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NATIONAL CEREALS RESEARCH INSTITUTE (NCRI) BADEGGI

Terms of Reference for Engagement of State Project Coordinator (SPC)

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

Name:	
Job Title: State Project Coordinator (SPC)	
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: Chief Technical Adviser (CTA)	
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) Positions: - State Project Coordinator – Kebbi State - State Project Coordinator – Niger State Duty Station: Respective State Project Office, with frequent travel to project landscapes and communities Duration: 5 years Reporting to: Chief Technical Adviser (CTA) Works closely with: National Project Coordinator (NPC), FAO Project Manager, PMU Specialists, relevant State Government institutions, FAO technical teams and project partners 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 crop, livestock and aquaculture food systems through integrated approaches that improve environmental sustainability, climate resilience, livelihoods and food security while generating global environmental benefits.	

Project interventions will promote sustainable production practices, integrated landscape management, restoration of degraded ecosystems, sustainable and inclusive value chains, strengthened institutional governance, access to finance, private-sector engagement, knowledge management and enhanced participation of smallholder producers, women and youth.

FAO serves as the GEF Implementing Agency, while the National Cereals Research Institute (NCRI) is the national Executing Entity. A Project Management Unit (PMU), headed by the Chief Technical Adviser (CTA), will coordinate day-to-day project implementation.

To ensure effective implementation and coordination at subnational level, the project will engage two State Project Coordinators, one each for Kebbi State and Niger State. The State Project Coordinators will serve as the principal project coordination and implementation focal points in their respective states.

2. Purpose of the Assignment

The State Project Coordinator will coordinate and facilitate the day-to-day implementation of project activities within the respective State under the overall leadership of the CTA.

The SPC will ensure that approved project activities are effectively translated into field-level implementation and that relevant State Ministries, Departments and Agencies, Local Government institutions, communities, producer organizations, private-sector actors and other stakeholders are appropriately engaged.

The SPC will monitor implementation progress, identify field-level constraints, facilitate timely resolution of operational issues and ensure regular communication between the State and the national PMU.

3. Duties and Responsibilities

A. State-Level Project Coordination and Implementation

The State Project Coordinator will:

- Coordinate the day-to-day implementation of project activities within the assigned State under the guidance of the CTA.
- Serve as the principal project focal point for routine engagement with relevant State Government institutions and project stakeholders.
- Translate approved national project work plans into detailed State-level implementation plans.
- Coordinate implementation across project landscapes, communities and participating institutions within the State.
- Ensure timely delivery of State-level project activities, outputs and milestones.
- Monitor implementation progress against approved work plans and promptly report delays or constraints to the CTA.
- Facilitate coordination among project technical specialists, consultants, service providers and State-level partners.

- Maintain an updated State implementation tracker covering activities, deliverables, stakeholders, risks and follow-up actions.
- Participate in PMU coordination meetings and provide regular updates on State-level implementation.
- Ensure effective communication between the national PMU and State-level stakeholders.

B. State Government and Institutional Coordination

The SPC will:

- Facilitate engagement with relevant State Ministries, Departments and Agencies responsible for agriculture, livestock, fisheries and aquaculture, environment, water resources, land, planning, finance and other relevant sectors.
- Support establishment and functioning of State-level coordination arrangements required under the project.
- Facilitate participation of State Government institutions in project planning, implementation, monitoring and technical activities.
- Promote cross-sector coordination to ensure integrated implementation of food systems and landscape interventions.
- Support alignment of project activities with State development priorities, policies and programmes.
- Facilitate State Government ownership and institutionalization of successful project approaches.
- Support the NPC and CTA in high-level engagement with State Government authorities when required.

