

## **TECHNICAL SPECIFICATIONS - TERMS OF REFERENCE**

**Support services for coordination of the EU-funded initiative, to enhance accountability in the Agricultural Water Management Project (AWMP) in Northern Ghana.**

**Agence Française de Développement,**  
5, rue Roland Barthes,  
75598 Paris Cedex 12- PARIS Trade and Companies Register no. B 775 665 599-  
Telephone: 00 33 (0)1 53 44 31 31

## CONTENTS

1. The Agence Française de Développement .....	3
2. The Prescribing Department.....	3
3. Context and Services to be provided .....	3
1. Background and rationale .....	3
2. Objectives .....	5
3. Tasks .....	5
4. Deliverables to AFD .....	7
4. Qualifications: Consultant Profile .....	7
5. Working methods, logistics and administrative arrangements .....	8

## 1. The Agence Française de Développement

A key public institution at the heart of France's development aid system, the Agence Française de Développement (AFD) has been working for more than 80 years to tackle poverty and promote sustainable development in low and middle income countries. It also contributes to economic and social development in the French overseas territories.

AFD finances and supports a wide range of projects, programmes, and studies that aim to foster inclusive and resilient growth, improve living conditions, preserve biodiversity and the climate, and promote peace and stability in fragile or post-crisis contexts. Its tools include grants, concessional loans, reserve funds or debt-reducing and development contracts.

AFD operates in more than 115 countries, through a network of over 85 local agencies and representatives offices across Africa, Asia, Latin America, the Caribbean, the Middle East, and the French overseas territories. This decentralized presence, combined with teams based in Paris and Marseille, allow AFD to provide its partners with tailored financial solutions, risk assessment and coverage instruments, as well as technical expertise in training and capacity building.

AFD also works closely with its subsidiary Proparco, which supports private sector development and sustainable investments in emerging economies.

Furthermore, AFD collaborates with French and international research institutions and think tanks to foster strategic thinking and dialogue on global development challenges. It also manages the French Global Environment Facility (FFEM), which co-finances innovative projects that bring together environmental protection and sustainable development.

Full information about AFD, including its Code of Ethics, which the service provider is urged to read, is available at [www.afd.fr](http://www.afd.fr)

## 2. The Prescribing Department

The Support Services is mandated under the supervision of the AFD's Agency of Ghana and the AFD's Division of Agriculture, Rural Development & Biodiversity (ARB).

## 3. Context and Services to be provided

### 1. Background and rationale

Among the countries of the Economic Community of West African States, Ghana is the second largest economy after Nigeria. Although Ghana features a dynamic economy, the growth is not equally spread geographically, socially or between the different economic sectors.

From a geographical point of view, Ghana shows significant development gaps between north and south, underlined by a lack of agricultural infrastructures and roads and a poverty rate doubled in the northern regions. In the north, 85% of the population makes a living from agriculture, which is the first source of income for the population.

And while northern Ghana has a high agricultural development potential, only 10% of agricultural lands are farmed and yields are lower than potential yields.

In view of the central role that agriculture occupies in Ghana's socio-economy, the Government of Ghana has engaged several poverty-reduction policies aimed at supporting the development of the agricultural sector, strengthening the country food security and balancing development gaps between north and south and between rural and urban populations. In this context, the Government is determined to develop the irrigation potential that has been largely untapped in northern Ghana, through the expansion and intensification of irrigated agriculture. The intended outcomes of such a policy are to increase regional food production, to improve rural incomes and create jobs, while reducing vulnerability to climate change and territorial inequalities.

Given this context, the European Union (EU) has agreed with the Government of Ghana to support the development of the agriculture sector in the north-west of Ghana through the European Union-Ghana Agriculture Programme (EU-GAP). Within the EU-GAP, the "*Productive Investments Programme*" is designed to provide critical road and irrigation infrastructures to support agricultural production, increase rural incomes and promote access to market places. The irrigation component of the project is co-financed and managed by AFD and implemented by the Ministry of Food and Agriculture (MoFA) in collaboration with the Ghana Irrigation Development Agency (GIDA).

The project is divided into 3 components: (i) Planning, design and works supervision of the irrigation infrastructure; (ii) Accompanying measures that will ensure that the irrigation infrastructure support maximum productivity; (iii) Project coordination and technical assistance.

A Project Management Unit (PMU) has been recruited and is settled in Wa, capital of the Upper West Region, and is assigned the coordination, planning and execution of AWMP. A technical assistance to the PMU will be recruited in the third quarter of 2025 and will also be based in WA to ensure the implementation of AWMP.

Within this framework, AFD is seeking an **Accountability Officer** to **establish a participatory accountability process towards key stakeholders**, while also **supporting MoFA in strengthening its coordination and monitoring capacities to ensure smooth implementation and achievement of the project's objectives**.

## 2. Objectives

The accountability officer will contribute to the overall follow-up of the programme, on behalf EU and AFD commitments, by supporting effective coordination, ensuring smooth information flow among stakeholders, and reinforcing the quality and robustness of reporting. The Consultant will work in close collaboration with the AFD Project Officer for Agriculture and Biodiversity based in Accra, which is supervising with the Task Team Leader (based in Paris) the overall activities and implementation of the project. Under the authority of the AFD office in Accra, the Accountability Officer will support the facilitation and supervision of the financial and contractual aspects of the project, ensuring that budget execution and project monitoring are carried out within the expected timeframe and in accordance with AFD and EU procedures, guidelines, and standards. The accountability officer, will be, based in Accra, with time shared between the offices of AFD and the Ministry of Food and Agriculture (MoFA).

