

**TANZANIA AGRICULTURAL DEVELOPMENT BANK**  
**[Tanzania Inclusive Processor-Producer Partnership in Dairy – TI3P]**

**JOB DESCRIPTION**

<b>Job Title:</b>	TI3P Project Coordinator (PC)
<b>Division/Dept.:</b>	Directorate of Policy and Research
<b>Reports to:</b>	Director of Policy and Research
<b>Location:</b>	Dar es Salaam, Tanzania
<b>Travel Required:</b>	50% of Minimum Annual Travel

The Tanzania Agricultural Development Bank Limited (TADB) is a government-owned financial institution established under the Companies Act of 2002 and licensed under the provisions of the Banking and Financial Institutions Act No 5 of 2006. It also falls under relevant banking and financial institutions regulations from 2012, including those for development. Currently, TADB offers a wide range of financing products along all aspects of the agricultural value chains in support of smallholder farmers and agribusiness across the country.

Tanzania Agriculture Development Bank (TADB), in partnership with Bill and Melinda Gates Foundation (BMGF) have jointly developed a Tanzania Inclusive Processor-Producer Partnership (TI3P) Project, this is a USD 7 Million project which will be implemented for a period of three years in Tanzania main land and Zanzibar. This project aims at transforming dairy processors and approximately 100,000 Small Holder Dairy Farmers through addressing challenges impeding development of dairy value chain. This will pave way for increased investment in the dairy sector through a better access to finance and demand generation for dairy products. TI3P interventions will include crosscutting issues related to gender, nutrition and enabling environment. All these interventions are in line with Tanzania Livestock Master Plan (Tanzania LMP-ILRI), Agriculture Sector Developed Plan II (ASDP II) and Five Year Development Plan III (FYDP III).

**FUNCTION**

The Tanzania Inclusive Producer – Processors Partnerships in Dairy (TI3P) Project Coordinator (PC) reports to the Director of Policy and Research of the Tanzania Agricultural Development Bank (TADB) for direct technical guidance. The PC, in close collaboration and coordination with the Team Leads of the Implementing Partners, will provide the strategic leadership and oversight to the TI3P so that it achieves its objectives of transforming the lives of dairy farmers and the dairy sector in Tanzania. S/he also works closely with DNA and Heifer International management teams to provide the overall support in the project implementation. As such, s/he will work in close collaboration with respective TI3P staff with the view to supporting the project to realize quality project outcomes and to document and present the same in a manner that is impactful and of high quality. Responsible for the overall management of project to ensure it meets the TADB and BMGF set standards. The PC shall also be responsible to solicit and engage partnerships with key stakeholders including from public, private and development sectors. S/he will be responsible for resource mobilization from potential donors, financing institutions, private and public sectors. S/he will mobilize and attract more

investments in the Tanzania’s dairy sector. The PC shall collaborate with Ministries, Departments and Agencies (MDAs) to create conducive investment policies. In collaboration with the Bank staff, the PC shall be responsible sensitize and create appetite among private investors to access loans from TADB and other affiliate institutions.

**ESSENTIAL CHARACTER TRAITS:**

For successful execution of the job duties, the TI3P PC should be proactive, articulate, a team player, open-minded, innovative and deadline focused.

