



FGN - SAPZ
FEDERAL MINISTRY OF AGRICULTURE AND FOOD SECURITY

**REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANTS SELECTION)
SPECIAL AGRO-INDUSTRIAL PROCESSING ZONES (SAPZ) PROGRAM**

INDIVIDUAL CONSULTANT POSITIONS FOR THE NATIONAL PROJECT LEAD AND PROCUREMENT AND OPERATIONS CONSULTANT

BACKGROUND

The Federal Government of Nigeria has received a grant from the International Fund for Agriculture Development (IFAD) to finance the Climate – smart Agriculture Agribusiness Partnership for Resilience (CSAPR) under the Special Agro-Industrial Processing Zones Program, and intends to apply part of the proceeds for the engagement of a National Project Lead and a Procurement and Operations Consultants at the National Program Coordination Office.

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 – Industrial Processing Zones Program.

PROJECT BRIEF DESCRIPTION

The Special Agro-Industrial Processing Zones (SAPZ) programme is a Nigerian government-enabled, but private sector-led initiative aimed at transforming the country's agricultural landscape.

The project goals and objectives: The overall development objective of the SAPZ program is twofold: (1) Support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses; and (2) Capacitate smallholder farmers, small agro-processors and traders, and community-based service providers, including women and youth; to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change.

Project Duration: **The SAPZ Program is for six years**

Project Components: **The program has four components namely:**

- Component 1: Infrastructure Development and Management for Agro-Industrial Hubs (AIHs). Under this AfDB-led component, the programme will support the FGN in developing and setting up SAPZs in high potential states.
- Component 2: Agricultural Productivity, Production, Market Linkages and Value Addition in SAPZ Catchment Areas. Under this component, SAPZ's objective is threefold: (i) support smallholder farmers and small operators to increase their productivity/production and capacity to add value to raw materials on a profitable and environmentally sustainable basis; and (ii) link them to the additional market outlets offered by the Agro-Industrial Hubs (AIHs), off-takers supplying the local and national market who operate in the target area, and small processors/traders supplying the local markets, including primary processors operating in the Agricultural Transformation Centres (ATCs); iii) enhance the resilience and adaptive capacity of smallholder farmers to climate change..
- Component 3: Policy and Institutional Development Support. The objective of component 3 is to support the development of enabling policies, legislation, and regulation for SAPZs in Nigeria to create a conducive business environment for private sector investment and to address inefficiencies and market failures in agricultural value chains.
- Component 4: Programme Coordination and Management. This component will ensure that the programme is efficiently and effectively managed to achieve expected results

The National Coordination Office (NCO) of the Special Agro-Industrial Processing Zones (SAPZ) Program is therefore seeking to engage the services of qualified Individual Consultants to occupy the following positions:

A. National Project Lead Consultant (CSAPR-SAPZ Nigeria) (1No.)

B. Procurement and Operations Consultant (CSAPR-SAPZ Nigeria) (1No.)

DURATION OF ASSIGNMENT

This is a full-time assignment for an initial period of twelve (12) months, renewable based on satisfactory performance, from the date of contract signature for all positions. Selected Consultants must not be engaged in any other ongoing assignment in Nigeria or elsewhere at the time the employment contract comes into force. Non-compliance would lead to the cancellation of the contract by the National Coordination Office. Falsifying personal data will also lead to disqualification. Consultants should not have any current business relationship with potential NCO or any other project partner.

REFERENCES

Provide verifiable references and membership of professional organization(s). Previous work experience in Donor funded projects.

LOCATION OF ASSIGNMENT

The location of the assignment will be at the National Coordination Office, Abuja, Nigeria.

RESPONSIBILITIES/QUALIFICATIONS, EXPERIENCE, AND SKILLS

A: National Project Lead Consultant (CSAPR – SAPZ Nigeria)

The CSAPR National Project Lead consultant will be responsible for the day-to-day coordination and monitoring of CSAPR implementation under the SAPZ National Programme Management Unit (NPMU) ensuring that all CSAPR activities are planned, implemented and reported in line with the approved Annual Work Plan and Budget (AWPB), the CSAPR results framework, and relevant IFAD and grant requirements. The position will ensure strong coordination across stakeholders and partner activities, including effective engagement between public and private entities, and will provide hands-on operational and technical follow-up to ensure timely delivery and quality of outputs.

