

**Terms of Reference (ToR) for Project Manager of  
KOICA - Enhancing Quality of Secondary School Education through a Holistic  
Approach in Zanzibar, Tanzania (EQSSE-Z)**

Title	Posting Type	Vacancy Type	Vacancy End Date	Duty Station
Project Manager	External	International	Apply by 4 <sup>th</sup> January 2024	Zanzibar, Tanzania

Location:	Zanzibar, Tanzania
Application Deadline:	4 <sup>th</sup> January 2024
Additional Category:	Education and Administration
Type of contract:	Fixed term Contract
Post Level:	Project Manager (International)
Language Required:	English
Duration of Contract	Jan. 2024 to Jan. 2025

### Background

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. The aim is to make the world a place without hunger, where people live together in harmony. The organization maintains field offices in more than 39 countries around the world. Good Neighbors Tanzania is among Good Neighbors International field office.

Good Neighbors Tanzania (GNTZ) was officially established on 2005 and currently it is located in six regions i.e. Mwanza, Kigoma, Dodoma, Songwe, Zanzibar and Dar es Salaam being the Head Office. The organization conducts missions around the world to improve quality of life, strengthening communities' self-reliance and improving standards in different areas such as health, education, water and sanitation, child rights advocacy, income generation activities and community partnerships. The organization also implements emergency relief activities in areas where there is civil unrest or natural disasters.

### Project Description

Category	Contents
Project Title	Enhancing the Quality of Secondary School Education Through a Holistic Approach in Zanzibar (EQSSE-Z)
Project site	United Republic of Tanzania, Zanzibar
Cooperating organization	Ministry of Education and Vocational Training, (MoEVT)
Project Period	January 2021 to December 2024 (48 Month)
Budget	USD 5,298,185

Project Type	PMC (Project Management Consulting)						
Project Category	Education						
Project Goal	Enhancing the quality of secondary education in Zanzibar. The project's primary objective is to ensure better teaching and learning in secondary school through the development of teachers' capability, especially in competence-based pedagogical practices, the improvement of teaching and learning environments, and quality assurance in education with community-based monitoring.						
Project outcomes	<ol style="list-style-type: none"> <li>1. Enhancing learner-centered teaching and learning in Math, Science, and English <ul style="list-style-type: none"> <li>- Capacity building to enhance Form III and IV teacher performance in Math, Science, and English subjects</li> </ul> </li> <li>2. Improving the Teaching and Learning Environment <ul style="list-style-type: none"> <li>- Equip teacher centers with skills and resources to conduct induction and mentoring programs</li> </ul> </li> <li>3. Securing Quality Assurance in Education through Community-based Monitoring. <ul style="list-style-type: none"> <li>- Strengthen community-based school monitoring systems</li> </ul> </li> </ol>						
Project activity	<p><b>Outcome 1</b></p> <p>1-1 Diagnostic Study on factors affecting teacher motivation informs preparation of in-service training. <i>(Completed)</i></p> <p>1-2 Form III and IV MSE teachers are trained in implementing the competence-based curriculums.</p> <p>1-3 Teacher Centre staff support services are strengthened, particularly induction, mentoring, and digitizing INSET programs.</p> <p>1-4 Heads of Schools are capacitated to provide effective leadership and management skills.</p> <p><b>Outcome 2</b></p> <p>2-1 Teacher Centres are equipped to provide better support services.</p> <p><b>Outcome 3</b></p> <p>3-1 Diagnostic Study on factors affecting community engagement in secondary schools informs activities to increase community participation.</p> <p>3-2 SMCs have updated the SMC guide to strengthen their functioning.</p> <p>3-3 SMCs are trained on the updated SMC guide and use of the OCIE Basic School Inspection Report to take action on school-related matters.</p> <p>3-4 Zanzibar-wide behavior change campaign promotes community participation in education quality assurance.</p> <p>3-5 Form III students participate in new MSE extracurricular activities.</p>						
Key partners	<table border="0"> <tr> <td>MoEVT</td> <td>Ministry of Education and Vocational Training</td> </tr> <tr> <td>SUZA</td> <td>State University of Zanzibar</td> </tr> <tr> <td>ZIE</td> <td>Zanzibar Institute of Education</td> </tr> </table>	MoEVT	Ministry of Education and Vocational Training	SUZA	State University of Zanzibar	ZIE	Zanzibar Institute of Education
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	UNOPS	United Nations Office of Project Services (Implementing Partner for Construction)
	NIRAS	(Implementing Partner for Project Management Consulting)