## 3. Tasks

### Main Responsibilities and Activities

The Consultant will have a critical role in supporting the coordination, developing and managing the accountability framework of the Agricultural Water Management Project (AWMP), in alignment with the specific accountability requirements of both the EU and AFD. The Accountability Officer main responsibilities will include:

- 1) **Provide regular supervision and backstopping for the project**, supporting MoFA in administrative and procurement obstacles, facilitating the implementation on the ground.
- 2) **Support MoFA in the implementation of monitoring, evaluation, capitalization and dissemination activities**, ensuring they meet the standards and expectations defined by AFD and the European Union.
- 3) **Support MoFA in the financial and administrative management** of the project, the reporting, ensuring compliance with the Manual of Procedures, including adherence to AFD and EU procurement guidelines.
- 4) **Support AFD the reporting towards the EU delegation**, in accordance with the terms of the contribution agreement

### Detailed Activities

#### **1) Project supervision and backstopping**

- Support the organization of regular coordination meetings at MoFA level to review project progress, address challenges, and plan next steps.
- Support MoFA to the organisation and animation of stakeholder discussions (MoFA, PMU, GIDA, consultants, contractors, TA, MoF) to resolve implementation issues and delays (notably the Steering Committee)
- Support MoFA and GIDA in anticipating risks and proposing mitigation strategies related to procurement, construction timelines, and stakeholder engagement.

- Assist MoFA in ensuring that project documents (terms of reference, bids, manuals/guidelines, annual work plans, etc.), are compliant with EU and AFD requirements
- Support MoFA in the preparation of the technical (quarterly) and steering (annual) committees.
- Participate in meetings, missions, workshops, and support MoFA to promote good practices among stakeholders.

## **2) *Monitoring-evaluation / Knowledge management***

- Advise MoFA and PMU on M&E in alignment with EU and AFD requirements, to ensure regular, consistent, and quality data collection.
- Support MoFA and PMU to ensure M&E tools, indicators and logframe updates are aligned with AFD and EU requirements before submitting of AFD approval
- Support MoFA in ensuring proper archiving of project documentation (tenders, reports, correspondence) in compliance with EU and AFD standards.

## **3) *Financial and administrative management***

- Assess and review the annual financial planning prepared by the PMU to be sure that it fits with EU and AFD requirements and ensure the coherence between the annual budget planning and the budget of the Action before submission to AFD ;
- Support MoFA in ensuring timely preparation of budget execution reports and financial forecasts.
- Support AFD to conduct regular spot checks on accounts and procurement processes to verify compliance with EU and AFD rules.
- Support the MoFA and AFD Monitor disbursement schedules and align them with project implementation and contractual obligations.
- Assist MoFA on ensuring a smooth implementation of the procurement process and ensuring documents fulfil the AFD procurement guidelines.

## **4) *Coordinate project reporting towards the EU delegation***

- Prepare and consolidate, for AFD, annual technical and financial reports for submission to the EU, ensuring the quality of deliverables.

## **5) *Ensure internal and external communication***

- Support for MoFA and his PMU the development and implementation of the project's communication and visibility plan in coordination AFD, and in accordance with EU requirements & and guide lines on visibility and communication.
- Support AFD in reviewing communication materials (press releases, banners, social media content, etc.) propose by MoFA and his PMU to ensure alignment with EU and AFD branding guidelines.
- Support MoFA and PMU in capitalization, dissemination of results, and promotion of synergies with other partners (NGOs, donors, etc.).
- Assist with the preparation of workshops and knowledge-sharing events, in coordination with AFD.

#### 4. Deliverables to AFD

- A trimestrial report of the consultant's activities
- Field mission reports
- Others: Minute of Meetings, etc.

### 4. Qualifications: Consultant Profile

#### Education

- Advanced university degree (Master's level or equivalent) in project management, public finance, procurement, international cooperation or a related field.

#### Professional Experience

- Minimum of 7 years of successful professional experience in the field of international cooperation funded by international donors- preferably in the sectors of agriculture, water management, or rural development.
- Proven experience in financial and administrative project oversight, including the preparation of technical and financial reports in line with donor requirements (AFD, EU, or equivalent).
- Demonstrated experience in project monitoring and evaluation, including the development or validation of M&E tools, knowledge management, and capitalization.
- Experience working with public institutions, particularly government ministries or national agencies, is highly desirable.
- Successful experience on the African continent. Experience in Ghana is a plus.

#### Technical and soft skills

- Strong understanding of donor procedures, particularly those of the EU and AFD, including procurement and financial guidelines.
- Familiarity with the project cycle, results-based management, and logframe approaches.
- Excellent command of MS Office and digital tools for project management, data collection, and reporting.
- Capacity to develop or review terms of reference, bidding documents, manuals, and templates in line with institutional standards.
- Strong organizational and coordination skills, with the ability to manage multiple stakeholders and processes simultaneously.
- Excellent communication, negotiation, and facilitation skills.
- High level of autonomy, with sound judgment and the ability to work in a multicultural environment.
- Rigor, reliability, and attention to detail.

#### Languages

- Excellent command of English, both written and spoken.
- Knowledge of French is an asset.

## **5. Working methods, logistics and administrative arrangements**

The consultant will be based in Accra, Ghana. Office space will be made available both at the AFD Agency in Accra and at the Ministry of Food and Agriculture (PPMED). The Consultant is expected to divide its time these two offices, in accordance with the needs of the assignment. The Consultant shall be responsible for all the transportation arrangements required for its activities, including field visit in Wa.

The Consultant will operate under the AFD Project Officer based in Accra.