



MINISTRY OF WATER AND ENVIRONMENT

IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP) (P163836)

TERMS OF REFERENCE

FOR

TERMS OF REFERENCE FOR GRANTS OFFICER-IT (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 are the Grants Officer-IT.

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

2.0 OBJECTIVE OF THE ASSIGNMENT

The Grant Officer-IT will support the Grant Fund Manager in ensuring smooth and efficient implementation of the Matching Grants IT system requirements of the project. The Officer will work across all management areas, including collaborating with finance and IT departments to ensure effective and efficient grantmaking processes. The Grants Officer-IT will administer the grantmaking database system, including managing data hierarchy, data quality, data retrieval, coding and reporting, particularly with respect to compliance, and monitoring, evaluation, and learning. This will include Managing system upgrades, troubleshooting, and roll-out of updates including staff notifications and training. The grants will include agro-input subsidies; value

addition and agro-processing and marketing infrastructure and; farmer-led irrigation infrastructure matching grants.

3.0 RESPONSIBILITIES AND TASKS

The Grant Officer IT:

a) System Development – Design, develop and implement IT systems and applications to support the Grants office Operations.

- 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) Grant management

- Monitor grants for technical, financial, and project compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Monitor and document the grant making workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements.
- Generate reports and data analysis for project and finance team or project steering and technical committees.
- Problem-solve IT related complex grant scenarios; consult/liaise with finance and/or IT departments and NITA-U.
- Work with finance to generate reporting required for compliance and financial statement audits.
- Liaise with the project management team to ensure accurate and adequate paper and electronic document retention.
- 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,
- 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 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 the districts with fund management and set up of required matching grant procurement functions

Perform other related projects or work as required.

4.0 ACADEMIC QUALIFICATIONS AND EXPERIENCE

The desired candidate should meet the following:

- 1) Bachelor's Degree in Computer Science, Software Engineering, Information Technology, or Statistics– computing option. A Master's degree in related field is preferred
- 2) Proven experience in system development, database management, programming, and application development.
- 3) Professional qualifications in database administration are an added advantage.
- 4) Candidates should have a minimum of 4 years of professional work experience, with some knowledge or background in designing grant procedures and/or management systems and compliance issues.
- 5) At least 3 years of hands-on experience working with enterprise databases and building end-user applications
- 6) At least 3 years' experience in designing, building, and maintaining applications and wallet systems in CodeIgniter, Cyclos
- 7) Excellent skills in building scripts for data backup, recovery, security, and integrity
- 8) Data management experience, familiarity with data systems and business processes
- 9) Proficiency in Microsoft Office, especially with Excel and PowerPoint
- 10) Experience with complex database systems, experience with MicroEdge GIFTS or comparable grants management software preferred
- 11) Ability to multitask and work independently and as part of a team to meet tight deadlines in a fast-paced environment.

5.0 REPORTING:

The Grant Officer – IT 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.