### **Contract Supervision**

Under overall authority and supervision of the Country Director (CD) of Good Neighbors Tanzania, the position as a self-motivated and results-driven project manager (PM) will work alongside the Technical Advisor of EQSSE-Z, KOICA Project Management Unit (PMU) and other partners as per the communication strategy of the implementing partner structure such as UNOPS, NIRAS, RGoZ, and MoEVT.

The project manager will report directly to the CD in the oversight and guidance of financial streams provide periodic administrative and technical reports as agreed to by the organization. The project manager must also submit periodic reports and activity reports to KOICA as noted in the contract.

### **Purpose of the Position**

For successful implementation of this project, GNTZ are seeking a project manager (PM, hereinafter) who has extensive experience in implementation and amendment of projects in the educational development sector, especially in the African context. Strong candidates should be competent to fulfill essential managerial duties including, but not limited to: planning and execution of project activities, quality assurance of project output (e.g., documentation and reporting), human resource management (e.g., recruitment, team building and performance assessment when managing a large team including outsourced personnel such as external consultants), budgeting, financial resource management, inventory, procurement, and monitoring & evaluation.

### **Scope of Work**

The scope of work of the PM entails the following:

- Leadership and Management
  - a. Lead and manage PMU, project management unit, to function at its optimal level and to perform all necessary tasks
  - b. Recruit and develop capacity of staff to be competent to fulfill their duties while maintaining integrity of the organization's values and mission when necessary (e.g., on-the-job training, capacity building efforts including training by external professionals)
  - c. Supervise all staff members (e.g. finance and admin team, MEL team, project coordination, etc.) with regards to their work ethics, schedule, performance (e.g., regular performance appraisal for the purpose of checking accountability and building capacity)
  - d. Allocate R&R of the project team and advise by leading and motivating the team to ensure the project team is delivering as per expectation
  - e. Oversee procurement, inventory, maintenance and utilization of all project assets in compliance with the GNTZ policy and the contract with KOICA.

- Planning and Scope Management
  - f. Develop the project implementation plan and maintain it up-to-date as one of the key reference documents (e.g., identify opportunities for learning and improving project implementation using Result-based Management (RBM) principles)
  - g. Identify and develop new opportunities in currently on-going and all future activities in order to ensure that activities are fully utilized for the intended purpose
  - h. Develop the action plan for the project which specifies all project activities for each output with clearly defined scope and allocated budget
  - i. Create mechanism to effectively manage project implementation by ensuring proper follow-up on fund disbursement for program and operation.
  
- Stakeholder Communication and Activity Coordination
  - j. Establish and facilitate clear and constructive communication with key stakeholders of the project such as MoEVT, KOICA Tanzania office, Good Neighbors Tanzania Head Office, UNOPS, NIRAS, RGoZ., etc.
  - k. Support the Project Steering Committee for discussion and decision-making regarding important issues that may affect the project outcomes (e.g., establish informed decision-making procedure, providing relevant data and intelligence in a timely manner)
  - l. Support Technical Advisor(s) to supervise and guide technical staff (e.g., education specialist responsible for the outcome 1 and external consultants, when applicable)
  - m. Prioritize tasks and optimize workflow for orchestrating all project activities.
  
- Financial Management
  - n. Prepare budget requests including detailed implementation plan for major project activities with consultation of Technical Advisor(s) (i.e., activity that requires more than 7 million TSH and/or requires KOICA's approval)
  - o. Budget or support budgeting for project activities and tasks
  - p. Review and approve budget requests for expenses to operate PMU
  - q. Oversee budget implementation to ensure compliance with the GAAP, GN/GNTZ standards, and KOICA requirements (i.e., maintain financial management practices up to the highest standards of Good Neighbors International)
  - r. Prepare and support regular audit activities
  
- M&E and Reporting
  - s. Supervise M&E activities to ensure proper data collection and management, and to support PMU's MEL director and Technical Advisor(s) for data processing and interpretation.
  - t. Utilize RBM approach in the implementation process and work with NIRAS to ensure that routine MEL activities inform the implementation with clear documentation and justification

of changes to implementation/activities and key project activities align with the project design and logical framework.

