



# **SPECIAL AGRO-INDUSTRIAL PROCESSING ZONES PROGRAM**

## **NATIONAL PROGRAM COORDINATION OFFICE**

**RECRUITMENT OF A TECHNICAL ASSISTANT TO THE GENDER AND SOCIAL  
SAFEGUARDS OFFICER AT THE NATIONAL OFFICE**

### **TERMS OF REFERENCE**

**MAY, 2026**

## **1. BACKGROUND/CONTEXT**

The Special Agro-Industrial Processing Zones (SAPZ) Programme is a flagship initiative of the Federal Government of Nigeria, implemented with support from development partners including the African Development Bank (AfDB), the International Fund for Agricultural Development (IFAD), and the Islamic Development Bank (IsDB). The programme aims to transform Nigeria's agricultural landscape by developing agro-industrial hubs that enhance productivity, reduce post-harvest losses, strengthen value chains, and promote private sector investment.

Kano State is one of the participating states under the SAPZ Programme. The State Programme Implementation Unit (SPIU) is responsible for coordinating programme activities at the state level. Given the scale of interventions, including civil works, agribusiness development, and community engagement; there is a critical need to ensure full compliance with IFAD's Results and Impact Management System (RIMS), AfDB safeguards requirements, and SAPZ Programme Implementation Guidelines.

The Gender and Social Safeguards Officer (GSSO) is responsible for mainstreaming gender equality/equity, youth inclusion, nutrition sensitivity, and safeguards compliance across programme components. In line with SAPZ's results framework and IFAD's corporate priorities (including gender transformative approaches and targeting), additional technical support is required to ensure systematic tracking of results, quality reporting, and effective field-level implementation.

## **2. OBJECTIVE OF THE ASSIGNMENT**

### **2.1 General Objective**

The overall objective of this assignment is to provide technical and operational support to the Gender and Social Safeguards Officer to ensure effective mainstreaming, monitoring, and reporting of gender equality, youth inclusion, social inclusion, and safeguards compliance in alignment with IFAD RIMS indicators and SAPZ Programme guidelines.

### **2.2 Specific Objectives (Aligned with SAPZ Results Framework)**

The Technical Assistant will:

- I. Support the achievement and tracking of IFAD core indicators, including outreach, gender parity, youth participation, and income/nutrition outcomes;
- II. Ensure systematic collection and reporting of sex-disaggregated and age-disaggregated data in line with RIMS requirements;
- III. Support implementation of the SAPZ Gender Action Plan (GAP) and contribute to gender transformative outcomes;
- IV. Strengthen inclusion of women, youth, and vulnerable groups in SAPZ-supported value chains and agribusiness activities;
- V. Support compliance with environmental and social safeguards, including SEA/SH risk mitigation measures;
- VI. Contribute to improved accountability through functional Grievance Redress Mechanisms (GRM);
- VII. Enhance evidence-based reporting for IFAD supervision missions, implementation support missions, and annual reviews.

### **3. SCOPE OF WORK AND KEY RESPONSIBILITIES**

#### **Gender Mainstreaming and Inclusion**

- I. Support implementation of the SAPZ Gender Action Plan (GAP) with clear linkage to IFAD gender policy (targeting at least 50% women beneficiaries);
- II. Track and report on key logframe indicators such as:
  - i. Number of women provided with nutrition support
  - ii. Number of persons receiving services (disaggregated by sex and age);
  - iii. Percentage of women beneficiaries;
  - iv. Percentage of youth beneficiaries;
- III. Support identification and mobilization of women farmer organizations, youth groups, and vulnerable populations;

- i. Support the integration of Gender Action Learning Systems (GALS) and other gender transformative tools;
- ii. Support interventions that enhance women's economic empowerment, decision-making, and access to productive assets;
- iii. Support and ensure inclusion of persons with disabilities and other marginalized groups in programme activities.

### **3.2 Nutrition and Household Resilience**

- I. Support integration of nutrition-sensitive agriculture interventions (e.g., home gardening, dietary diversity promotion);
- II. Track nutrition-related indicators such as improved dietary diversity and adoption of nutrition practices;
- III. Assist in documenting outcomes related to improved household nutrition and food security;
- IV. Support coordination of nutrition training and awareness activities aligned with SAPZ nutrition strategy.

### **Gender Mainstreaming and Gender-Transformative Responsibilities**

The Technical Assistant shall provide dedicated technical and operational support to ensure that gender equality and women's empowerment are systematically integrated across all SAPZ programme components in line with **IFAD Gender Policy**, log frame indicators, and the SAPZ Gender Action Plan (GAP).

