

NATIONAL CEREALS RESEARCH INSTITUTE (NCRI) BADEGGI

Terms of Reference for Engagement of National Project Coordinator (NPC)

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☐ 15yrs+ ☐

Name:		
Job Title: National Project Coordinator (NPC)		
Division/Department: FAO-GEF 8 FSIP		
Programme/Project Number: GCP /NIR/11236/GFF		
Location: Niger and Kebbi States		
Expected Start Date of Assignment: September 2026	Duration :	Initial three years with possible of extension
Reports to: Executive Director, NCRI		
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED		
Project Title: Transformation to Sustainable Crops, Livestock and Aquaculture Food Systems in Nigeria Programme: GEF-8 Food Systems Integrated Program (FSIP) GEF Implementing Agency: Food and Agriculture Organization of the United Nations (FAO) Executing Entity: National Cereals Research Institute (NCRI) Position: National Project Coordinator (NPC) Funding Arrangement: NCRI Co-financing Contribution Duty Station: NCRI/Project Management Unit, with travel to project landscapes and participating States as required Duration: Initial 3 years with possibility of Extension Reporting to: Executive Director, NCRI Works closely with: Chief Technical Adviser (CTA), FAO Nigeria Project Manager, Lead Technical Officer (LTO), and relevant government institutions 1. Background The Government of Nigeria, with financing from the Global Environment Facility (GEF) and technical support from the Food and Agriculture Organization of the United Nations (FAO), is implementing the project “Transformation to Sustainable Crops, Livestock and Aquaculture Food Systems in Nigeria” under the GEF-8 Food Systems Integrated Program (FSIP). The project seeks to support the transformation of Nigeria’s food systems through integrated approaches that enhance the sustainability, resilience and inclusiveness of crop, livestock and aquaculture production systems, while generating global environmental benefits. The project promotes improved food systems governance, sustainable production practices, integrated landscape management, restoration of degraded ecosystems, sustainable and inclusive value chains, access to finance, knowledge management, and increased participation of smallholder		

producers, women, youth and private-sector actors.

FAO serves as the GEF Implementing Agency, while the National Cereals Research Institute (NCRI) serves as the national Executing Entity responsible for facilitating project implementation in collaboration with relevant Federal and State Government institutions, research organizations, producer organizations, private-sector actors, communities and other stakeholders.

The project will establish a Project Management Unit (PMU) responsible for supporting implementation. The Chief Technical Adviser (CTA) will provide overall leadership for the day-to-day management, technical coordination and operational delivery of the PMU.

As part of its co-financing commitment to the project, NCRI will provide the services of a National Project Coordinator (NPC) to serve as the principal institutional focal point between NCRI, the project and relevant government institutions. The NPC will work closely with the CTA to facilitate institutional coordination, government ownership, implementation support and sustainability of project interventions.

2. Purpose of the Assignment

The National Project Coordinator will provide institutional coordination and strategic support to project implementation on behalf of NCRI.

The NPC will facilitate effective engagement between NCRI, the CTA/PMU, FAO, relevant Federal and State Government institutions and other national stakeholders. The NPC will support government ownership of the project, facilitate institutional decisions and actions required for implementation, and ensure that NCRI's co-financing commitments and institutional contributions are effectively mobilized and documented.

The NPC will work closely with the CTA, who will lead the day-to-day management, technical coordination and implementation of the project.

3. Duties and Responsibilities

A. Institutional Coordination and Support to Project Implementation

The NPC will:

- Serve as the principal institutional focal point for the project within NCRI.
- Work closely with the CTA to facilitate effective implementation of the approved Project Document, Annual Work Plans and Budgets and decisions of the Project Steering Committee.
- Facilitate communication and engagement between the CTA/PMU and NCRI management on matters requiring institutional guidance, approval, endorsement or action.
- Support coordination with relevant Federal and State Government Ministries, Departments and Agencies participating in the project.
- Facilitate access to NCRI technical expertise, personnel, facilities, infrastructure and other institutional resources committed to project implementation.
- Support the CTA in resolving institutional and administrative bottlenecks that may affect timely implementation.

