REPUBLIC OF ZAMBIA
MINISTRY OF AGRICULTURE
PROJECT MANAGEMENT AND MONITORING DEPARTMENT

Irrigated and Sustainable Agriculture for Transformation Project - ISAT

Terms of Reference

Position; National Project Coordinator

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1. Background

The Government of the Republic of Zambia, through the Ministry of Agriculture (MoA), is implementing the Irrigated and Sustainable Agriculture for Transformation (ISAT) Project funded by the World Bank. The Project Development Objective is to increase access to irrigation, enhance integration into agriculture value chains and climate resilience in Zambia. The project supports agricultural productivity, resilience and market access through irrigation development, knowledge and digital services, and inclusive value chains. It builds on experience from the Irrigation Development and Support Project (IDSP), the Zambia Growth Opportunities (ZAMGRO) Program for Results, the Zambia Agri-business and Trade Project (ZATP 1&2) and other relevant projects. MoA seeks to recruit a National Project Coordinator to lead coordination and guide implementation towards the approved objective and results framework.

2. Objectives of the Assignment

The National Project Coordinator will lead day-to-day coordination, planning, technical implementation, monitoring and consolidated reporting for ISAT through the PIU, under the Department for Project Management and Monitoring within MoA. The Coordinator will harmonise delivery across irrigation development, knowledge and digital dissemination, market access and value chain development, and project management, while coordinating with NAO on procurement and financial management. The assignment will support achievement of the approved PDO and results framework without assuming fiduciary or approval powers reserved to other designated authorities.

3. Scope of Work

The Coordinator shall maintain a consolidated implementation and compliance calendar covering legal covenants, approved work plans, procurement milestones, environmental and social commitments, reporting and grant-specific closing requirements. Technical specialists shall validate source evidence; NAO shall provide reconciled fiduciary inputs; and the Coordinator shall clear consolidated submissions for the authorized MoA/NAO approval and transmission route. The Coordinator shall track committee and mission actions to closure and ensure that committee scheduling does not delay mandatory submissions. In line with the PAD, a joint PIU–MoA capacity-building work plan shall begin in the first year, with structured transfer of sub-component management, reporting and field supervision responsibilities beginning in Year 3, while retaining PIU coordination and quality assurance.

The specific tasks of the National Project Coordinator will include:

- Lead preparation of the annual work plan and budget with component leads; obtain NAO validation of financing, costs and procurement scheduling; facilitate PMC technical review and PSC strategic consideration; and arrange authorized submission for the approvals required by the executed financing instruments and POM. Maintain the applicable first-year and annual submission deadlines in the compliance calendar.
- Maintain the Project Operations Manual (POM), RBF Manual and Matching Grants Manual, including version control, responsible owners and dissemination. Obtain the prior written World Bank no objection and other approvals required for amendments. Inconsistencies shall be referred for clarification; the applicable executed financing agreement takes precedence over manuals.
- Coordinate consultants and service providers engaged under the project, including feasibility, design and supervision services where applicable.
- Maintain all project supported activities, deliverables, milestones, technical reviewers, acceptance authorities and corrective actions. Coordinate procurement documentation with NAO without assuming evaluation, award or signature powers not formally delegated.
- Actively engage ISAT with other related or relevant projects and programmes in Zambia as well as with potential partner's/service providers, and ensure that these exchanges result in (a) the accumulation of knowledge on best practices, (b) avoiding overlap, and (c) exploiting synergies;
- Ensure that the Project moves quickly to realize the desired objectives;
- Ensure implementation follows the executed Financing and Grant Agreements, approved Project Operations Manual, RBF Manual, Matching Grants Manual and applicable Government and World Bank requirements; refer inconsistencies and proposed departures through the authorized approval process.
- Lead and facilitate continuous project implementation/performance and the appropriateness of the project strategy and approach, and bring to attention of appropriate authorities for any adjustments/improvements that may be desired to improve the performance to achieve the project objectives;
- Represent the Project in national and international arenas as appropriate and share the experience and lessons;
- Keep abreast of contemporary issues in agricultural development in the country, assessing their relevance to and implications for ISAT and guide strategy and implementation in the context of the project design, as may be appropriate;
- Provide ongoing direction and guidance to the members of the PIU Management and Technical Teams to ensure that they continue to have a clear understanding of (a) the Project objectives and approach, as well as (b) their respective roles and responsibilities for effective implementation and achievement of the objectives.
- Ensure that ongoing direction and guidance is similarly provided to contracted service providers engaged under the Project so that they too have a clear understanding of (a) the Project objectives and approach, as well as (b) their respective roles and responsibilities for effective implementation and achievement of the objectives.
- Carry out continuous assessment of the performance of PIU staff and prepare an annual report, highlighting the need for remedial action, for consideration by the Project Management Committee and the Project Steering Committee;
- Submit consolidated quarterly and annual management reports to the Director of PMMD and coordinate semi-annual Bank progress reports through the authorized MoA–NAO transmission arrangements.
- Ensure appropriate arrangements for supervision and other missions fielded by the World Bank;
- Ensure compliance with all reporting requirements under the Project (i.e. progress reports, financial statements, audit reports, and so on).