Specifically, the Technical Assistant will:

#### **a. Gender Mainstreaming in Programme Implementation**

- I. Support the integration of gender perspectives into all programme activities, including value chain development, agribusiness support, infrastructure interventions, and capacity-building initiatives;
- II. Ensure that all programme interventions are designed and implemented in a gender-responsive manner, addressing the specific needs, constraints, and opportunities of women, men, and youth;
- III. Review workplans, budgets, and activity designs to ensure alignment with gender equality objectives and SAPZ gender targets (minimum 50% women participation);
- IV. Support the identification and removal of gender-based barriers to participation, including access to land, inputs, finance, markets, and decision-making platforms.

## **b. Implementation of the Gender Action Plan (GAP)**

- I. Support the operationalization and monitoring of the SAPZ Gender Action Plan at the state level;
- II. Track progress against GAP targets and ensure alignment with IFAD's gender transformative indicators;
- III. Facilitate the integration of gender actions into annual work plans and budgets (AWPB);
- IV. Provide technical inputs for periodic GAP performance reviews and reporting.

## **c. Women's Economic Empowerment**

- I. Support interventions that enhance women's access to productive assets, financial services, technologies, and markets within SAPZ-supported value chains;
- II. Promote women's participation in agribusiness enterprises, cooperatives, and processing activities;
- III. Support development of gender-responsive business models and enterprise support mechanisms;
- IV. Track and report on outcomes related to women's income, employment, and economic empowerment.

## **d. Gender-Transformative Approaches (GALS and Social Norms)**

- I. Support the introduction and scaling of Gender Action Learning Systems (GALS) or similar gender-transformative methodologies;
- II. Facilitate household-level and community-level dialogues aimed at addressing discriminatory social norms and intra-household inequalities;
- III. Promote joint decision-making, equitable workload distribution, and increased agency of women within households and communities;
- IV. Document behavioral and social norm changes as part of programme results.

## **e. Targeting and Inclusion**

- I. Support participatory and inclusive targeting processes in line with IFAD targeting policy, ensuring effective inclusion of women, youth (minimum 40%), and vulnerable groups;
- II. Assist in profiling beneficiaries to ensure equitable access to programme benefits;
- III. Ensure that targeting strategies are culturally appropriate and context-specific to Kano State.

## **f. Gender-Responsive Monitoring and Reporting (RIMS-Aligned)**

- I. Ensure systematic collection and reporting of sex-disaggregated and age-disaggregated data across all programme interventions;
- II. Track key gender indicators, including:

- i. Outreach to women and youth;
  - ii. Women’s participation in decision-making structures;
  - iii. Women’s access to services, assets, and economic opportunities;
- III. Support integration of gender indicators into M&E systems, reporting templates, and digital databases;
- IV. Contribute to RIMS reporting, Annual Outcome Surveys (AOS), and supervision mission documentation.

**g. Capacity Building on Gender Equality**

- I. Support the design and delivery of gender training for SPIU staff, implementing partners, contractors, and beneficiaries;
- II. Facilitate Training of Trainers (ToT) on gender equality, gender mainstreaming, and gender-transformative approaches;
- III. Support the development and adaptation gender training materials, manuals, and toolkits aligned with SAPZ and IFAD standards;
- IV. Promote institutional strengthening for gender-responsive programming within the SPIU.

**h. Gender-Based Violence (GBV) and SEA/SH Risk Mitigation**

- I. Support the implementation of measures to prevent and respond to Gender-Based Violence (GBV), including Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH);
- II. Assist in awareness creation on SEA/SH prevention among communities, contractors, and programme staff;
- III. Ensure safe, confidential, and survivor-centered referral pathways are established and functional;
- IV. Track and report SEA/SH-related indicators in compliance with safeguards requirements.

**3.3 Social Safeguards and Compliance**

- I. Support compliance with Environmental and Social Management Frameworks (ESMF), Resettlement Action Plans (RAPs), and Labour Management Procedures (LMP);
- II. Monitor civil works to ensure adherence to safeguards requirements, including occupational health and safety (OHS);
- III. Support implementation of SEA/SH Action Plans and Codes of Conduct for contractors;
- IV. Track safeguards-related indicators including:
  - i. Number of grievances received and resolved;
  - ii. Number of SEA/SH cases reported and addressed (confidentially);
- V. Conduct field monitoring visits and prepare safeguards compliance reports;

- VI. Support documentation of incidents and mitigation actions in line with donor reporting requirements.

### **3.4 Monitoring, Evaluation, and Reporting**

- I. Support data collection aligned with IFAD log frame indicators;
- II. Maintain gender- and youth-disaggregated databases for all programme interventions;
- III. Assist in baseline, midline, and endline data collection exercises;
- IV. Support preparation of:
  - i. Quarterly Progress Reports (QPRs);
  - ii. Annual Outcome Surveys (AOS);
  - iii. Supervision and Implementation Support Mission reports;
- V. Ensure data quality assurance and validation before submission to the National Programme Coordination Office (NPCO);
- VI. Contribute to digital data systems and dashboards where applicable.