<b>RESPONSIBILITIES</b> <i>(including approximate percentage effort)</i>	<b>DELIVERABLES</b>
<p><b>1. Project Effectiveness (40%)</b></p> <ul style="list-style-type: none"> <li>• Accountable for ensuring all elements are in place for smooth and effective implementation the TI3P, achieving the key milestones of the project as agreed with the donor.</li> </ul>	<p><b>1.1 Joint Ventures and Processing Plants</b></p> <ol style="list-style-type: none"> <li>i. Lead and support development of strategic and business plans for new business and joint venture operation, which include possible processing plants.</li> <li>ii. Along with Bank and Project Teams, PC shall lead and oversee the hiring and development of teams</li> <li>iii. Ensure the business work ties to an annual operating plan and work towards financial sustainability.</li> <li>iv. Support milk processors and FPOs overcome business challenges and exposing them to business opportunities for growth</li> </ol> <p><b>1.2 Project Leadership and Management</b></p> <ol style="list-style-type: none"> <li>i. Lead and develop strategic plans and formulate key strategies for the project, translated into actionable and impactful short and long- term workplans and align with sound budgets.</li> <li>ii. Oversee general project leadership (Programs, Finance and HR).</li> <li>iii. Lead and collaborate with implementing partners to formulate sound strategic actions and techniques in the project implementation</li> <li>iv. Oversee progress of all project activities within the country and provide direction and guidance to ensure planned targets are achieved</li> <li>v. Provide overall technical guidance and way forward on emerging programmatic issues, in consultation with the Bank Management, Implementing Partners and BMGF teams</li> <li>vi. Lead design implementation strategies, monitoring and evaluation frameworks and ensure key performance indicators are on track and achieved; and/or lead reviews implementation strategies and tweak beforehand.</li> <li>vii. Ensure quality in service delivery of field operations including compliance with institutional mission and objectives</li> </ol>

<p><b>2. Partnership Development, Relationship Management and Resource Mobilization (35%)</b></p> <ul style="list-style-type: none"> <li>Establish, foster and manage high level relationships key stakeholders who are critical to the success of the project</li> </ul>	<ol style="list-style-type: none"> <li>i. Map strategic project partners available within the country like Government; Ministries, Departments and Agencies; Private Sector Players, multilateral and bilateral organizations; farmer based and farmer supporting institutions and others.</li> <li>ii. Collaborate with Bank and Implementing Partners to engage and manage relationship with strategic partners; and create mutual linkages with among partners to leverage resources; hence synergies.</li> <li>iii. Represent TADB and TI3P in various stakeholder platforms; share and gather learning events across partners and ensuring that TADB and TI3P interests are taken care of at all levels.</li> <li>iv. Lead planning and strategic efforts in resource mobilization in collaborations with TADB and Implementing Partners.</li> <li>v. Work with Implementing Partners, other partners and stakeholders in improving and sharing of experiences across the country.</li> <li>vi. Identify potential investors and promote farmer-friendly investments in the dairy value chain.</li> <li>vii. Ensure strong (bilateral and multilateral) relationships among alike farmers institutions so to foster strong institutional ties and vibrant business alliances</li> <li>viii. Mobilize and establish partnerships with input suppliers, financial institutions, and other service providers to ensure farmers farmer and other beneficiary institutions have access to inputs, financial services and other products necessary to increase production and productivity.</li> </ol>
<p><b>3. Operations and Compliance (20%)</b></p> <ul style="list-style-type: none"> <li>Accountable for project-level compliance with both TADB and donors' contractual obligations, policies, and procedures.</li> </ul>	<p><b>3.1 Financial Management and Budget Control</b></p> <ol style="list-style-type: none"> <li>i. Along with the Bank and Implementing Partners Finance Teams, lead Operational Plans and Budgets (OPBs) and review activities</li> <li>ii. Supervise expenditure control within the budgets.</li> <li>iii. Ensure compliance with contractual regulations and procedures of the donors.</li> <li>iv. Ensure the existence and functioning of systems for the control of all assets, estates, funds, equipment and installations.</li> <li>v. Submit timely financial reports to the Bank and BMGF as required.</li> <li>vi. Facilitate all audits and follow up on the implementation of any recommendations emanating from such audits.</li> </ol> <p><b>3.2 Management of Human Resources</b></p> <ol style="list-style-type: none"> <li>i. Recruit, train and retain high caliber staff for the project (under TADB) and ensure Implementing Partner gets desired characters for the project.</li> <li>ii. Ensure that all staff carry out their assignments to achieve targets</li> </ol>

