



FGN - SAPZ
FEDERAL MINISTRY OF AGRICULTURE AND FOOD SECURITY
SPECIAL AGRO-INDUSTRIAL PROCESSING ZONES (SAPZ) PROGRAMME
NATIONAL COORDINATION OFFICE
ABUJA

VACANCY ANNOUNCEMENT (INTERNAL)

**ENGAGEMENT OF TECHNICAL ASSISTANTS TO SUPPORT THE SPECIAL AGRO –
 INDUSTRIAL PROCESSING ZONES (SAPZ) PROGRAM**

1.0 BACKGROUND

1.1 The Federal Government of Nigeria has received a Facility from the African Development Bank (AfDB), International Fund for Agricultural Development (IFAD) and the Islamic Development Bank (IsDB) to finance the cost of the Special Agro-Industrial Processing Zones Program (SAPZ), and intends to apply part of the proceeds under IFAD towards engagement of prospective candidates to support the National Coordination Office, State Programme Implementation Units in Kano and Ogun States.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Special Agro – Processing Zones Program.

1.2 The Positions and scope of services include:

A. Technical Assistant to the National Rural Institutions Development Officer (NRIDO)

Scope of Service and Responsibilities

Strategic and Technical Support

- Assist in the development and updating of strategies, guidelines, operational manuals and toolkits for rural institutions development, including group formation, legal registration, governance structures, and sustainability frameworks.
- Support the design and implementation of capacity-building programmes for FOs, cooperatives, MSMEs and MAFs, incorporating modules on business

planning, financial management, climate resilience, gender mainstreaming, nutrition, and value addition (using tools such as GALS—Gender Action Learning System—where applicable).

- Facilitate the integration of rural institutions with ATCs, AIHs, and private sector actors for reliable feedstock supply, aggregation, and market linkages.

Coordination and Implementation

- Coordinate with PSIUs, ADPs' Rural Institution Development Departments, extension services, and service providers for the identification, mobilization, training, and strengthening of at least 3,000+ FOs across participating states.
- Organize and facilitate stakeholder workshops, training-of-trainers sessions, and field missions to promote inclusive participation (targeting $\geq 40\%$ women-led or women-only groups and youth inclusion).
- Liaise with financial institutions, NIRSAL, and other partners to enhance access to finance and de-risking mechanisms for rural institutions.

Stakeholder Engagement & Partnerships

- Assist in mapping, profiling, and registering eligible rural institutions (cooperatives, farmer groups, etc.) for participation in the SAPZ value chains.
- Support the facilitation of inclusive dialogue platforms to negotiate contract farming agreements, out-grower schemes, and benefit-sharing mechanisms between smallholder groups and private sector anchor firms.
- Serve as a secretariat for the Rural Institutions Working Group, preparing minutes, tracking action points, and disseminating information.

Financial Inclusion and Linkages

- Support initiatives to strengthen linkages between rural institutions and:
 - Financial institutions (banks, microfinance institutions, FSAs)
 - Input suppliers and service providers
 - Off-takers and processors within SAPZ
- Assist in promoting access to credit, savings, and insurance products.
- Support implementation of financial literacy programmes.

Monitoring, Evaluation, and Reporting

- Support the NRIDO in tracking key performance indicators (KPIs) related to rural institutions, such as number of farmers organized, volume of produce aggregated, percentage of women/youth-led enterprises, number of functional FOs, governance scores, member income increases, O&M fund contributions.
- Contribute to Programme Annual Work Plans and Budgets (AWPBs), quarterly progress reports, and other reporting requirements for AfDB, IFAD, IsDB, and FGN.

- Conduct regular field monitoring visits (in coordination with M&E Unit) and prepare analytical reports on challenges, lessons learned, and best practices.
- Assist in the documentation of success stories, knowledge products, and policy briefs on rural institutions development.
- Prepare high-quality technical reports, quarterly progress reports, and briefs for the NRIDO, NPCU Coordinator, and financing partners.
- Maintain a robust database (MIS) of all rural institutions engaged under the programme, including their governance structures, financial health, and production capacity.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Master's degree (or equivalent) in Rural Development, Agricultural Economics, Agribusiness, Development Studies, Sociology/Anthropology, or a related social science discipline. Minimum of 7 years of progressive relevant professional experience in rural development projects, with at least 4 years focused on farmer organization/cooperative strengthening, group mobilization, institutional capacity building, or agribusiness development in Nigeria or similar African contexts.
- Proven track record in designing and implementing capacity-building programmes for smallholder groups, including experience with value chain development, market linkages, and financial inclusion (e.g., FSA or VSLA models).
- Familiarity with donor-funded agricultural projects (AfDB, IFAD, World Bank, etc.), including safeguards, gender mainstreaming, and M&E frameworks.
- Experience working with government institutions (FMAFS, ADPs, State Ministries) and multi-stakeholder platforms is highly desirable.
- Demonstrated field experience in at least 3 geo-political zones of Nigeria.