- Act as the Secretary to the Project Management Committee, Project Steering Committee and ensure that its directives or recommendations are implemented.

4. **Qualifications and Experience**

- Master's degree in Agriculture, Rural Development, Agri-business or a related field.
- Minimum of 10 years post-undergraduate degree qualification experience with at least 3 years' experience in a management role
- Proven experience in a similar role leading project coordination or management, preferably in agriculture, agri-business or rural development
- Proven experience working with government institutions, development partners, and community-based organizations.
- Strong understanding of irrigation, sustainable agriculture, and value chain development.
- Excellent communication, facilitation, and report-writing skills.
- Proficiency in project management tools and software.
- Fluency in English; knowledge of local languages is an asset.

5. **Duration and location**

The assignment will be 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.

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.

6. **Institutional Arrangements and Reporting**

MoA retains overall project coordination and implementation; the PIU undertakes day-to-day coordination under PMMD; and NAO provides the procurement and financial management functions assigned under the applicable financing instruments and MoA–NAO MoU. The National Project Coordinator reports administratively to the Director of PMMD and coordinates fiduciary submissions with designated NAO specialists. The stakeholder functions below shall be interpreted consistently with this allocation and confirmed in the signed MoU before these ToRs are issued.

i. The Ministry of Agriculture is responsible for overall implementation, including environmental and social framework requirements, stakeholder engagement, and ensuring that project objectives are met.
ii. NAO is responsible for the procurement and financial management functions assigned under the applicable financing instruments and MoA–NAO MoU, coordinating with MoA on procurement documentation, approvals and contract administration.
iii. The PIU is responsible for day-to-day coordination, technical implementation support, preparation of annual work plans and budgets, implementation of environmental and social framework requirements, monitoring and consolidated reporting, and technical inputs to procurement and contract management, in coordination with NAO's designated fiduciary specialists.
iv. The National Project Coordinator will report to the Director for Project Management and Monitoring Department within MoA and coordinate with the NAO Coordinator and designated NAO technical and fiduciary specialists through the procedures established in the MoA–NAO MoU.

7. Reporting Obligations

The Coordinator shall maintain a reporting matrix identifying each output, coverage period, preparer, contributing and reviewing officers, approving authority, recipient, due date and submission evidence. Monthly activity and quarterly management reports are internal products; semi-annual progress reports to be submitted to the World Bank are legal requirements, NAO-prepared IFRs and audited statements, environmental and social reports and incident notifications, independent verification reports and completion reports retain their separate requirements.

Deadlines shall be transcribed from the executed financing instruments, DFIL and ESCP and checked before issuance. Technical leads shall supply validated evidence, NAO reconciled fiduciary inputs and M&E consolidated results; the Coordinator shall clear the package for authorized transmission and retain acknowledgement and follow-up records.