- Participate in project implementation review meetings and provide institutional guidance where required.
- Support alignment of project activities with national policies, sector priorities and relevant government programmes.
- Promote institutional ownership, sustainability and mainstreaming of project results within relevant government systems.
- Facilitate high-level stakeholder engagement and represent NCRI in strategic project meetings as required.

B. Government and Stakeholder Engagement

The NPC will:

- Facilitate institutional engagement with relevant Federal Ministries, Departments and Agencies and participating State Governments.
- Support the CTA and PMU in maintaining effective relationships with government institutions, research organizations, universities, producer organizations, private-sector actors, financial institutions, civil society organizations and development partners.
- Facilitate government participation in project consultations, technical meetings, field missions and other implementation activities.
- Support the coordination of state-level and landscape-level institutional engagements as required.
- Facilitate dialogue between NCRI, participating states and relevant national institutions to strengthen ownership and sustainability of project interventions.
- Support the mobilization of relevant government technical expertise required for project implementation.

C. Project Steering Committee and Governance Support

The NPC will:

- Facilitate NCRI's role in the organization and functioning of the Project Steering Committee (PSC).
- Support the CTA and PMU in securing participation of relevant government institutions and senior officials in PSC meetings.
- Contribute institutional inputs to PSC documentation, implementation updates and presentations.
- Facilitate follow-up on PSC decisions and recommendations that require action by NCRI or other government institutions.
- Support communication of relevant PSC decisions to NCRI management and participating government institutions.
- Promote effective linkages between the PSC, NCRI and the PMU.

D. Work Planning and Implementation Support

The NPC will work closely with the CTA and PMU to:

- Contribute institutional inputs to the preparation of Annual Work Plans and Budgets.
- Facilitate NCRI review and endorsement of work plans and implementation arrangements, where required.
- Support alignment of project work plans with government programmes and institutional priorities.
- Facilitate access to institutional resources required for implementation of approved activities.
- Participate in periodic implementation reviews and support follow-up on institutional actions.
- Assist the CTA in addressing implementation challenges that require engagement with government institutions or NCRI management.

The CTA will retain responsibility for leading preparation, coordination and monitoring of the detailed project work plan and day-to-day implementation.

E. NCRI Co-financing Coordination

As the NPC position is provided through NCRI co-financing, the NPC will support the effective delivery and documentation of NCRI's co-financing commitments.

The NPC will:

- Facilitate implementation of NCRI's approved co-financing commitments to the project.
- Coordinate with relevant NCRI departments and units to maintain records of co-financing contributions.
- Support documentation of eligible NCRI personnel time, facilities, infrastructure, technical services and other institutional contributions, as applicable.
- Facilitate periodic compilation of information on realized co-financing.
- Work with the CTA, PMU and FAO to ensure that co-financing information is adequately documented for project reporting.
- Alert NCRI management to any significant gaps or delays in the realization of agreed institutional contributions.

F. Monitoring, Reporting and Evaluation Support

The NPC will:

- Contribute institutional and government-related inputs to project progress reports.
- Support the CTA, Monitoring and Evaluation Specialist and PMU in obtaining relevant data and information from NCRI and government institutions.

- Contribute to preparation of the annual GEF Project Implementation Report (PIR), where relevant.
- Participate in project monitoring missions, implementation reviews and evaluation exercises as required.
- Facilitate engagement of relevant government institutions during the Mid-Term Review and Terminal Evaluation.
- Support institutional follow-up on recommendations arising from FAO supervision missions, PSC meetings, audits and evaluations.
- Facilitate documentation of government ownership, institutional strengthening and sustainability results.

The CTA will lead the preparation and consolidation of routine project implementation and technical reports, with contributions from the NPC and relevant PMU specialists.

G. Environmental and Social Safeguards, Gender and Inclusion

The NPC will:

- Support institutional implementation of the project's environmental and social safeguards requirements.
- Facilitate engagement of relevant government institutions in safeguards, gender and social inclusion activities.
- Support government ownership of the project's grievance redress and stakeholder engagement mechanisms.
- Promote participation of women, youth, smallholder producers and vulnerable groups in project activities.
- Facilitate institutional action where environmental or social risks require government intervention or coordination.
- Support mainstreaming of gender equality, social inclusion and environmental safeguards within relevant government programmes and institutions.