Specific Duties

The CSAPR National Project Lead Consultant will undertake the following specific duties:

Programme coordination and implementation

- Develop AWPB for CSAPR specific activities in line with the project objectives and timelines.
- Actively coordinate and monitor implementation of CSAPR components across public, private, and intermediary partners to ensure achievement of project targets and deliverables, as well as alignment with approved AWPB and implementation schedules.
- Regularly engage regional/state/local implementing teams and partner agencies, providing direct operational follow-up and facilitating necessary technical guidance to ensure smooth progress and quality of outputs.
- Coordinate and support implementation planning processes, including ensuring CSAPR activities are integrated into the SAPZ work planning and reporting cycle.
- Liaise closely with the CSAPR Officer based in Nairobi for support on Gates Foundation operational alignments and connection to the parallel investment in Kenya.

Stakeholder engagement and PPP coordination

- Coordinate and lead stakeholder and partner engagements, including multi-stakeholder workshops and technical sessions involving public and private entities.
- Support the development and functioning of partnerships relevant to CSAPR implementation, including coordination between private sector actors (e.g., agribusinesses, financial institutions) and public climate information service providers where applicable.
- Promoting exchange of best practices and knowledge from CSAPR between Kenya and Nigeria operations, particularly those leveraging private capital for climate adaptation solutions.

Monitoring, evaluation and learning

- Systematically collect, verify, and analyse data on CSAPR indicators as outlined in the results framework, ensuring data quality, consistency and traceability.
- Conduct field visits to CSAPR implementation locations and partner organisations to collect primary data, validate reported information, and gather qualitative feedback from beneficiaries.
- Support training of local data collectors for Component 2 activities and conduct regular spot checks to validate reporting accuracy and completeness.

Reporting, knowledge and supervision

- Prepare comprehensive annual progress reports (in relevant templates, such as Gates Foundation annual reporting template) and contribute to periodic reporting as required by the NPMU, IFAD and funders.
- Participate in supervision missions of the CSAPR grant and provide inputs to mission preparation, documentation and follow-up action tracking.
- Document lessons learned and support the development of studies, case studies and communication pieces to highlight programme achievements, results, challenges and lessons learned.
- Perform any other tasks as may be assigned by the SAPZ National Programme Coordinator and/or the NPMU leadership relevant to CSAPR implementation

Qualification and Work Experience:

- At least a master's degree in relevant area such as Agriculture, Agricultural Economics, Environment/Climate Change, Development Studies, Project Management, Statistics/Economics, or other relevant discipline.

- A higher qualification (PhD) in relevant discipline would be an advantage.
- Relevant experience of at least 5 years working as programme consultant or staff with international finance institutions and/or development organisations such as IFAD, World Bank, African Development Bank, Gates Foundation, United Nations or their funded programs is required.
- At least 7 years of progressively responsible experience in coordination and implementation of donor-funded programmes/projects, preferably in agriculture, climate adaptation and private sector development.
- At least 3 years of demonstrated experience in multi-stakeholder policy dialogue and programme coordination, including collaboration between public institutions and private sector actors to drive change, promote innovation, and facilitate mutually beneficial public-private partnership agreements.
- Strong experience/understanding on how to integrate Climate Information Systems (CIS) into private sector operations as a foundation for climate-resilient food systems transformation.
- Strong experience with AWPB-based implementation management, results frameworks, data verification and preparation of progress reports.
- Strong facilitation stakeholder management skills.
- Computer literacy and strong working knowledge of standard office software (MS Word, Excel, PowerPoint).

B. Procurement and Operations Consultant (CSAPR – SAPZ Nigeria) .

Main Responsibility

The Procurement and Operations consultant will provide operational support to project activities and will be responsible for managing the full procurement cycle for goods, works and services financed under CSAPR within the SAPZ programme structure, ensuring compliance with applicable IFAD/national procurement procedures and grant requirements/guidelines. The consultant will maintain strong procurement controls and records management, support contract administration, and provide timely procurement reporting for operational oversight and audit purposes.