### **3.5 Capacity Building and Institutional Strengthening**

- I. Support design and delivery of training on gender equality, youth inclusion, safeguards, and nutrition;
- II. Assist in Training of Trainers (ToT) and cascading models for community-level capacity building;
- III. Support development of training manuals aligned with IFAD and SAPZ frameworks;
- IV. Track capacity-building outputs and outcomes in line with RIMS indicators.

### **3.6 Stakeholder Engagement and Targeting**

- I. Support participatory targeting processes in line with IFAD targeting policy;
- II. Facilitate consultations with communities, traditional leaders, women's groups, and youth associations;

- III. Support engagement of private sector actors to enhance inclusive value chain development;
- IV. Ensure transparency and inclusiveness in beneficiary selection processes.

### **3.7 Knowledge Management and Results Documentation (In conjunction with the KMC Officer)**

- I. Document gender success stories aligned with IFAD Results Measurement Framework;
- II. Develop case studies demonstrating impact on women, youth, and vulnerable groups;
- III. Support preparation of knowledge products for IFAD, AfDB, and national reporting;
- IV. Maintain organized documentation for audits, supervision missions, and evaluations.
- V. Develop gender-focused case studies demonstrating impact on women, youth, and vulnerable populations;
- VI. Support preparation of gender sections in quarterly, annual, and donor reports;
- VII. Contribute to knowledge sharing and learning platforms at state and national levels.

## **4. DELIVERABLES**

### **I. Monthly Activity Reports with Indicator Tracking**

The Technical Assistant will prepare comprehensive monthly activity reports that capture all gender, youth, social inclusion, nutrition, and safeguards-related activities implemented within the reporting period. These reports will include detailed tracking of relevant indicators aligned with IFAD RIMS and the SAPZ results framework, highlighting progress against targets, key achievements, challenges encountered, and corrective actions taken. Reports should also include disaggregated beneficiary data (sex, age, vulnerability status), field observations, and recommendations for improving implementation effectiveness.

### **II. Quarterly Reports Aligned with RIMS Indicators and SAPZ Logframe**

The Technical Assistant will contribute to the preparation of quarterly technical reports that align explicitly with IFAD RIMS (Levels 1–3) and SAPZ logframe indicators. These reports will provide a consolidated analysis of outputs, outcomes, and progress toward annual targets, including gender equality, youth inclusion, nutrition outcomes, and safeguards compliance. The reports will support evidence-based decision-making and will be structured to meet the reporting requirements of IFAD, AfDB, and the National Programme Coordination Office (NPCO).

### **III. Updated Gender- and Age-Disaggregated Datasets**

The Technical Assistant will maintain and regularly update comprehensive datasets capturing programme beneficiaries and activities, disaggregated by sex, age, location, and vulnerability categories (e.g., women, youth, persons with disabilities). This includes ensuring data accuracy, completeness, and consistency with RIMS reporting templates. The datasets will support monitoring, evaluation, reporting, and impact assessment processes, including baseline, midline, and endline evaluations.

### **IV. Safeguards Monitoring and GRM Reports**

The Technical Assistant will support the preparation of periodic safeguards monitoring reports that document compliance with environmental and social safeguards instruments, including ESMF, RAPs, Labour Management Procedures, and SEA/SH Action Plans. This includes tracking grievances received through the Grievance Redress Mechanism (GRM), documenting resolution status, response timelines, and systemic issues. Reports should also highlight risks, incidents, mitigation measures, and compliance gaps, with actionable recommendations.

### **V. Training and Capacity-Building Reports**

The Technical Assistant will document all training and capacity-building activities conducted under the programme, including Training of Trainers (ToT), community sensitization, and stakeholder engagement sessions. Reports will include participant profiles (disaggregated data), training content, methodologies used, outcomes achieved, pre- and post-training assessments (where applicable), and lessons learned. These reports should demonstrate contribution to capacity development indicators within the RIMS framework.

### **VI. Documented Success Stories and Case Studies**

The Technical Assistant will develop high-quality success stories and case studies that capture the impact of SAPZ interventions on beneficiaries, particularly women, youth, and vulnerable groups. These narratives will be evidence-based and aligned with IFAD's results storytelling approach, highlighting changes in income, livelihoods, empowerment, nutrition, and resilience. Outputs will be suitable for donor reporting, knowledge sharing, and programme visibility.

## **VII. Contributions to Annual Outcome Survey (AOS) and Annual Reports**

The Technical Assistant will support the design, data collection, analysis, and reporting processes for the Annual Outcome Survey (AOS), ensuring alignment with IFAD RIMS requirements. This includes supporting field data collection, validating datasets, and contributing to analysis of outcome-level indicators such as income changes, productivity, food security, and dietary diversity. The Technical Assistant will also contribute to the preparation of annual programme reports.

