



**WEST AFRICA FOOD SYSTEM RESILIENCE PROGRAM
(FSRP2)**

Phase 2 of a Multiple-Phase Programmatic Approach

Project Number: P178132

TERMS OF REFERENCE

**FOR THE RECRUITMENT OF 6NO. PROJECT OFFICERS FOR THE FEED
GHANA PROGRAM (FGP) OF THE MINISTRY OF FOOD AND
AGRICULTURE (MOFA)**

AUGUST 2026

1.0 INTRODUCTION

The Feed Ghana Programme seeks to engage Six (6) Project Officers to support with administrative, office management and technical tasks to enhance the productivity and efficiency of the Feed Ghana Programme Secretariat. The Project Officers will support the three (3) units of the Programme, the National FGP Coordinator and the Technical Advisor to the Honourable Minister for Food and Agriculture.

1.1 OVERVIEW OF FEED GHANA PROGRAMME

The Feed Ghana Programme (FGP) is the government's flagship initiative designed to accelerate the transformation and modernization of the agricultural sector. It emerges at a time when food security and improved nutrition is not only a development goal but a critical component of national resilience and sovereignty.

This programme recognizes the central role of farmer cooperatives in driving this transformation agenda. It also places a premium on innovation, infrastructure, markets, climate resilient practices, and inclusive participation that leaves no one behind.

The FGP is anchored on the overarching sector policy, the Food and Agriculture Sector Development Policy (FASDEP II) and its corresponding medium-term plans, which outline various programmes and initiatives for agriculture development. It is also aligned to national and international developmental frameworks. These include the National Medium-Term Development Policy Framework (NMTDP), the ECOWAS Agricultural Policy (ECOWAP) framework at the subregional level, the Kampala Declaration of the Comprehensive African Agriculture Development Programme (CAADP), which is the agricultural component of the African Union Agenda 2063 at the continental level, and the Sustainable Development Goals (SDGs) at the global level.

The Feed Ghana Programme (FGP) is set up under three main units:

1. Farmer Services Centre Administration
2. Institutional Farming - Educational institutions (SHS, Tertiary), Correctional Facilities (prisons), Youth Incubation/ Internship Programmes
3. Crop Development/ Agribusiness

The 3 units are headed by Unit Coordinators who report to the National FGP Coordinator, who in turn, reports to the Technical Advisor to the Hon. Minister.

2.0 OBJECTIVE OF THE CONSULTANCY ASSIGNMENT

The main objective of the Assignment is to engage 6no. Project Officers to support with administrative, office management and technical tasks to enhance the productivity and efficiency of the Feed Ghana Programme Secretariat

3.0 SCOPE OF THE ASSIGNMENT

The scope of assignment of the officers shall comprise the following;

- a) Provide general administrative support for the Feed Ghana Programme. This includes scheduling appointments, meetings, and managing the diaries of the Coordinators/ Technical Advisor.
- b) Facilitate the preparation of annual work plans and budgets for the three (3) units of the Feed Ghana Programme
- c) Monitoring and supervision of the implementation of interventions of the institutional farming, crop development/ agribusiness and farmer service centre units
- d) Inspection of construction/ rehabilitation of key facilities to support agricultural development
- e) Preparation of activity and progress reports (quarterly, half-year and annual) for the units of the FGP Secretariat
- f) Manage the organisation of events of the FGP Secretariat. This includes identifying and booking of venues, coordination of participants/ stakeholders, media personnel, etc
- g) Manage the movement (including in-city, in-country, and international travels) of key staff of the FGP Secretariat
- h) Work with the Public Relations Officer of MOFA to communicate on progress and achievements of FGP interventions
- i) Manage the documentation of correspondence, reports and publications
- j) Assist in the registration of farmers and farmer cooperatives unto the Ghana Agricultural and Agribusiness Platform (GhAAP)
- k) Undertake any additional tasks assigned to them

4.0 REPORTING REQUIREMENTS AND DELIVERABLES

- i. The Project Officers will report to their respective heads – FGP Unit Coordinators, National Coordinator, and the Technical Advisor to the Honourable Minister of Food and Agriculture.

5.0 DURATION OF ASSIGNMENT

The assignment would initially be for an initial one (1) year period, with expected commencement date from mid-September 2026. The Contracts may be extended after the initial one-year period based on need and availability of funds.

6.0 PAYMENT TERMS

The negotiated fee for the Officers must reflect the full scope of the assignment listed above. Payment would be monthly, after submission and acceptance of the monthly report.

7.0 CONSULTANT QUALIFICATIONS

- a) A minimum of a bachelor's degree in Business Administration, Agriculture/Agribusiness, Development Studies or related field.
- b) Three (3) years' post-qualification experience in similar role

Skills:

- Good communication skills - both written and spoken
- Ability to work collaboratively in a multidisciplinary team environment.
- Ability to effectively manage various activities simultaneously
- Computer literate, with moderate competence in using Microsoft Office Applications

8.0 LOCATION OF THE OFFICERS

The Officers shall work with Feed Ghana Programme (FGP) secretariate at offices to be assigned them by the Ministry of Food and Agriculture.