



# AIMS

African Institute for  
Mathematical Sciences  
SENEGAL

## TERMS OF REFERENCE FOR PROJECT MANAGER CONSULTANT

### 1. INTRODUCTION AND ORGANISATIONAL CONTEXT

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for post-graduate training in mathematical sciences and research and public engagement in science, technology, engineering and mathematics (STEM). Founded in 2003, AIMS is leading Africa's socio-economic transformation through:

- *Innovative scientific training (the development of human capital);*
- *Facilitating technological advances and cutting-edge scientific discoveries;*
- *Scientific foresight, policy design and public engagement for the continent's scientific emergence.*

Founded in 2003 in South Africa and later replicated in Senegal, Ghana, Cameroon, Tanzania and Rwanda under the framework of the Next Einstein Initiative, AIMS is feeding the STEM pipeline by training African students for a Master's in mathematical sciences, including a co-operative option with a direct link to industry. The network also offers research programs, with 90 researchers currently conducting studies under the tutelage of prestigious Research Chairs across the network.

The Skills for Employability (SFE) program is a five-year initiative of the African Institute for Mathematical Sciences (AIMS) supported by Global Affairs Canada (GAC). The program aims to adequately meet Africa's socio-economic needs by facilitating school-to-work transition for students in Science, Technology, Engineering and Mathematics (STEM), through specialized trainings to make it easier for them to thrive in the labour market through professional employment or entrepreneurship.

Implemented in Senegal with a focus on the Francophonie region in Africa, SFE aims to contribute to improving the economic prosperity of the target populations through:

- Strengthening AIMS Senegal's organizational management capacity in the delivery of skills development programs for employment;
- Increasing the employability of young STEM students by exposing them to employment-oriented skills programs that integrate gender equality, environmental concerns and meet the needs of the labour market or entrepreneurship;
- Building gender-responsive partnerships between professional development institutions and private sector organisations, including women-led organizations from Francophone African countries.

### 2. PURPOSE AND SCOPE

Reporting to the Center President, based at AIMS Senegal in Mbour, the Consultant Project Manager will be responsible for the coordination of the day to day programmatic activities of AIMS Senegal overall program portfolio including the Skills for Employability (SFE), the Mastercard Foundation (MCF) Scholars Program and other projects.



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Key deliverables for the consultancy include:

- I- Program Management, Quality Assurance and Reporting 60%**
  - Develop program workplans and related budgets
  - Ensure implementation of planned activities in accordance with the approved workplans and budgets,
  - Implement and manage changes to ensure programs goals are achieved.
  - Oversee compliance with all active grants
  - Analyze and update programs risk register as well as develop relevant mitigation strategies
  - Produce accurate and timely reports (technical and financial) of programs in collaboration with all the stakeholders involved in programs implementation
  - Provide regular updates on progress, challenges and lessons learned to internal stakeholders
  - Liaise with AIMS Secretariat program team and ensure alignment with guidance provided
  - Ensure effective filing of all program related documentation at the center
  - Work in collaboration with the M&E team to facilitate collection of learning and best practices from the Program and also adjusting the implementation based on the lessons and best practices identified.
  - Serve as the focal point for external program evaluation activities and, where required, liaise with evaluation consultants
  
- II- Program Finance 15%**
  - Support of donor compliance and audit activities
  - Ensure program budget versus actuals are regularly produced and analyzed for effective decision making on program implementation
  - Work closely with Program Finance team across the network to ensure effective programs fundings planning, implementation and reporting
  
- III- Programs team management, compliances and capacity building 20%**
  - Communicates the program vision to the program team, leads and directs them toward achieving the program goals and objectives.
  - Ensures that the program team have clear understanding of roles, responsibilities and accountabilities supported by clear job descriptions to ensure quality performance.
  - Conducts program staffing needs assessment, presents recommendations to the supervisor
  - Provides direct support to the program team in the form of system and tools.



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- Implements policies and procedures that guide and support AIMS activities, ensures compliance to code of conduct, gender equality.
- Develops and strengthens program team understanding of Project Cycle Management.

**IV- Performs other duties as assigned by the Supervisor**

**5%**

### **3. TECHNICAL REQUIREMENTS**

The successful applicant will have :

- A Master's degree in a field related to Education, project management, or social sciences.
- At least 5 years' experience in a similar role
- A good understanding of and or experience in the area of education and development in Africa, with a strong focus on Science, Technology, Engineering and Mathematics (STEM) education is an added advantage
- Experience in Result Based Management (RBM), Monitoring, Evaluation and Reporting (MERL)
- Project Management skills and experience is strongly required
- Strong organizational skills including people management skills
- A self-starter who enjoys a dynamic work environment
- Strong creative instincts to develop new approaches and solutions to challenges with limited guidance and historical precedent
- Ability to make decisions and sound judgment
- Experience working in an NGO is an added advantage
- Experience in managing a multi-cultural team is critical
- An appreciation of or a training in gender equity and equality
- Superior interpersonal customer service and communication skills (verbal and written) to interact effectively with multi-cultural/racial/able students, teachers, Government officials, staff and the public are required
- Excellent communication skills and a good command of English, both written and oral. Knowledge of French will be an added advantage

### **4. GENERAL REQUIREMENTS**

The bid should include:

- Curriculum Vitae ;
- Cover letter outlining relevant experience and skills relevant to the assignment;
- Fees and expenses;
- Confirmation of availability.



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## 5. SELECTION / AWARD CRITERIA

Selection criteria will include, but not be limited to:

- Experience undertaking similar assignments within the NGO/NPO and/or Education sector;
- Qualifications and experience;
- Quality of the proposal and compliance with proposal call requirements;
- Bidder's understanding of the overall work scope;
- References; and
- Fees.

## 6. SUBMISSION INSTRUCTIONS

Please submit your proposal, in French or English, via email by 5.00 p.m. Central African Time (CAT), November 2, 2020, to:

- The Selection Panel re Consultant Project Manager
- African Institute for Mathematical Sciences - Next Einstein Initiative
- Email ID: [careers@nexteinstein.org](mailto:careers@nexteinstein.org)

For any questions regarding how to submit your proposal, kindly send an email to the Selection Panel Coordinator: [careers@nexteinstein.org](mailto:careers@nexteinstein.org)

Kindly note that costs incurred by you in preparing and submitting the proposal will not be reimbursed.