## **VIII. Inputs to Supervision and Implementation Support Missions**

The Technical Assistant will provide technical inputs and documentation required for IFAD supervision missions and implementation support missions. This includes preparing briefing notes, compiling indicator data, supporting field visits, documenting mission findings, and following up on agreed action points. The role will ensure that gender, youth inclusion, and safeguards issues are adequately reflected in mission discussions and reports.

## **5. DURATION OF ASSIGNMENT**

The assignment will be for an initial period of twelve (12) months, renewable subject to satisfactory performance and programme needs.

## **6. DUTY STATION**

The Technical Assistant will be based in Kano State at the SPIU office, with frequent field travel to programme sites.

## **7. REPORTING ARRANGEMENTS**

The Technical Assistant will report directly to the Gender and Social Safeguards Officer and collaborate closely with:

- i. State Programme Coordinator;
- ii. Monitoring and Evaluation Officer;
- iii. Environmental Safeguards Specialist;
- iv. Value Chain Officers;
- v. National Programme Coordination Office (NPCO).

## **8. REQUIRED QUALIFICATIONS AND EXPERIENCE**

### **8.1 Educational Qualifications**

- Bachelor's degree in Gender Studies, Sociology, Development Studies, Agricultural Economics, or related field;
- Master's degree is an added advantage.

### **8.2 Professional Experience**

- I. Minimum of 3–5 years' experience in gender, social inclusion, or safeguards in donor-funded programmes;
- II. Demonstrated experience with IFAD RIMS or similar M&E frameworks;
- III. Experience in community-driven development and participatory approaches;
- IV. Familiarity with safeguards compliance and GRM systems.

### **8.3 Skills and Competencies**

- i. Strong analytical and data management skills;
- ii. Excellent report writing aligned with donor requirements;
- iii. Proficiency in Microsoft Office and data tools;
- iv. Strong interpersonal and facilitation skills;
- v. Fluency in English; knowledge of Hausa is an advantage.

## **9. PROCUREMENT METHOD**

The Procurement method for the consultancy is Individual Consultants Selection method (ICS).

## **10. PERFORMANCE EVALUATION (RESULTS-BASED)**

-Performance will be assessed based on:

-Achievement of aligned targets and indicators;

- Quality and timeliness of reports;
- Effectiveness in supporting gender and inclusion outcomes;
- Compliance with safeguards requirements;
- Contribution to programme results and impact.

## **11. ETHICAL AND SAFEGUARDS COMPLIANCE**

The Technical Assistant will:

Adhere to IFAD and SAPZ policies on gender equality and social inclusion;

Comply with zero tolerance for Sexual Exploitation, Abuse, and Harassment (SEAH);

Maintain confidentiality and professionalism;

Uphold safeguarding principles in all interactions.

## **12. APPLICATION PROCEDURE**

Interested candidates should submit a CV, cover letter, and relevant credentials to the National Coordination Office within the specified deadline.

## **13. CONCLUSION**

This role is critical to strengthening the SAPZ Programme's capacity to deliver **measurable, inclusive, and sustainable development outcomes** in Kano State. By providing dedicated technical and operational support to the Gender and Social Safeguards function, the Technical Assistant will enhance the effective integration of gender equality, youth inclusion, nutrition sensitivity, and social safeguards across all programme components.

The position will play a pivotal role in ensuring full compliance with **IFAD's Results and Impact Management System (RIMS)** and the **SAPZ Programme implementation guidelines**, particularly in relation to results-based management, gender-disaggregated reporting, and

outcome-level tracking. Through improved data management, field-level monitoring, and evidence-based reporting, the role will contribute to strengthening accountability, transparency, and overall programme performance.

Furthermore, the Technical Assistant will support the operationalization of the Gender Action Plan and other inclusion-focused strategies, thereby enabling the programme to move beyond participation targets toward **gender-transformative outcomes**, including increased access to economic opportunities, enhanced decision-making power, and improved livelihoods for women. The role will also ensure that youth and vulnerable populations are effectively targeted and meaningfully engaged in SAPZ-supported value chains and agribusiness activities.

Overall, this position will serve as a critical enabler for achieving the programme's development objectives by ensuring that no target group is left behind, and that the benefits of SAPZ interventions translate into **equitable, resilient, and impactful results** for rural communities across Kano State.

#### **14. JUSTIFICATION**

The project compared the fees paid to Technical Assistants (TAs) of similar qualifications in other donor funded projects including the recently recruited Technical Assistants under AfDB to support SAPZ II who were recruited by the National Coordination Office.