THE REPUBLIC OF UGANDA

MINISTRY OF WATER AND ENVIRONMENT

IRRIGATION FOR CLIMATE RESILIENCE PROJECT (ICRP)

TERMS OF REFERENCE FOR GRANT FUND MANAGER

1.0 **Position: Grant Fund Manager**

2.0 **Background**
Ministry of Water and Environment with funding from the World Bank and Government of Uganda would like to engage the services of the Grant Fund Manager to support the implementation of the Irrigation for Climate Resilience Project (ICRP).

3.0 **Objective of the assignment;**
The Grant Fund Manager will be responsible for the smooth and efficient implementation of the Matching Grants 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.

The Grants Manager will work with the project team to develop guidelines that will support provision of matching grants to investment in inputs, machinery, equipment and other infrastructure desired by the beneficiaries. Models that will enable the FOs and technology suppliers provide for effective use of the matching grants will be suggested. This will enable the implementing team gain insights into which approaches work best in acquisition of cost effective inputs, infrastructure, and technologies critical for agriculture development.

4.0 **Reporting;**
The Grant Fund Manager will have two reporting lines. Administrative Reporting will be to Project Coordinator, in Ministry of Water and Environment (MWE) and Functional Reporting will be to the Management of Component 2 of the project, implemented by the Ministry of Agriculture Animal Industry and Fisheries (MAAIF).

5.0 **Scope of work**

The Grant Fund Manager:

a) *Establish detailed mechanisms, systems and manuals for each of the matching grants*
- Develop a grants acquisition, utilization and management manual
- Establish systems (software and hardware) for flow of funds
- Design a roll out strategy for the matching grant investments
- Develop detailed eligibility criteria for each of the matching grants
- Provide 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, establish relationships with potential service providers;
- Screen and provide due diligence on applications for matching grants;
- Provide trainings to implementers and/or recipients as required and as challenges are identified;
- Suggest and document a mechanism to supervise, monitor and evaluate the implementation of matching grants by FOs and the project monitoring unit,
- 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 schemes to complement the 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*
- Produce periodic reports on the performance if the grants, as required by the grant.
- Prepare documentation for grant evaluation and approvals and disbursements
- Analyze and evaluate grant applications, proposals and awards to ensure adherence to grants management regulations
- Ensure proper education of the grantees about the terms and conditions for grants
- Analyze budget estimates and ensure equitable allocation of available funds among the different categories of beneficiaries
- Prepare grants' agreements, and ensure the required documentation is complete

- Conduct pre-award audits of possible grantees, in addition to audits during implementation and at close-out, as needed and identified in the Grants Manual and in coordination with the Finance team
- Monitor financial management of grant funds to ensure consistency with agreed technical plan and actual implementation, and monitor the projected expenditures against their actual incurrence
- Monitor grantees to ensure they implement and administer grants according to grant agreement and other regulations

6.0 Qualifications and Experience

a) Education Qualification
Candidates should meet the following:

- Masters' Degree in Business Administration, Accounting or Finance
- Professional Investment or Accounting qualification such as CFA, ACCA, CPA or equivalent
- At least 5 years' experience in Grants design and administration, management and oversight
- Familiarity with bilateral and multilateral donors Contract Management and Grants Management policies and procedures
- Proven expertise and experience reviewing and negotiating budgets, reviewing financial reports, preparing for and monitoring audits of grantees, and file management
- Possess the ability to work in a fast-paced environment and deliver results on tight deadlines.
- Demonstrated leadership, integrity, and versatility

b) Grants Manager Competences:
The ideal candidate for this role should possess the following:
- Superior organizational skills and great leadership qualities
- Exceptional budgeting, accounting and monitoring skills
- Methodical and strategic thinking
- Good communication skills
- Project management skills
- Knowledge of auditing policies

7.0 Timelines
The Grant Fund Manager will be required for a period of two years subject to a probation period of six months, and renewable subject to satisfactory performance.