C. Community and Landscape-Level Coordination

The SPC will:

- Coordinate project engagement with Local Government authorities, traditional institutions, communities, producer organizations and other landscape stakeholders.
- Support participatory planning and consultation processes within project landscapes.
- Ensure that project beneficiaries are adequately informed and engaged throughout implementation.
- Facilitate identification and mobilization of farmers, livestock keepers, aquaculture producers, women, youth and other targeted beneficiaries.
- Promote inclusive participation and transparent beneficiary engagement.
- Facilitate coordination of field demonstrations, training, restoration activities, value-chain interventions and other project-supported activities.

- Support resolution of local implementation constraints and stakeholder concerns.

D. Technical Implementation Support

Working closely with the CTA and PMU technical specialists, the SPC will:

- Facilitate implementation of sustainable crop, livestock and aquaculture interventions within the State.
- Support implementation of integrated landscape management, ecosystem restoration and sustainable natural resource management activities.
- Facilitate deployment of climate-resilient and environmentally sustainable production practices.
- Coordinate technical missions, field assessments, demonstrations and training activities.
- Facilitate access by PMU specialists and consultants to relevant State institutions, communities and project sites.
- Ensure that technical recommendations and agreed implementation approaches are followed at field level.
- Identify technical gaps and implementation needs and communicate them promptly to the CTA.
- Support documentation of innovations, good practices and lessons from field implementation.

E. Work Planning and Implementation Monitoring

The SPC will:

- Prepare State-level annual, quarterly and monthly implementation plans based on the approved project work plan.
- Contribute to preparation of the project's Annual Work Plan and Budget.
- Provide regular implementation forecasts and activity schedules to the CTA.
- Track progress against State-level implementation targets.
- Coordinate preparation of activity requests and supporting documentation required for field implementation.
- Monitor delivery of goods, services and technical inputs intended for State-level activities and confirm their appropriate use.
- Participate in periodic implementation review meetings and propose corrective actions where required.

F. Monitoring, Evaluation and Results Reporting

The SPC will work closely with the project's Monitoring and Evaluation Specialist to:

- Support collection and verification of State-level data required for monitoring project indicators.

- Maintain records of project beneficiaries, interventions, geographic coverage and implementation results.
- Ensure that data are appropriately disaggregated by sex, age and other relevant parameters.
- Support field verification of reported results.
- Prepare monthly and quarterly State-level implementation reports.
- Provide inputs to annual project reports and the GEF Project Implementation Report.
- Facilitate monitoring missions, supervision missions, Mid-Term Review and Terminal Evaluation activities within the State.
- Track implementation of recommendations arising from field missions and project reviews.
- Maintain adequate documentary evidence supporting State-level project results.

G. Environmental and Social Safeguards, Gender and Inclusion

The SPC will:

- Support implementation of environmental and social safeguards requirements at State and community levels.
- Work closely with the relevant PMU specialists to identify and manage environmental and social risks.
- Ensure implementation of stakeholder engagement measures and the project's grievance redress mechanism.
- Promote equitable participation of women, youth, smallholder producers and vulnerable groups.
- Ensure that safeguards and social inclusion issues identified during field implementation are promptly reported to the CTA.
- Support awareness creation among communities and partners on applicable environmental and social requirements.

H. Private-Sector and Value-Chain Engagement

The SPC will:

- Support engagement with agribusinesses, processors, aggregators, input suppliers, financial institutions and other private-sector actors within the State.
- Facilitate identification of market and value-chain opportunities linked to project commodities and interventions.
- Support development of partnerships that strengthen market access, value addition and investment.

- Facilitate linkages between producer organizations and relevant private-sector actors.
- Support identification of opportunities for scaling project-supported technologies and business models.

I. Knowledge Management and Communication

The SPC will:

- Document State-level success stories, lessons learned, innovations and good practices.
- Provide regular field information and implementation updates to the PMU.
- Support preparation of State-level communication and knowledge products.
- Facilitate knowledge-sharing among participating communities, institutions and project landscapes.
- Support organization of field visits, learning events and peer exchanges.
- Ensure that project visibility requirements are observed during State-level activities.

