/he will :

- Propose a mechanism for monitoring-evaluation/capitalization and dissemination of knowledge of the project, in accordance with the mechanism of RAAF, and tools for collection, analysis and dissemination of results;
- Monitor and evaluate the project execution in accordance with planning of activities, in consultation with the Project Coordinator;
- Support development and review of periodic reports of the project, in consultation with the Project Coordinator and the administration on financial aspects;
- regularly inform the project logical framework monitoring matrix and the project monitoring-evaluation plan;
- Ensure capitalization and dissemination of knowledge acquired in the project execution, through modern tools adapted to the target public;
- Periodically visit the project intervention zones for technical monitoring of activities and data-gathering, in order to inform the logical framework indicators and impacts evaluation;
- Submit a monthly planning of activities to be realized over the period, in consultation with the Project Coordinator;
- Contribute in drafting all periodic reports, in particular quarterly, annual reports and reports to be presented at steering committees, etc
- Carry out any other task that the Project Manager and the Officer in charge with Planning and Monitoring-Evaluation of RAAF may entrust him/her.

## **2. Qualifications, experience and competence**

### **Qualifications**

The applicant must have the following qualifications:

- University degree of GCE + at least 4 years in rural development or planning, statistics, development projects management, rural economy, monitoring-evaluation of projects or any other officially recognised equivalent diploma ;
- Provide evidence of an additional training in monitoring-evaluation of project and development programmes, quantitative methodologies, including management of databases or relevant experience of at least 5 years in a position of officer in charge of monitoring-evaluation, capitalization and knowledge management of a development project.

### **Competence**

- Good skills in planning and monitoring of activities, good organisation, capacity to manage several tasks jointly and to prioritise;
- Competence in rural development projects monitoring-evaluation and knowledge in capitalization and management of competence;
- Provide evidence for competence in rural economy, production of knowledge, or any other similar field;
- Good command of methods and tools for quantitative data analysis and knowledge of most current statistical software;
- Knowledge and experience in the design, implementation and monitoring-up evaluation of local development projects;

- Perfect command of computer tools and use of current software (Word, EXCEL, Power Point, and cartography software) and Internet;
- Demonstrate a perfect command of at least one working language of ECOWAS and good aptitude to work in a second language.

### **Experience**

- At least five (5) years of experience in project monitoring-evaluation at national and regional level, including development of monitoring-evaluation tools .
- At least (3) years of experience in organization of surveys, use of tools for quantitative data analysis and data base management;
- Prior work experience on issues related to rural development;
- Work experience in rural environment with populations and ability to support work under pressure.

## **Expert in Procurement/Administration**

### **1. Duties/Responsibilities**

The Procurement Officer of the project will have the responsibility of preparing and conducting the project procurement process, including monitoring of procurement execution and payments to services providers and suppliers, while complying with procedures of the Donor and RAAF.

He/she will carry his/her duties in accordance with the existing procurement mechanism and under the responsibility of the Officer in charge of Procurement of RAAF.

The duty position in RAAF under the administrative supervision of the Project Coordinator and the technical supervision of the Head of Administrative and Financial Division of RAAAF.

Specifically, he/she will :

- Plan procurement activities/operations on the project budget and propose a Procurement Plan (PP) for the project;
- Prepare invitations to tender package and calls for proposals, in accordance with procedures of RAAF and the Donor of the project;
- Conduct acquisitions process of goods and services, in accordance with procurement procedures of RAAF and the Donor of the project;
- Ensure monitoring of progress made in procurement operations and regularly report to the Project Manager and the Administrative and Financial Officer (RAF) of RAAF;
- Contribute in preparing contracts with selected consultants, suppliers and services providers;
- Ensure monitoring of execution and management of concluded contracts;
- Oversee good material conservation of procurement files and carry out filing and archiving of all contracts documents and files;
- Periodically produce an update of contracts and contribute on procurement aspects in the financial monitoring report of RAAF;
- Contribute in drafting periodic reports by providing information on execution of the Procurement Plan (PP).

### **2. Qualifications, experience, competence**

#### **Qualifications**

- Higher Diploma (GCE+4 years at least) in Engineering, Management, Administration, Procurement, Law, Finances, Trade, Economy or any related field;

- Provide evidence of experience in procurement in projects and development programmes.

### **Competence**

- Good command on procurement rules and procedures of ECOWAS and its main Donors;
- Skills in monitoring execution of contracts for international cooperation projects;
- Ability to work under pressure, spirit of initiative and a sense of responsibilities;
- Perfect command of computer tools and use of current software (Word, EXCEL, Power Point...) and Internet;
- Perfect command of at least one of ECOWAS working languages and good aptitude to work in a second language.