	<ul style="list-style-type: none"> <li>iii. Carry out annual staff appraisal for staff under his/her supervision in the country and work on the consequential outcomes of the appraisal</li> <li>iv. Mentor and manage staff to achieve highest quality delivery standards</li> <li>v. Collaborate with HR Office(s) in designing of on job training in building capacity of project team</li> </ul> <p><b>3.3 Engagement of Consultancies</b></p> <ul style="list-style-type: none"> <li>i. Develop and/or ensure you compliantly use existing TADB consultancy policies</li> <li>ii. Recruit consultants as deemed necessary and while observing TADB policies</li> <li>iii. Manage, support, and ensure all engagements (consultancies) reflect value for money and yielding to the intended outcomes.</li> <li>iv. Provide oversight on all consultancies managed by implementing partners.</li> </ul> <p><b>3.4 Procurement</b></p> <ul style="list-style-type: none"> <li>i. Oversee procurement activities under TADB's mandate and as per TADB set policies and standards for procurement</li> <li>ii. Ensure goods/ services to be procured reflects value for money, are timely delivered and in intact quality and specifications.</li> </ul> <p><b>3.5 Reporting</b></p> <ul style="list-style-type: none"> <li>i. Produce quarterly progress reports which will cover updates on annual work plans, financial, technical, administrative issues and partnership management events</li> <li>ii. Produce various reports partnership with implementing partners for sharing with stakeholders within and outside the country</li> </ul>
<p><b>4. May perform other job-related responsibilities as assigned (5%).</b></p>	

**Minimum Requirements:**

- a) Master's in Business Administration or Agricultural Economics or Animal Science or Food Science (Dairy Technology) or Rural Development or Project Management or Marketing
- b) Relevant training in Enterprise development, Organizational Development and Project planning and management
- c) Over 10 years' experience in development projects, commercial businesses, NGO management/dairy/agric development and dairy value chain management.
- d) Over 5 years' experience with proven successes in senior positions in Project Management (preferably dairy/agricultural projects)
- e) Experience of working Private

**Preferred Requirements:**

- a) **Strong preference for** experience in the commercial agricultural sector.

- b) Strong, consumer marketing/ demand creation business and financial analyses, investment and management skills.
- c) Proven experience in building the capacity of partner institutions to document and disseminate industry information, manage knowledge, measure progress and plan and advocate within the industry
- d) Excellent command of report writing, analysis and presentation skills using Word, Excel and PowerPoint
- e) Track record of building strong client and stakeholder business linkages and relationships;
- f) Ability to generate innovative solutions in work situations;
- g) General knowledge and understanding of Tanzania Dairy Sector and other related pieces such as cooperative/ social enterprises, gender, extension and farmers community development.
- h) Valid and clean driving license (with ability to drive manual-gear vehicles).

**Most Critical Proficiencies:**

- i) Clear understanding of the dairy value chain.
- j) Innovative, analytical, and solutions oriented.
- k) Knowledge of enterprise development and linkages to poverty alleviation.
- l) Strong interpersonal/people management skills and excellent oral and written communication skills a must;
- m) Excellent organizational skills.
- n) Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet.
- o) Demonstrated proficiency in English and other local languages, both oral and written.

**Essential Job Functions and Physical Demands:**

- a) Preparing and presenting documents in a well-designed and attractive format with superior attention to detail.
- b) Ability to understand, appreciate and implement proven dairy business development approaches.
- c) Demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions.
- d) Quantitative and qualitative approaches to evaluation and ability to communicate MLE concepts clearly with TADB leadership, partners, and other key stakeholders.
- e) Willingness and ability to assign and review the work of direct reports and to use participatory management skills with junior and senior staff.
- f) Willingness and ability to travel extensively throughout the country, especially, with expected travel being 50 – 70% of the time.
- g) May require constant sitting; working at a computer and focusing for extended periods of time and performing office environment activities while on the road and/or in remote conditions.
- h) Working with sensitive information and maintaining confidentiality.
- i) Ability to manage and execute multiple tasks with little supervision while meeting sometimes inflexible deadlines.