- u. Support and facilitate collaboration with NIRAS (KOICA's MEL partner agency)
- v. Provide regular and timely reports to the Project Steering Committee (PSC) and KOICA on progress as per agreed on the contract with KOICA. Expected deliverables are as follows:
  - Annual workplan and budget plan
  - Periodic progress reports (Monthly/quarterly/bi-annual)
  - Thematic reports such as MEL reports
  - Financial reports with supporting documents (Monthly/quarterly/biannual)

\*All reports must receive final confirmation from the GNTZ CD prior to being reported externally.

- Quality Management
  - w. Establish quality management strategy and procedures for the project
  - x. Review and approve all major outputs to meet the requirements of MoEVT, KOICA and GNTZ.
  - y. Monitor project activities and progress, and intervene when necessary to ensure quality of execution and project outputs
  - z. Draw lessons and implications based on evidences (e.g., data and intelligence from M&E) for improving quality

Note that the PM's responsibilities are generally limited to managerial duties to support project's technical assistance activities (e.g., development module, training, workshop, etc.). However, the PM's contribution can be expected in other aspects of project implementation such as areas his or her technical expertise are relevant when deemed necessary by the Country Director of GNTZ.

### **Duration of the Contract**

PM is a full-time position and expected to carry out his or her duties during the entire project period until the January 2025.

### **Competencies**

#### *Functional Competencies:*

- Excellent written and oral communications skills including the conveying complex concepts and recommendations, in a clear and persuasive style tailored to match different audiences.
- Ability to interact independently and as part of a team.
- Ability to multi-task and problem-solve effectively in challenging situations.
- Fluency in English and ability to communicate effectively, both orally and in writing.

### **Required Skills and Experience**

#### *Education:*

- Advanced university degrees (Master or equivalent) in the field of public or business administration, development study, public policy, education, social science or other relevant disciplines.

*Experience:*

- At least ten (10) years of progressively professional experience at the appropriate management level within international or national institution, including a wide experience in development issues, in association with a national or international organization.
- Experience in project design, implementation and management of large, multi-million-dollar development projects, as well as advocacy and partnership mobilization.

*Skills/Competencies:*

- Commitment to the organizations' mandate, vision, strategic direction and priorities
- Institutional leadership capacity, high sense of objectivity and professional integrity
- Proven skills in administration and the management of financial and human resources
- Excellent knowledge and drafting skills in English
- Competency in Microsoft applications including Word, Excel, and Outlook

*Desirable Qualifications:*

- Proficiency in Swahili
- Experience working in Tanzania or any East African country
- Understanding of Zanzibar's education system and political context will be considered an added advantage

*Remuneration:*

- The remuneration in accordance with internal regulations
- The salary is negotiable and may change depending on education, work experience
- The salary includes taxes required by the Tanzania government (PAYE, ZSSF, WCF, etc.), along with medical insurance selected by the organization, traveling costs (1 time per year), and housing support with a set upper limit.

**Duty Station**

PM is expected to be based at GNTZ - Zanzibar Area Office in Zanzibar.

**Application Instruction**

All applications should be sent with enclosed cover letter (addressed to Country Director, P.O. Box 33104 Dar es Salaam, Tanzania), detailed curriculum vitae containing complete names and addresses (postal, email, phone) including three referees to: **E-mail: [hr.headoffice@goodneighbors.or.tz](mailto:hr.headoffice@goodneighbors.or.tz)** not later than **4<sup>th</sup> January 2024**.

Only shortlisted applicants will be contacted through their active mobile numbers and emails address.

This TOR is approved by Good Neighbors Tanzania

Signature:



Name and Designation

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Date of Signing

27<sup>th</sup> December 2023