REPUBLIC OF ZAMBIA
MINISTRY OF AGRICULTURE
PROJECT MANAGEMENT AND MONITORING DEPARTMENT

Irrigated and Sustainable Agriculture for Transformation Project - ISAT

Terms of Reference

Position; Geospatial/Monitoring and Evaluation Specialist

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1. Background

The Government of the Republic of Zambia, through the Ministry of Agriculture (MoA), has received a grant from the World Bank to implement the Irrigated and Sustainable Agriculture for Transformation (ISAT) Project. The Project Objective is to promote irrigated and sustainable agriculture practices in targeted sites in Zambia. The proposed project aims to strengthen agricultural productivity, climate resilience and market access through improved irrigation, sustainable land management and inclusive value chains.

The ministry is seeking to recruit a Geospatial and Monitoring and Evaluation Specialist to support evidence-based project implementation and establish practical systems for tracking results. The Specialist will help integrate spatial information, baseline evidence, indicators and learning into project design and implementation arrangements.

2. Objective of the Assignment

Under the supervision of the Project Coordinator, the Specialist will lead the operationalization and management of ISAT's geospatial and monitoring, evaluation and learning arrangements, coordinating data collection, verification, analysis and reporting against the approved project results framework and applicable Africa RISE MPA reporting requirements. The Specialist will maintain indicator definitions, source responsibilities, baseline and target records, required disaggregation, data-quality controls and an evidence-linked MIS. Proposed changes to the approved results framework shall be submitted through the applicable approval process rather than made unilaterally.

3. Scope of Work

The Specialist shall establish an information-flow and verification procedure from site and service-provider records through district checks and technical-lead validation to PIU consolidation, NAO fiduciary reconciliation, Coordinator clearance and authorized submission. The procedure shall specify reporting dates, responsible officers, required supporting evidence, unique identifiers, correction and version-control rules, and escalation of missing or inconsistent data. A costed field-monitoring plan shall identify visit frequency, risk-based site selection, verification instruments and evidence requirements. Findings shall be recorded in an action tracker identifying the issue, responsible owner, agreed action, deadline and closure evidence. Internal monthly and quarterly products shall support, not replace, semi-annual Bank reporting and separate legal, fiduciary and environmental and social reporting obligations.

The Specialist will be part of the PIU, and work closely relevant MoA departments, consultants, local authorities, communities and development partners. Duties will include, but will not be limited to:

1. Compile, assess and organize available spatial, agricultural, irrigation, land use, climate, infrastructure, demographic and socioeconomic data relevant to project preparation.
2. Produce and maintain maps, geospatial databases and analysis to inform site screening, targeting, feasibility work, investment planning and monitoring, including analysis of access, suitability, exposure and service coverage as data permit.
3. Define spatial data standards, metadata, file structures, quality checks, update procedures and access arrangements so that project data are consistent, traceable and usable by the Ministry and PIU.
4. Work with technical teams and consultants to ensure geospatial evidence is incorporated into site selection, feasibility studies, safeguards instruments, designs and project documents, and to review the quality and fitness for purpose of related deliverables.
5. Design and support practical data collection and management tools to fulfil the requirements of the already agreed project results framework, including digital forms and protocols where appropriate, with clear definitions, validation rules and responsibilities.
6. Coordinate baseline and follow-up data collection, routine monitoring, outcome measurement and evaluation activities; support sampling, field protocols, enumerator guidance and data quality assurance.
7. Promote appropriate disaggregation of results, including by sex, age, location and other relevant characteristics, subject to data availability and privacy safeguards.
8. Analyze quantitative and qualitative information, interpret progress and emerging outcomes, identify implementation gaps and risks, and provide actionable recommendations to the Project Coordinator and project teams.
9. Prepare maps, dashboards, data visualizations and concise analytical products for management, project committees, Government and financing partners, while documenting sources, assumptions and limitations.
10. Coordinate with consultants and implementing partners on reporting definitions, data flows, indicator reporting and information exchange; provide technical guidance and build staff capacity in GIS and MEL practices.
11. Capture lessons and support learning reviews, field visits and adaptive management so that evidence informs project decisions and future implementation.
12. Contribute geospatial and MEL inputs to project preparation documents, procurement terms of reference, implementation manuals, annual work plans and budgets, and periodic progress reports.
13. Ensure that data collection and use follow applicable Government requirements and project commitments on confidentiality, informed participation, responsible data management and environmental and social considerations.