B. Technical Assistant to the National Gender & Social Safeguards Officer (G&SSO)

Scope of Service and Responsibilities

- Assist in the coordination and implementation of agricultural productivity-related interventions across SAPZ sites.
- Support the preparation and review of technical documents, concept notes, reports, and training materials.
- Assist in data collection, collation, and entry related to GAPs (Good Agronomic Practices), input distribution, and productivity monitoring.
- Support in the maintenance of a comprehensive database of beneficiaries, demonstration plots, and performance indicators.

- Support monitoring and evaluation activities by ensuring timely reporting of field activities.
- Assist in liaison with farmer organizations, extension agents, service providers, and private sector partners.
- Support any additional tasks assigned by the APO or the National Program Coordinator to ensure the effective execution of productivity activities.

Qualifications and Experience

- A minimum of a Master's degree in Agriculture, Agronomy, Agricultural Extension, Rural Development, or a related field.
- At least 5 years of relevant experience in agricultural programmes, preferably in donor-funded or public sector agricultural initiatives.
- Experience working with smallholder farmers, farmer cooperatives, or rural agribusiness initiatives is an advantage.
- Strong coordination, communication, and interpersonal skills.
- Proficiency in MS Office applications and familiarity with basic data tools (Excel, Kobo, etc.).
- Willingness to travel to field locations at short notice

C. Project Accountant at the National Coordination Office (NCO)

The scope of service include:

Financial Management & Accounting

- Maintain accurate and up-to-date accounting records in line with IPSAS/cash-basis standards and donor requirements.
- Record all financial transactions into the accounting system
- Ensure proper documentation and filing of all supporting documents for expenditures.
- Monitor project bank accounts and prepare monthly bank reconciliation statements.
- Track commitments and expenditures against the approved Annual Work Plan and Budget (AWPB).

Payments & Disbursement Processing

- Prepare payment vouchers with complete supporting documentation.
- Ensure all payments comply with donor guidelines, procurement procedures, and government regulations.

Financial Reporting

- Assist in preparing Interim Financial Reports (IFRs), Quarterly Financial Reports, Annual Financial Statements, and other donor-required reports.
- Support the preparation of financial inputs for missions, supervision visits, and project reviews.
- Ensure timely submission of accurate financial reports to the donor and the host government.

Budgeting & Planning

- Assist in preparing the annual budget and cash flow forecasts.
- Monitor budget execution and alert management on potential variances.

Internal Controls & Compliance

- Ensure adherence to internal control procedures and donor financial management policies.
- Support internal and external audit processes, including provision of documentation and responses to queries.
- Identify financial risks and recommend mitigation strategies

More details on the assignment can be found in the respective Terms of Reference which can be obtained from the address below between the working hours of 9am – 4pm (local time) daily or uploaded from the SAPZ website: www.sapz.gov.ng

4. National Coordinating Office (NCO) of the Special Agro-Industrial Processing Zones (SAPZ) Program now invites eligible and interested candidates to submit their Resumes, description of similar assignments, experience in similar conditions, availability of appropriate skills, a written technical proposal (maximum 2 pages) and a financial proposal.

5. The estimated duration of the assignment is twelve (12) months with the possibility of extension based on program needs, satisfactory performance and conduct.

6. Eligibility criteria, establishment of the shortlist and selection procedure shall be in accordance with the individual consultant selection (ICS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

7. The proposals to be submitted by the consultants will be evaluated on the basis of the following technical criteria:

a	Appropriate skills and qualifications (academic record and general work experience)	20 points
b	Quality of the proposed methodology and workplan (2 paged)	20 points
c	Technical Competency and Experience in undertaking similar assignment	25 points
d	Similar Experience working with any donor funded project (AfDB and World Bank, IFAD, etc).	25 points
e	Communication skills in English	10 points
Total		100 points

Only Candidates scoring a mark of 75 points or more will be considered for the respective assignment. The Consultant scoring the highest in each of the categories will be selected provided that the financial offer is within the limits of the available budget.

8. Interested Candidates may obtain further information at the address below during the office hours of 09:00am and 04:00pm (Local time; Mondays–Fridays).

9. Expression of Interest must be delivered to the address below in person not later than 17th July, 2026 at 12:00 noon local time. **Clearly indicate on your envelop the category you are applying for and marked “Engagement of a Technical Assistant toto Support the SAPZ Program at the ”.** Late submissions will **NOT** be accepted. **Only shortlisted candidate will be contacted.**

Signed
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