J. Operational and Administrative Coordination

The SPC will:

- Coordinate State-level logistical arrangements for missions, meetings, workshops, consultations and field activities.
- Work with PMU finance and administrative personnel to ensure timely processing of implementation requirements.
- Ensure that State-level operational requests are properly documented and submitted within required timelines.
- Maintain adequate records of project activities, correspondence, meeting documentation and field reports.
- Support inventory tracking and appropriate management of project assets located within the State.
- Immediately report any operational, fiduciary, security or implementation concern to the CTA.

4. Reporting and Working Arrangements

The State Project Coordinator will report directly to the Chief Technical Adviser, who is responsible for overall PMU leadership and day-to-day project management.

The SPC will:

- provide regular implementation updates to the CTA;
- work closely with PMU technical specialists on their respective areas of responsibility;

- collaborate with the NPC on government and institutional coordination matters as required;
- maintain effective working relationships with State Government institutions and other partners; and
- participate in PMU meetings, technical reviews and project monitoring exercises.

The State Project Coordinator shall not independently alter approved project activities, budgets or technical approaches without authorization from the CTA and applicable project authorities.

5. Key Deliverables

Deliverable	Indicative Timing/Frequency
State inception and stakeholder mapping note	Within first month
Detailed State implementation plan aligned with the approved project work plan	Initially and updated annually
Monthly State implementation schedule	Monthly
State-level implementation progress report	Monthly
Consolidated State progress report with results and implementation challenges	Quarterly
Stakeholder consultation and coordination reports	As activities occur
Field monitoring and mission reports	Following each mission
Updated State implementation and action tracker	Monthly
State-level monitoring data and supporting evidence	Quarterly/as required
Inputs to Annual Work Plan and Budget	Annually
Inputs to GEF Project Implementation Report	Annually
Documentation of lessons learned, good practices and success stories	Ongoing
Support documentation for Mid-Term Review and Terminal Evaluation	At relevant milestones
State project completion and sustainability report	At project closure

6. Minimum Qualifications

Education

Advanced university degree in Agriculture, Agricultural Economics, Agronomy, Livestock Production, Fisheries/Aquaculture, Natural Resources Management, Environmental Management, Rural Development, Development Studies, Project Management or another relevant field.

Professional Experience

- At least 7 years of progressively responsible professional experience in agriculture, food systems, natural resource management, rural development, climate change or related development programmes.
- Demonstrated experience coordinating field implementation of multidisciplinary development projects.
- Experience working with State Government institutions, Local Government authorities, communities and producer organizations.
- Experience in project planning, stakeholder coordination, monitoring and reporting.
- Good understanding of crop, livestock and/or aquaculture production systems.
- Knowledge of sustainable food systems, climate-resilient agriculture, integrated landscape management and natural resource management.
- Demonstrated ability to work with multidisciplinary technical teams.
- Experience facilitating community-level consultations and capacity-development activities.
- Previous experience with GEF, FAO or other internationally financed programmes would be an advantage.
- Familiarity with the institutional and socio-economic context of the respective State would be a strong advantage.

7. Technical and Functional Competencies

The successful candidate should demonstrate:

- Strong coordination and organizational skills;
- Good knowledge of State-level agricultural and natural resource institutions;
- Strong stakeholder engagement and facilitation skills;
- Ability to coordinate multidisciplinary field activities;
- Good understanding of results-based project implementation;
- Strong problem-solving and implementation follow-up skills;
- Ability to work effectively with government institutions, communities and private-sector actors;

- Good report-writing and documentation skills;
- Ability to work under tight timelines and manage multiple activities;
- Good interpersonal and teamwork skills; 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 spoken within the respective project State would be an advantage.

9. Duty Station and Travel

The State Project Coordinator will be based in the respective project State:

- State Project Coordinator Office – Kebbi State
- State Project Coordinator Office– Niger State

The incumbent will undertake frequent travel to project landscapes, Local Government Areas, communities and other locations within the respective State and may participate in national project meetings and missions as required.

11. Application Link and Deadline

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