4. Qualifications and Experience

4.1 Academic Qualifications

1. Bachelor's degree in Geography, Geomatics, Geographic Information Systems, Remote Sensing, Statistics, Economics, Development Studies, Agricultural Economics, Monitoring and Evaluation, or a related discipline.
2. A master's degree in a relevant discipline, or equivalent postgraduate training in GIS, remote sensing, data analytics or monitoring and evaluation, is an advantage.
3. Professional training or certification in GIS, remote sensing, data management or evaluation methods is an advantage.

4.2 Professional Experience

1. At least ten (10) years of progressively responsible experience in geospatial analysis, monitoring and evaluation, results measurement or a closely related field.
2. Demonstrated experience developing or operating results frameworks, indicator systems, baselines, monitoring plans and data quality assurance processes for development projects.
3. Proven ability to use GIS and remote sensing tools and manage spatial data; experience with platforms such as ArcGIS or QGIS and relevant satellite or field data sources.

4. Experience designing and managing digital data collection and analysis workflows, including familiarity with tools such as Kobo Toolbox, ODK, Survey CTO, Excel, statistical packages or dashboards.
5. Experience in agriculture, irrigation, water resources, climate resilience, rural development or natural resource management is strongly preferred.
6. Experience with World Bank or other development partner funded projects, including results reporting and project review processes, is an advantage.
7. Strong analytical writing, presentation, facilitation and stakeholder coordination skills, with the ability to communicate technical findings to non-specialist audiences.
8. Fluency in written and spoken English; knowledge of relevant Zambian local languages is an advantage.

5. Duration and Location

i. The assignment shall be on a full-time basis, based in Lusaka, Zambia, with regular travel across the Country. The contract will be for an initial three (3) years renewable for an additional two (2) years based on satisfactory performance and availability of funds.

ii. Please note that the stated five-year term is a proposed assignment period, not confirmation of an approved contract or financing eligibility. Before contracting, MoA and NAO shall reconcile the term and renewal provisions with the approved procurement plan and contract form and identify the funding source, eligible expenditure category and applicable closing date. No commitment or extension shall rely on an assumed common closing date for IDA and FS2030 financing.

iii. The specialist shall be based at the Project Implementation Unit (PIU) within the Ministry of Agriculture in Lusaka. The position will require frequent travel to irrigation sites and project implementation areas throughout Zambia.

6. Institutional Arrangements

1. The Specialist will be part of the ISAT Project Implementation Unit and will report to the Project Coordinator.
2. The Specialist will work closely with relevant Ministry departments, including units responsible for irrigation, planning, statistics, agriculture, information management and safeguards.
3. The Specialist will coordinate with consultants, local authorities, communities, implementing partners and other project stakeholders on data, mapping and results measurement.
4. The Specialist will support technical missions, site visits, implementation reviews and meetings with Government and development partners.

7. Reporting Obligations and Deliverables

The Specialist will submit concise, accurate and decision-oriented outputs in accordance with the PIU work plan and deadlines agreed with the Project Coordinator. Expected outputs include:

1. An inventory and assessment of relevant geospatial and project data, with recommended data standards, metadata and management procedures.
2. Project preparation maps, site profiles and geospatial analyses, with editable data layers and documentation of sources and methods.
3. Data collection protocols, tools and quality assurance procedures for agreed baseline and routine monitoring activities.
4. Monthly progress updates and periodic geospatial and MEL inputs to quarterly, semi-annual and annual project reports.
5. Updated indicator data, maps, dashboards or other visual products at agreed reporting intervals.
6. Analytical briefs and recommendations based on monitoring, evaluation, field visits and learning activities.

7. Capacity-building materials and sessions for PIU and Ministry staff, as agreed with the Project Coordinator.

The Specialist will maintain organized records of datasets, methods, analyses and reporting evidence and submit them to the PIU in accessible formats. Deliverable schedules and acceptance arrangements will be agreed with the Project Coordinator at inception.