



Terms of Reference (ToR)

Position Title: Program Manager

Duration: 1 year with a three-month probation period, renewable for up to three years subject to funding availability.

Location: Arusha, at EACSO office, with possible travel to the EAC Partner States

1. Brief Background for Staff Recruitment to Support EACSO Secretariat

The East African Civil Society Organizations Forum (EACSO) is a regional platform that unites civil society organizations (CSOs) from the East African Community (EAC) member states. Established to foster a unified voice for civil society in the region, EACSO aims to promote good governance, human rights, and sustainable development. The forum serves as a critical link between CSOs and the EAC, facilitating dialogue, advocacy, and collaboration on key regional issues. By providing a structured mechanism for engagement, EACSO ensures that the perspectives and contributions of civil society are integrated into regional policy-making processes.

To enhance its capacity and support the delivery of its mandate, EACSO signed a Memorandum of Understanding (MoU) with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) through the Leveraging Integration Frameworks for Trade in Services and CSOs in the EAC (LIFTED) project. This project is jointly co-financed by the European Union (EU) and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ. LIFTED aims to increase EAC, continental, and further bilateral trade with the EU in trade in services and civil society engagement within the framework of the African Continental Free Trade Area (AfCFTA) for people-centred EAC integration.

2. Rationale for the Recruitment of Project Staff.

EACSO is dedicated to fostering an environment where civil society can flourish, thereby contributing to the socio-economic development and integration of the East African region. With the expansion of EAC regional membership and increased responsibilities, EACSO needs to enhance its capacity to effectively fulfill its mandate. The primary revenue source for EACSO is membership subscriptions, which are supplemented by contributions from various donors, partners, and well-wishers. Among these donors is GIZ, which plays a crucial role in supporting the institutional capacity development of the EACSO Secretariat. This support includes the recruitment of staff who will work to advance EACSO's mission and facilitate connections with other partners, including GIZ.

3. Objective

The primary objective of this position is to support EACSOF to work towards:

- Enhanced Legislative and policy framework to widen the space for CSOs in the EAC region and Partner States
- Enhanced participation of women and youth in decision making and policy making in the EAC region

3.1. Specific Objectives

Specifically, the recruited staff will work to revitalize structured dialogue between civil society organizations and the EAC Secretariat, institutions, and policymakers from EAC Partner States. Additionally, they will collaborate closely with GIZ and EACSOF to provide capacity development for civil society actors and stakeholders on EAC economic policy, trade, and inclusion in the African Continental Free Trade Area (AfCFTA).

4. Key Responsibilities will include:

- **Program Implementation**

Lead the planning, execution, and evaluation of programs to ensure they meet the organizations goals and objectives. This includes :

- Collaborating with partners to organize the East Africa Community Secretary General's Forum.
- Implementing the Local Subsidy Agreement signed between GIZ and EACSOF.
- Executing the GIZ-EACSOF partnership, including organizing the Partner States Dialogue Meetings in the EAC countries.
- Support and be focal person for the organizing SG- Forum
- Work with the team to organize EACSOF summit

Membership Service and Management

Develop and implement strategies to drive membership growth and engagement, leading to an increased membership base and ensuring value and support to members.

Resource Mobilization

- Identify and secure funding opportunities, including grants, partnerships, and sponsorships, to support the organizations programs and initiatives. This includes writing at least two fundable proposals.
- Develop and implement a comprehensive resource mobilization strategy.

Monitoring and Evaluation

Work with the GIZ Monitoring and evaluation focal person for the LSA indicators

Design and implement monitoring and evaluation frameworks to assess the impact and effectiveness of programs.

Stakeholder Engagement and Communication

- Build and maintain strong relationships with key stakeholders, including members, GIZ, EACS, and other partners.
- Manage communication for the organization, including content creation, media relations, event coordination, brand management, and digital communication.
- Develop and start implementing a communication strategy for EACSOFF.
- Work with GIZ official and to the GIZ standards for the communications

Reporting

Work with EACSOFF CEO to prepare and present regular reports on program activities, and outcomes to the organizations leadership and stakeholders.

Additional Responsibilities

Undertake any assignments as directed.

5. Qualifications, Skills and Experience

Educational Background: A postgraduate degree (Masters or higher) in fields such as Community Development, Business Management, Monitoring and Evaluation, Research, Humanities/Management, Development Studies, or related areas from recognized institutions is strongly preferred. Basic training in Project Management is an added advantage.

Professional Experience: At least 5 years of experience in managing and leading regional/national programs/projects and multi-disciplinary teams. Experience in designing and managing regional projects, especially in policy formulation, CSO advocacy initiatives, monitoring and evaluation, and resource mobilization. Well-rounded experience in program management, resource mobilization, and communication.

Technical Knowledge: Proficiency in Project/Programme Management, Resource Mobilization, and Financial Management. Knowledge of main global funding streams and institutional capacity development.

Regional Insight: Good understanding of current economic, political, and social issues emerging in the East Africa region.

Skills and Competencies: Demonstrated facilitation skills with diverse groups, ability to manage complex projects in fast-paced environments, and proficiency in using MS Office packages (Word, Excel, PowerPoint). Strong organizational, analytical, and strategic management skills.

Communication and Leadership: Strong oral and written communication skills, representation and negotiating skills. Demonstrated team leadership, versatility, integrity, and commitment to ethical practices, staff care, collaboration, reflection, and learning. Fluency in English is required, with Swahili being desirable.

6. ABOUT:

About EACSOFF: The East African Civil Society Organizations Forum (EACSOFF) is a regional platform that brings together civil society organizations (CSOs) from across the East African Community (EAC) member states. Established to foster a unified voice for civil society in the region, EACSOFF aims to promote good governance, human rights, and sustainable development. The forum serves as a critical link between CSOs and the EAC, facilitating dialogue, advocacy, and collaboration on key issues affecting the region. By providing a structured mechanism for engagement, EACSOFF ensures that the perspectives and contributions of civil society are integrated into regional policy-making processes.

About LIFTED

LIFTED “Leveraging Integration Frameworks for Trade in Services and CSOs in the EAC” is jointly co-financed by the European Union (EU) and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). It follows up the EU’s EAC CORE (Common Objectives in Regional Economic Integration) programme support

to the liberalisation of Trade in Services and builds upon the support to Trade in Services part of the EU/BMZ Support to East African Integration (SEAMPEC II) programme

LIFTED aim to increase EAC, continental and further bilateral trade with EU in trade in services and civil society engagement in the framework of the African Continental Free Trade Area (AfCFTA) for people-centred EAC integration.

LIFTED supports the development of measures that improve services liberalisation and exports for selected services sectors and enhance engagement of civil society, women and youth organizations in regional economic integration at the EAC and continental level.