



MINISTRY OF WATER AND ENVIRONMENT

IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP) (P163836)

TERMS OF REFERENCE

FOR

TERMS OF REFERENCE FOR GRANTS OFFICER (1 No.)

July 2025

1.0 BACKGROUND

The Government of Uganda (GOU) represented by the Ministry of Water and Environment (MWE) has received financing from the World Bank towards the cost of the implementation of the Irrigation for Climate Resilience Project (ICRP). The project development objective (PDO) is to provide farmers in the project areas with access to irrigation and other agricultural services, and to establish Operation and Maintenance arrangements for irrigation service delivery. The 6-year project will be implemented by MWE with the Ministry of Agriculture Industry and Animal Fisheries (MAAIF) as the Technical Implementation Partner.

The ICRP aims to support the GoU in the shift towards more resilient agriculture through the development of sustainable irrigation services. The project intends to address Uganda's climate change vulnerabilities by: (i) promoting adoption of irrigation by smallholder farmers, in synergy with other agriculture inputs and technologies; (ii) increasing water storage capacity; (iii) promoting drainage; and (iv) promoting sustainable catchment management. Through the introduction of irrigation services, combined with the provision of extension services and facilitated access to agri-inputs, farmers are expected to record more stable and higher yields, increase intensification (by cropping also during the dry season), and diversification (by introducing higher value crops). This change will be pulled by the market, with irrigation becoming the anchor for stronger producer organizations and development of value chains. The project recognizes the need to explore a range of irrigation models adapted to local needs.

According to the ICRP Project Implementation Manual (PIM), arrangements require a Project Support Team (PST) to be established under Component 3 to augment the MWE and MAAIF Project Implementation Unit (PIU) capacity for supporting the smooth implementation of the Project. Some of the staff required under the PST is a Grants Officer.

The Project now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of Grants Officer (1No). The successful candidates will be required to commence work as soon as possible.

2.0 OBJECTIVE OF THE ASSIGNMENT

The Grant Officer will support the Grant Fund Manager in ensuring smooth and efficient implementation of the Matching Grant Component of the project. The grants will include agro-input subsidies; value addition and agro-processing and marketing infrastructure and; farmer-led irrigation infrastructure matching grants. This will include establishing the detailed mechanisms; setting up the systems for awarding and efficient management of the grants.

3.0 RESPONSIBILITIES AND TASKS

The Grant Officer:

- a) *Provide support to establish detailed mechanisms, systems and manuals for each of the matching grants*
 - Support to develop a grants acquisition, utilization and management manual
 - Support to establish systems (software and hardware) for flow of funds
 - Support to design a roll out strategy for the matching grant investments
 - Support to develop detailed eligibility criteria for each of the matching grants
 - Assist with pre-investment business advisory support to project implementers to prepare proposals that are bankable with detailed techno-commercial feasibility
- b) *Provide technical support and due diligence on matching grant allocations*
 - With input from project implementers, assist establish relationships with potential service providers;
 - Support Screening and carrying out due diligence on applications for matching grants;
 - Assist in training the project stakeholders as requested from time to time during the project implementation
 - Assist in designing a mechanism to supervise, monitor and evaluate the implementation of matching grants together with the M&E team on the project,
 - Identify grant and development financing opportunities available to complement project efforts through government, development partners, private sector and non-government organizations
 - Provide approaches that ensure gender consideration in the design and implementation of project activities, training programs and knowledge sharing events
 - Propose suitable farmer-driven approach to implement matching grant for farmers
 - Suggest, document and promote other models that improve access to inputs and other farming and value adding technologies among FOs
- c) *Ensure effective implementation of the assignment activities*
 - Support production of periodic reports on the performance of the grants, as required by the client
 - Assist to prepare necessary documents for monitoring of the grant for approvals and disbursements
 - Assist to analyze and evaluate grant applications, proposals and awards and follow up on grants management regulations
 - Assist to ensure proper sensitization of the grantees about the terms and conditions of grants applications, proposals and implementation procedures.

- Assist to analyze budget estimates and ensure equitable allocation of available funds among the different categories of beneficiaries
- Assist to prepare grant's agreements, and ensure the required documentation is complete
- Assist to conduct pre-award verification of securities of possible grantees.
- Assist in monitoring of the implementation of the Matching Grant guided by the grant manual in coordination with the finance, M&E team on the project. Monitor grantees to ensure they implement and administer grants according to grant agreement, manual and other regulations
- Mobilizing and liaising with partners at irrigation schemes and catchment area level (including ensuring participation of agro-input dealers and other service providers);
- Assist the districts with fund management and set up of required matching grant procurement functions
- Assist in organizing, managing and coordinating trainings and support to recipients in business plan development

4.0 ACADEMIC QUALIFICATIONS AND EXPERIENCE

The desired candidate should meet the following:

- 1) Bachelor's Degree in Agriculture, Agribusiness, Entrepreneurship, Business Administration and Management, Bachelor of Commerce or equivalent preferably with Accounting and/or Finance knowledge.
- 2) Postgraduate qualification in the above fields from a recognized institution.
- 3) Experience in designing grant procedures and manuals, training grantees on application/response procedures and compliance issues.
- 4) Proven expertise and experience in reviewing and negotiating budgets, reviewing financial reports, preparing for and monitoring audits of grantees, and file management.
- 5) Possess the ability to work in a fast-paced environment and deliver results on tight deadlines.
- 6) Demonstrate leadership, integrity, and versatility

5.0 REPORTING AND DUTY STATION:

The Grant Officer will report to the Grant Fund Manager. The Duty station will be the Ministry of Water and Environment Head Quarters with frequent engagements at the Ministry of Agriculture Animal Industry and Fisheries headquarters in Entebbe, and the Project implementing districts.

6.0 TIME FRAME

The duration of the assignment shall be 2 years subject to a probation period of 6 months. The contract may be renewed based on need and satisfactory performance.