TERMS OF REFERENCES FOR RECRUITING THE PROJECT MANAGER(PM) IN THE NYUNGWE AGROFORESTRY FOR COMMUNITIES AND CONSERVATION (NAP)

1. Background

Initiative pour la Promotion de la Famille et du Genre (IPFG) is a women led organization established in 2002 and legally registered by the ministerial Order N0 17/11 of 31 January 2006 which was published in the Official Gazette of the Republic of Rwanda O.G N0 10 bis of 15 May 2006. It is based in Gasaka Sector-Nyamagabe District- Southern Province. IPFG has a vision is to aspire a democratic society where both women and men are aware of their problems, complement one another and actively participate in the actions of the entire development. The mission of IPFG is to promote and reinforce complementarity between man and woman as well as their participation in the actions which aim to achieve social and economic development based on fairness. To achieve this mission, IPFG focuses its interventions across 4 main areas: i) Climate Resilience and Environment Conservation, ii) Sustainable Livelihoods and Economic Empowerment ; iii) Social Mobilization and Community Transformation and iv) Institutional Capacity Development and Sustainability.

2. Context

From January 2024, **IPFG** in partnership with **Livelihoods funds** is implementing **"The Nyungwe Agroforestry Project",** a 20 years' Carbon project aiming to make a positive impact on 13,000 hectares of farmland, involving 23,000 smallholder farmers across the eastern border of the Nyungwe National Park in Nyamagabe and Nyaruguru Districts. The Nyungwe Agroforestry Project wants to improve the resilience of the farmers through rehabilitation of ecosystem services and increasing their adaptation capacities to climate change. Specifically, the project will help implementing communities: To grow agroforestry trees for various advantage, promote and improve good agricultural practices (GAP), reduce soil erosion, avail forest products such as timber and fuelwood at farm level, to improve soil fertility; and to increase income opportunities within implementing communities.

In this regard, IPFG is seeking applications from competent, dynamic and self-motivated individuals to fill the following positions:

2.1 Project manager (1)

He/she will lead a team of field officers and be based in Nyamagabe District. He/She will passionate, motivated, and driven individuals with an assertive attitude and good command in Kinyarwanda and English Language.

Task and responsibilities

Planning & Strategy

- Design work plans and follow up on them to ensure proper implementation.
- Ensure achievement of project targets within the specified timeframe (e.g. trainings, quality seedling production before onset of the rainy season, land preparation and distribution of seedlings).

Team Leadership & Management

- Lead field teams and ensure field ethics are followed.
- Motivate and drive the team towards the shared mission of the project.
- Recruit farmers according to the project's ramp-up.
- Train field teams for effective project implementation.
- Communicate targets and operational procedures to field teams and project support staff.
- Ensure adherence to organizational policies and safeguards by project staff.
- Ensure the health and safety of project staff.

Monitoring, Evaluation & Reporting

- Monitor the project through field visits and use of the Monitoring Information System (MIS).
- Report on implementation status and project performance.
- Ensure achievement of project impacts on farmers through monitoring.
- In close collaboration with the M&E Officer, provide regular field reports and ensure monitoring and recording of progress against the project's indicators.

Stakeholder Engagement & Events

- Support the organization of trainings, meetings, workshops and other events for partners and stakeholders in line with project implementation.
- Manage and implement MOUs with different project stakeholders (e.g. tea cooperatives, farmers, RAB, etc.).

Finance & Administration

- Ensure proper documentation of project budget and expenditure.
- Approve payments to Environmental Committees.

Requirements

- Having a bachelor's degree in one of the following fields: Agriculture, Agroecology, Forestry, Agroforestry, Development Studies, Project Management or any related field.
- Minimum 5 years of experience in managing projects related to agro-ecology, forestry &Agroforestry, carbon sequestration, natural resources management and/or environment protection or other development projects.
- Good knowledge of good agricultural practices (GAP) falling in the context of Rwanda, specifically in regions around Nyungwe National Park (NNP)
- High proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.) and knowledge of GIS and MIS(***Monitoring Information System***) tools will be a benefit
- A good level of report writing, networking, facilitation and communication skills;
- Possess energy, drive, enthusiasm, commitment and passion for good quality work benefiting communities and environment.
- Strong verbal/written communication skills
- Strong leadership skills
- Strong problem-solving skills, creativity in decision making
- Having a driving license, cat A

3. Submission of documents

The interested candidates who fulfill the above requirements should submit/send their application documents which must include the following information:

- Motivation letter of your interest in the post
- Updated CV/resume
- Copy of ID
- Copy of Driving license
- Certificates or any other documents that proves your experience
- Contact information for at least three professional references
- Copy of academic documents

Successful candidates will be expected to comply with country labor law and various organizational polices. IPFG is committed to gender equality and suitably qualified women candidates are encouraged to apply.

Interested and qualified candidates should submit above mentioned documents in English to the following email: info@ipfg-rwanda.com **(the email attachment should have the maximum size of 2 MB and should be a PDF file)**. Please quote the Job title in the subject. Candidates should submit their documents not later than the 24th October 2026, at 5.00 pm.

Note that only shortlisted candidates will be contacted for exams

Done at Nyamagabe on 12/10/2026

KANANI Faustin
Executive Director/IPFG