H. Knowledge Management, Sustainability and Institutionalization

The NPC will:

- Promote institutional uptake of project knowledge, good practices, technologies and lessons learned within NCRI and relevant government institutions.
- Support the dissemination of project results through national and state institutions.
- Facilitate the institutionalization and scaling-up of successful project approaches.
- Support engagement with government programmes and development partners to promote sustainability beyond the GEF project period.
- Facilitate integration of relevant project results into institutional plans, programmes and strategies.

- Support resource mobilization and partnership development aimed at sustaining and scaling project interventions.

4. Working Relationship with the Chief Technical Adviser

The NPC will maintain a close working relationship with the Chief Technical Adviser.

The CTA will serve as the Head of the Project Management Unit and will lead the day-to-day management, technical coordination and operational implementation of the project.

The NPC will complement the CTA by providing the institutional interface between the project, NCRI and relevant government institutions.

5. Key Deliverables

Deliverable	Indicative Timing
Institutional coordination inputs to the project inception and implementation arrangements	At project start
Institutional inputs to Annual Work Plans and Budgets	Annually
Government and NCRI stakeholder coordination support	Ongoing
Documentation of NCRI co-financing contributions	Semi-annually/annually, as required
Institutional inputs to Project Steering Committee meetings and follow-up actions	As required
Inputs to periodic project progress reports	Quarterly/as required
Institutional inputs to the annual GEF Project Implementation Report	Annually
Support to implementation of recommendations from supervision missions and evaluations	As required
Institutional support to Mid-Term Review and Terminal Evaluation	At relevant project milestones
Documentation of institutional ownership, sustainability and scaling opportunities	Ongoing
Final institutional coordination and co-financing contribution report	At project completion

6. Minimum Qualifications

Education

Advanced university degree in Agriculture, Agricultural Economics, Rural Development, Natural Resources

Management, Environmental Management, Development Studies, Food Systems, Project Management, or another relevant discipline.

A PhD in a relevant field would be an advantage.

Professional Experience

- At least 10 years of progressively responsible professional experience in agriculture, food systems, natural resource management, rural development or related fields.
- Demonstrated experience working with government institutions and coordinating multi-stakeholder development programmes.
- Strong familiarity with Nigeria's agricultural research and development institutional environment.
- Experience engaging Federal and State Government institutions, research organizations, producer organizations and development partners.
- Good understanding of sustainable food systems, climate-resilient agriculture, natural resource management and rural development.
- Experience with project planning, institutional coordination, monitoring and reporting.
- Previous experience with GEF-, FAO- or other internationally financed development projects would be an advantage.
- Familiarity with co-financing documentation and reporting would be an added advantage.

7. Competencies

The incumbent should demonstrate:

- Strong institutional coordination and stakeholder engagement skills;
- Ability to work effectively with senior government officials and technical institutions;
- Strong facilitation and communication skills;
- Good understanding of government administrative and institutional processes;
- Strong analytical and problem-solving abilities;
- Ability to promote collaboration across institutions and sectors;
- Good planning and organizational skills;
- Strong report-writing and documentation skills;
- Ability to work collaboratively with the CTA and multidisciplinary PMU team; and

- High standards of professionalism, integrity and accountability.

8. Language Requirements

Excellent command of written and spoken English is required.

Knowledge of relevant local languages in the project implementation areas would be an advantage.

9. Duty Station and Travel

The National Project Coordinator will be based at **NCRI Sub-Office in Kebbi** and will undertake travel to participating States, project landscapes and other locations within Nigeria as required for institutional coordination and project implementation.

10. Funding and Time Commitment

The National Project Coordinator position will be provided by the National Cereals Research Institute (NCRI) as part of its approved co-financing contribution to the project.

The remuneration and associated personnel costs of the NPC will therefore not be charged to the GEF grant, except for specific project-related costs that may be expressly provided for under the approved project budget and implementation arrangements.

NCRI will ensure that the nominated officer allocates sufficient time to undertake the responsibilities of the position and effectively support project implementation throughout the agreed period.

11. Application Link and Deadline

- Link: <https://forms.gle/BnGMFVSDhZoLEV4U8>
- Deadline: 2nd September 2026