### **Experience**

- At least five (5) years of experience in the field of procurement, for projects and programmes financed by technical and financial partners, preferably experience with regional projects or regional programmes.
- Experience in implementation of procurement procedures of ECOWAS and its technical and financial partners.
- Good knowledge of rural development sector in West Africa.

## **Expert on youth employability**

### **1. Duties/Responsibilities**

The expert in charge of issues related to youth employability will be responsible for implementing technical activities, in order to increase the number of young people conducting activities in agro-sylvo-pastoral and fishing sectors. He/she must have the capacity to propose innovative actions to facilitate retention and socio-professional insertion of young people (men and women) in agro-sylvo-pastoral sector, fishing and agri-food value chains.

The duty station is the Directorate of Agriculture and Rural Development in Abuja. He/she will may have travel in the field to monitor implementation of activities of the project. He/she will be under the administrative supervision of the Project Manager and the technical supervision of the Director of Agriculture and Rural Development of ECOWAS Commission.

Specifically, he/she will:

- Prepare and conduct technical activities included in the project document and approved in the Annual Work Plan and Budget (AWPB), in order to boost job creation for young people;
- Ensure field monitoring of good conduct of planned activities and support the Officer in charge of monitoring-evaluation in data-gathering on the project indicators;
- Support RAAF communication team to produce communication contents and mediums on achievements of the project;
- Support the Project Coordinator in preparing and drafting periodic reports on activities of the project.

## 2. Qualifications, experience, competence

### Qualifications

- Higher Diploma (GCE + at least 4 years) in agronomy, agri-economy, livestock, project management, or any related field,
- Additional training in a field in relation with job creation for young people would be an asset.

### Competence

- Good knowledge of youth support methods and techniques for job creation and entrepreneurship;
- Proven knowledge in capacity building of young people looking for a job;
- Good capacity of innovation;
- Ability to work under pressure, spirit of initiative and sense of responsibilities;
- Perfect command of computer tools and use of current software (Word, EXCEL, Power Point...) and Internet;
- Perfect command of at least one working language of ECOWAS and good aptitude to work in a second language.

### Experience

- At least 5 years of proven experience in the conduct of activities leading to job creation for young people,
- Display solid experience in capacity building and supporting young people in entrepreneurship;
- Good knowledge of rural development sector in West Africa.

## 2. General conditions for all positions

### 2.1 Place, duration and beginning of the mission

- Except the expert of youth employability, based in Abuja, in Nigeria, at the Department of Agriculture and Rural Development (DADR) of ECOWAS, the rest of the staff will be based in Lomé, at the Regional Agency for Agriculture and Food (RAAF);
- Duration of the mission is one year after a probationary period of three months. The contract could be renewed for the full lifetime of the Project based on the consultant performance and funds availability;
- The beginning of the mission is envisaged for July 1st, 2022;
- The position is full-time;
- The Consultant shall abstain from any situation which could put him/her in conflicts interests within the framework of the mission assigned to him/her.

### 2.2 Application package

Application package consists of :

- a letter of expression of interest signed, including the date of availability,
- a recent curriculum vitae signed, providing details on professional experience and similar missions,
- Three professional references (full name, current and previous functions, telephone

- and email contacts),
- Certified copy of the highest diploma,
  - Copies of work certificates or provision of services, as listed in the curriculum vitae.

## 2.3 Submission of applications

Applications are received at the latest on **16 MAI 2022**, at 17H00 GMT, hand-delivered or by email at the following addresses:

**Regional Agency for Agriculture and Food (RAAF),**

**83, Rue de la Pâture, Lomé, Togo (in a sealed envelope marked: “Application for the position of Consultant, **PLEASE SPECIFY THE POSITION**, Regional Farmers' Organisations Support Programme (PRAOP phase 3)”**

**Email: [recrutements.PRAOP2022@araa.org](mailto:recrutements.PRAOP2022@araa.org)**

subject: “**Application for position of Consultant, **PLEASE SPECIFY THE POSITION**, the Regional Farmers' Organisations Support Programme (PRAOP phase 3)”**

## 2.4 Method of selection

Consultants will be selected according to selection method based on qualification as defined method as defined in the ECOWAS Public Procurement Code. An interview may be organized with shortlisted candidates.

Only shortlisted candidates will be contacted. RAAF reserves the right not to proceed with this call for applications.

The Executive Director



**SALIFOU Ousseini**

