

ToR for Consultancy Mandate

Function: Country Coordinator Zimbabwe (National Consultant)

Direct Superior: Regional manager Eastern Africa, SWISSAID

Employment Level: 100%

Duty station: Harare

Application Deadline: 7 December 2025

Expected start date: Early 2026

1. Background

SWISSAID supports sustainable agriculture, biodiversity, and equitable livelihoods through collaborative partnerships with civil society, research institutions, and government agencies. In Zimbabwe, SWISSAID currently implements the AgrEcoNUS+/CROPS4HD project, in collaboration with national and international partners. To strengthen coordination, learning, and expansion of the Zimbabwe portfolio, SWISSAID seeks to engage a National Consultant based in Harare to coordinate ongoing and emerging initiatives.

2. Purpose of the Consultancy

The Consultant will be responsible for coordinating the implementation and development of SWISSAID's portfolio in Zimbabwe, ensuring high-quality planning, monitoring, and reporting, while fostering collaboration among partners and stakeholders.

Key objectives include:

1. Coordinating implementation of the overall SWISSAID Zimbabwe portfolio (currently AgrEcoNUS+ project) ensuring the quality of monitoring and reporting to SWISSAID Switzerland and to international donors.
2. Ensuring quality of implementation, through training and regular feedback based on planning, monitoring reports and monitoring visits.
3. Assisting in resource mobilization efforts, including fundraising and partnerships building, to expand SWISSAID portfolio in Zimbabwe
4. Representing SWISSAID in Zimbabwe, with the national and regional relevant stakeholders (governmental authorities, private sector, civil society organizations, international institutions, etc).

3. Scope of Work / Key Responsibilities

Coordination and Management

- Facilitate coordination among national partners and between Zimbabwe and international partners (e.g., AFSA, FiBL).
- Ensure timely planning, implementation, monitoring, and reporting of ongoing activities.
- Consolidate program and financial reports for submission to SWISSAID and donors.
- Conduct monitoring visits and provide feedback to strengthen project quality.

National Representation and Partnership Development

- Represent SWISSAID in Zimbabwe with government bodies, NGOs, donors, and other stakeholders.
- Support partnership development and fundraising opportunities.
- Facilitate SWISSAID's integration within the international cooperation community, government bodies and communities in Zimbabwe.

Program Development and Compliance

- Support the design of new projects and funding proposals.
- Ensure compliance with national laws and SWISSAID's internal policies.
- Support knowledge sharing and exchange among SWISSAID's country programs.

4. Expected Deliverables

Coordination and Exchange

- Evidence of effective coordination and regular information exchange among national partners and with AgrEcoNUS+ and NUS4Africa initiative partners in Zimbabwe.
- Monthly review meetings with implementing partners organized and documented, including agendas, minutes, and agreed action points.
- Consolidated national progress reports (narrative and results-based) produced in line with donor and SWISSAID requirements.
- Verified and consolidated financial reports submitted according to agreed timelines and standards.
- Monitoring visits to project sites completed, with field reports summarizing key findings, lessons learned, and recommendations.

Representation and Networking

- SWISSAID effectively introduced and connected to the I/NGO, donor, and international cooperation community in Zimbabwe.
- Key relationships established and maintained with donor offices and relevant institutional stakeholders.
- Active participation in coordination forums, bilateral meetings with the Regional Manager, and relevant sectoral platforms.

Program Development and Compliance

- Support provided to the design and development of new project proposals aligned with SWISSAID's strategic objectives.
- Zimbabwe program activities implemented in compliance with national legal requirements and SWISSAID's internal policies.
- Regular oversight and quality assurance of ongoing project implementation, ensuring timely delivery and adherence to planned results.
- Monitoring and evaluation findings documented, analyzed, and translated into actionable recommendations for program improvement.

Knowledge Sharing and Learning

- Knowledge exchange sessions (virtual or in-person) organized with other CROPS4HD implementing countries, with summary notes or learning briefs produced.
- Coordination maintained with implementing, strategic, and funding partners, community organizations, government representatives, and other key stakeholders to promote collaboration and information flow.

5. Duration and Level of Effort

The consultancy is expected to run to December 2026 with an estimated level of effort of full-time equivalent, renewable subject to performance and funding availability.

6. Required Qualifications and Experience

Management and Coordination

- Proven experience in coordinating multiple stakeholders.
- Demonstrated skills in process management.

Technical Expertise

- Master's degree in Development Studies, Agronomy, or a related field.
- At least five years' experience working with international NGOs.
- Strong communication and facilitation skills.
- Excellent command of English and local languages.

- Proficiency in Microsoft Office (including Teams) and other collaboration tools.
- Experience in grant writing and fundraising.

Monitoring and Facilitation

- Demonstrated ability to design and apply monitoring and evaluation methods.
- Strong facilitation and presentation skills.

Personal and Social Competencies

- Leadership and negotiation skills.
- Strategic thinking and synthesis of complex information.
- Proactivity and solution orientation.
- Cross-cultural communication skills.
- Teamwork and networking abilities.

7. Coordination and Reporting

The Consultant will work closely with:

- National Partners: CTDO, Fambizana, BiZ (and others as added).
- International Consortium Partners: AFSA, FiBL, and others.
- SWISSAID Global Offices: Project managers, thematic advisors, and regional managers.

The Consultant will report to the Regional Manager, East and Southern Africa, and CROPS4HD Project Leader, both based in Switzerland.

8. Remuneration

A competitive consultancy fee will be offered, commensurate with experience and qualifications. Payment terms and schedule will be defined in the consultancy agreement.

Interested consultants are invited to submit a detailed proposal, including a technical and financial offer, by **07 December 2025**. Proposals should be sent electronically to crops4hd@swissaid.ch with the subject line 'Consultancy Mandate– National Country Coordinator Zimbabwe'.

Applicants should be legally entitled to work as self-employed consultants in Zimbabwe. Only shortlisted applicants will be contacted.