

Terms of Reference (ToR): Consultant Project Manager – Agriculture Project

About Sahara Consult

Sahara Consult is a leading management consulting firm specializing in strategic advisory services and project management across three core areas: development (impact), innovation, and technology. Committed to excellence, we work with development partners, corporate entities, and public institutions to drive sustainable growth, foster innovation, and leverage technology for meaningful societal transformation.

Opportunity: Project Manager – Agriculture Initiative

As part of our growing project portfolio, Sahara Consult is seeking a highly skilled and experienced Consultant Project Manager to lead the implementation of an agriculture-focused initiative. The project aims to improve rural livelihoods, enhance agricultural productivity, and promote sustainable farming practices. The ideal candidate will possess strong project management capabilities and hands-on experience in agriculture or rural development projects.

The Consultant Project Manager will be responsible for overseeing the coordination, strategic direction, and results-based management of the project. This includes ensuring alignment with donor expectations, effective stakeholder engagement, and the successful implementation of agricultural interventions.

Scope of Work and Key Responsibilities

Project Management & Execution

- Develop and manage comprehensive project plans, timelines, and budgets.
- Lead and supervise the implementation of project activities in alignment with agreed objectives.
- Monitor project progress, mitigate risks, and ensure timely and high-quality deliverables.

Stakeholder Engagement

- Build and maintain relationships with key stakeholders, including farmer groups, government bodies, NGOs, and technical partners.
- Facilitate collaborative activities such as workshops, dialogue sessions, and knowledge-sharing forums.
- Identify and nurture strategic partnerships to support project sustainability.

Program Coordination and Administration:

- Coordinate logistics, resources, and communications for program activities, including workshops, training sessions, and hackathons.
- Prepare and disseminate program-related materials, including reports, presentations, and communication materials.
- Ensure compliance with program requirements, regulations, and funding agreements.

Monitoring, Evaluation & Learning

- Track project indicators, outcomes, and lessons learned.
- Facilitate adaptive management through participatory reviews and feedback mechanisms.
- Prepare technical and financial reports in accordance with donor requirements.

Communication & Knowledge Sharing

- Draft and review proposals, reports, concept notes, and communication materials.
- Communicate progress and impact stories via reports, presentations, and newsletters.
- Develop knowledge products, including case studies and best practices.

Startup Ecosystem and Tech Sector Expertise:

- Stay abreast of trends, developments, and opportunities in Tanzania's startup ecosystem, tech sector, and innovation landscape.
- Support program objectives and provide insights and guidance on best practices, emerging technologies, and innovation strategies.
- Identify potential partners, startups, and technology solutions that align with program priorities and goals.

Key Performance Indicators (KPIs):

- *Project activities completed on time*
- *Budget adherence maintained*
- *Stakeholder satisfaction $\geq 80\%$*
- *X new partnerships in 6 months*
- *Regular partner engagement*
- *Track key program metrics*
- *Program reach increased by X% annually*
- *Timely reporting and documentation*
- *Reporting compliance $\geq 95\%$*
- *Monitor comms engagement metrics*
- *Audience engagement increased by X%*
- *X startups/tech companies engaged*
- *X startup success stories annually*

Level of Effort

- **Level of Effort:** Estimated 20–22 working days per month.
- **Duty Station:** Dar es Salaam, with field travel to project sites and partner locations as required.

Qualifications and Experience

- Bachelor's degree in project management, Agriculture, Rural Development, business administration, international development, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in managing agriculture or rural development projects.
- Demonstrated understanding of the agricultural context in Tanzania.
- Proven track record of successfully managing complex projects, including planning, implementation, and monitoring.
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders and partners.
- Excellent writing and presentation skills, with the ability to draft clear, concise, and compelling documents and reports.
- Ability to coordinate multiple activities, prioritise tasks, and meet deadlines in a fast-paced environment.
- Knowledge of startup ecosystems, the tech sector, and innovation ecosystems in Tanzania, with experience working with entrepreneurs, startups, and technology companies.
- Familiarity with project management tools and methodologies, such as Agile, Scrum, or PRINCE2, is desirable.
- Fluency in English and Swahili is required.



Submission Requirements

Interested individuals should submit their CVs to Contact@saharaventures.com

Deadline

The deadline for submitting is 31st March 2025