Specific Duties

The Procurement and Operations consultant will:

Procurement planning and execution

- Manage the full procurement cycle for CSAPR-funded goods, works and services, including preparation of procurement plans, bidding documents, advertisements, bid openings, evaluations, and award processes.
- Prepare and regularly update the CSAPR Nigeria procurement plan in line with the approved AWPB and monitor its execution to ensure timely delivery of project activities.
- Ensure that all procurement processes comply with established procedures and standards under the relevant grant agreement and applicable IFAD requirements.
- Liaise with technical units and implementing agencies to clarify technical specifications, review Terms of Reference (ToRs), and ensure procurement requests are complete, justified and implementation ready.
- Support logistical and operational arrangements for CSAPR workshops, training activities, missions and stakeholder engagement events as required.
- Support the development of AWPB and procurement plan as well as contribute to the tracking and execution of the AWPB

Contracting and records management

- Maintain comprehensive procurement records and tracking systems, ensuring transparent and auditable filing of all procurement documentation.
- Support contract management and administration, including maintaining and updating a contract registry and monitoring key milestones and deliverables.
- Support follow-up with suppliers/consultants/contractors to ensure delivery in line with contract provisions (quality, quantity and timelines).

Reporting and compliance

- Prepare periodic procurement status reports, including reporting required for internal management review and audit purposes as requested.
- Support coordination with finance and operations colleagues to ensure procurement documentation aligns with payment processing and disbursement requirements.
- Provide procurement guidance and troubleshooting support to implementing teams as needed to resolve procurement bottlenecks that may affect delivery timelines.
- Plan field visits and supervision mission of development projects and formulate TORs, contract, and supervise delivery by service providers.
- Perform any other procurement/operational duties assigned by the CSAPR National Project Lead, National Project Coordinator of SAPZ in support of CSAPR delivery.

Operations and Logistics

- Implement administrative systems and transactions.
- Support the organization of stakeholder coordination mechanisms.
- Facilitate liaison with key functions within SAPZ including procurement, finance, M&E, knowledge management, etc.
- Prepare a tracker of expenditure and monthly report on expenditure of activities.
- Prepare a detailed roadmap including a digital implementation tracker of key activities.
- Manage a database of stakeholders involved in the CSAPR project.
- Follow up on the implementation of the project procedures and guidelines
- Ensure digital and physical filing of all documentations.
- Ensure compliance with funding agreements including as related to communications and visibility guidelines, social and environmental safeguards and ethics.

Qualification and Work Experience

- At least a master's degree in Procurement Management, or Supply Chain Management, or Procurement and Supply Chain Management, or Logistics and Supply Chain Management or Engineering or any other relevant field. A post graduate qualification will be an added advantage;
- Chartered Member of any of these Professional Bodies; CIPS, CILT, and CISCm.
- Relevant experience of at least 3 years working as consultant/staff with international/development organisations such as the United Nations, Gates Foundation, World Bank, etc. is an added advantage.
- At least 5 years of relevant post-qualification experience in procurement and contract administration, preferably in donor-funded programmes.
- Demonstrated experience in procurement planning, bid documentation, evaluation processes, contract award and administration.
- Experience with formulating TORs, contracting, and supervise delivery by service providers.
- Experience with planning field visits and supervision mission of development projects.
- Strong familiarity with procurement standards, record-keeping requirements and audit readiness.
- Strong computer literacy, including proficient use of MS Word, Excel, and procurement tracking tools.
- High integrity, attention to detail, and ability to manage multiple procurement actions concurrently while meeting deadlines.

The detailed Terms of Reference for the various positions can be obtained at the address given below or uploaded from the SAPZ website: www.sapz.gov.ng.

EXPRESSION OF INTEREST

The National Coordination Office now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Individual Consultants should provide information through their Curriculum Vitae and other means, demonstrating that they have the required qualifications and relevant experience to perform the assignment. The selection will be carried out through open competition among qualified shortlisted individuals. The Consultants having the required experiences and competencies relevant to the various positions shall be assessed and compared using weightings.

Further information may be obtained from the National Coordination Office or by telephone on +234 8168088308, +2348035949354 or Email address: admin@sapz.gov.ng; gunoh@sapz.gov.ng during normal working hours (i. e. 9:00 am to 4:00 pm).

Expression of interest must be delivered in a written form to the address below in person or by mail and clearly marked " Special Agro-Industrial Processing Zones (SAPZ) Program. (insert name of position applying for)" not later than 30th September, 2026 at 12.00 Noon local time. Late submissions will NOT be accepted. Only shortlisted candidates will be invited for oral interview.

Signed

Dr. Kabir Yusuf

**National Program Coordinator, SAPZ
National Co-ordination Office (NCO)**