



TERMS OF REFERENCE FOR THE ENGAGEMENT OF A FULL TIME PROCUREMENT AND OPERATIONS CONSULTANT (FGN-IFAD CSAPR – SAPZ NIGERIA), ABUJA NIGERIA

1. Introduction

The Special Agro-Industrial Processing Zones (SAPZ) program is a flagship initiative of the Federal Government of Nigeria (FGN) and International Financial Institutions (IFIs) such as IFAD to transform the agricultural sector and enhance food security, employment, and income generation in the country. The program aims to establish integrated agro-processing hubs that will attract private investment, increase productivity and value addition, and improve market access and competitiveness of the agricultural products. The program will also support the development of the enabling infrastructure, policies, and institutions to facilitate the operation and sustainability of the SAPZs.

The program covers six geo-political zones of Nigeria. Each zone will have one or more SAPZs, depending on the agro-ecological potential and the comparative advantage of the agricultural commodities. The program is expected to benefit about 10 million direct and indirect beneficiaries, including smallholder farmers, agro-processors, agribusinesses, off-takers, service providers, and consumers.

Climate-Smart Agribusiness Partnerships for Resilience (CSAPR) is an IFAD Adaptation for Smallholder Agriculture Programme (ASAP+) initiative funded by the Gates Foundation. It builds on and scales up existing SAPZ efforts to integrate Climate Information Systems (CIS) into private sector operations as a foundation for climate-resilient food systems transformation. The initiative aims to improve the productivity and profitability of small-scale farming systems in Nigeria by expanding the use of CIS in private sector agricultural products and services through sustainable Public-Private Partnerships (PPPs). It also complements existing investments by IFAD, the Gates Foundation and other development partners.

The program is anchored in the SAPZ program and implemented by the Federal Ministry of Agriculture and Food Security in collaboration with the state governments, the private sector, and other development partners.

2. Objective

The objective of this consultancy is to provide operational support to CSAPR project activities at the SAPZ National Program Coordination Office (NPCO). The consultant will also manage operations and the full procurement cycle for goods, works and services financed under CSAPR within the SAPZ programme structure.

3. 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.

4. 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 organisation 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.

5. 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 CISC.

- 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.

6. Reporting and Location

The Procurement and Operations consultant will be based in the SAPZ NPMU and will report to the National Project Lead. The role will also work in close coordination with key staff of SAPZ both at NPMU and state levels.

7. Duration

The duration of the consultancy is 12 months, renewable subject to satisfactory performance appraisal by SAPZ one month before the end of contract and no objection of IFAD Country Office and subject to availability of funding.

8. Deliverables

The consultant will deliver the following operational outputs: (i) up to date comprehensive procurement records and tracking systems as well as transparent and auditable procurement files and records; (ii) up to date contract register for all the CSAPR activities; (iii) timely delivery of Contracts in line with specifications and timelines; (iv) monthly, quarterly, and yearly procurement status reports, including reports required for internal management review and audit purposes, and would be expected to contribute to the achievement of key results including:

- Four (4) formalized and functional CIS PPP agreements established (eg. MoUs, MoAs, contracts, etc.)

- Two (2) existing/new institutional frameworks or guidelines developed or enhanced and utilized on the implementation of CIS and PPPs in the agricultural sector.
- Four (5) private partners that enhanced their products/services with CIS
- Five (5) knowledge products developed with robust evidence on CIS impact and investment returns.
- 3000 people are provided with CIS-informed products and services.

9. PROCUREMENT METHOD

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

10. CLIENT'S INPUTS

- i. The client shall make available project documents as may be required by the consultant.
- ii. The client shall provide a working desk and other essential office equipment for the consultant at the SAPZ NPCO in Abuja.