



Regional Capacity Development Project for Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) on Anti-Money Laundering and Combatting the Financing of Terrorism (ES-CAD-AML)

TERMS OF REFERENCE FOR THE RECRUITMENT OF PROJECT COORDINATOR

POST TITLE:	PROJECT COORDINATOR
DUTY STATION:	DAR ES SALAAM, UNITED REPUBLIC OF TANZANIA
EMPLOYER:	ESAAMLG
DURATION:	3 YEARS (RENEWABLE YEARLY BASED ON PERFORMANCE)
PROJECT SPONSOR:	AFRICAN DEVELOPMENT BANK

1. Background

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Financial Action Task Force (FATF) Style Regional Body (FSRB) and an associate member of the FATF. It was established in 1999 and currently consists of 21 member countries¹. Its main objective is to work with member countries to promote and assess implementation of anti-money laundering and combating the financing of terrorism and proliferation (AML/CFT/CPF) standards issued by the FATF.

ESAAMLG has applied for financing from the African Development Bank towards the cost of the Regional Capacity Development Project for Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) on Anti-Money Laundering and Combatting the Financing of Terrorism (ES-CAD-AML) and intends to apply part of the agreed amount for this grant for the recruitment of a Project Coordinator. ESAAMLG now invites eligible candidates to apply for the post of Project Coordinator.

2. Project Structure

This project will be implemented during a three-year period (2025-2028), for an overall cost of four Million Unit of Accounts (UA4 million). It will support five countries which are Burundi, Eritrea, Madagascar, Mozambique and South Sudan. The overarching development objective of the proposed project is to strengthen the beneficiary member countries' capacity to fight money laundering, terrorism financing and illicit financial flows (ML/TF/IFFs). The project has three complementary components: *Component 1* supports National Money Laundering Risk Assessments, Strategies and Mutual Evaluations; *Component 2* supports a wide range of AML/CFT Institutional Capacity Building activities, technical assistance, training and knowledge work; and *Component 3* supports project management. The project has two main outcomes: (i) Strengthening the legal, regulatory, institutional, and operational frameworks that comply with International Standards on anti-money laundering and IFFs, and (ii) Increasing the capacity of relevant competent authorities to effectively combat money laundering/terrorism financing and IFFs. Combatting money laundering is key in reducing resource leakages and promoting domestic revenue mobilization (DRM) and economic growth of member countries.

¹ Angola, Botswana, Burundi, Eritrea, Ethiopia, Eswatini, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe. DRC is a regional Observer

For effective management of this Project, a Project Steering Committee (PSC) and a Project Implementation Team (PIT) will be set up. The PSC will be responsible for strategic oversight and policy guidance. The PITs, will be responsible for the day-to-day implementation of Project activities, including manage procurement and financial management processes.

3. Scope of Services

The Project Coordinator will oversee and coordinate the activities of the project to ensure the highest level of project quality and accountability. He/she will have overall responsibility for ensuring technical and operational excellence in the delivery of all activities to achieve the project's development objectives as set in the grant agreement of the Project. In addition, he/she will ensure that, the Project complies with the African Development Bank processes and procedures.

4. Duties of the Project Coordinator

The duties of the Project Coordinator include but are not limited to the following:

- Provide overall leadership to the operationalization and implementation of the grants.
- Serve as the primary liaison person between ESAAMLG secretariat, and the Africa Development Bank, "Bank" and meet with them regularly to address any emerging challenges.
- Ensure progress toward targets and timely implementation; identify issues and risks related to activity implementation; and adjust activity interventions to enhance results in response to monitoring and evaluation feedback and changing circumstances
- Establish and maintain strong working relationships with project beneficiaries and stakeholders, namely Burundi, Eritrea, Madagascar, Mozambique and South Sudan.
- Develop and manage the program and PIT staff, work plans and budgets.
- Develop annual budgets and results-based work plans for the project and prepare updates as needed.
- Prepare quarterly, annual and other ad hoc project progress reports and submit to the Executive Secretary (ESAAMLG) and send a copy to the Bank.
- Ensure the preparation and accuracy and timely submission of financial and narrative reports that comply with grant or contract agreements and ensure compliance with all aspects of the Bank.
- Coordinate the development of monitoring and evaluation tools for regular reporting on achievements of outputs /outcomes indicators.
- Oversee research design, methodology, and dissemination of information needed to monitor and evaluate project activities and/or advance programmatic and policy changes.
- Review M&E information products/tools, distil and communicate their implications for program implementation and management.
- Coordinate and supervise development of information systems for monitoring and evaluation.
- Ensure the timely production of monitoring and evaluation reports as per agreed timelines.
- Review of the annual procurement process drafted by the Procurement Officer.
- Coordinate and review preparation of Terms of Reference for technical consultants/ experts to be engaged by the project.
- Assist and facilitate review of technical reports and analytical papers prepared for the Project by Consultants.
- Coordinate the production of progress reports on project/program performance and objectives.
- Ensure the program /project's adherence to the relevant financial and procurement procedures for the Bank.
- Outsource program and project internal and external audit and facilitate their timely delivery.

- Ensure timely holding of Project Steering Committee, Technical and Progress Review meetings and ensure timely dissemination of the minutes of the meetings to the relevant stakeholders.
- Undertake other duties relating to the Project and others, assigned by the Executive Secretary of ESAAMLG.

5. Qualifications

- At least a Master's degree in Development Studies, Project Management, Economics, Business Administration, or related fields.
- AML/CFT/PF qualification. FATF assessor certification highly recommended.
- Excellent emotional intelligence and interpersonal and people management skills, including an ability to effectively work with other teams as well as lead a team, communicate a vision, maintain morale, make timely and transparent decisions, and prevent and manage conflict.
- Ability to make objective decisions and resolve problems, exercising the highest standard of responsibility to handle confidential and sensitive issues.
- Strong organizing, work planning and scheduling skills.
- Project management skills (including strong organizing, work planning and scheduling).
- Ability to analyze data.
- Understanding monitoring and evaluation concepts, tools, methods, and strategies.
- Ability to undertake program/project evaluations.
- Proven ability to clearly and concisely prepare, present, discuss and defend issues, findings and recommendations.
- Understanding of fiduciary issues of international organizations is required, including financial management and procurement processes.
- Very good oral and written English language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communication.
- Computer literate in use of word-processing, spreadsheet and statistical software; experience in data analysis and interpretation is highly desirable.

6. Experience

- A minimum of 5 years' experience in project management, including program design, monitoring and evaluation, and development program management.
- 10 years' experience in AML/CFT/PF with demonstrable knowledge as well as the application of the FATF Methodology.
- Experience in running similar projects in the Bank or similar international organizations
- Experience in undertaking ML/TF/PF national risk assessments, mutual evaluations and country reviews.
- Experience in managing Complex projects/Development Partner Field Projects.
- Knowledge of ML/TF/PF risks in the ESAAMLG region is an added advantage.
- Demonstrated ability to manage complex organizational, personnel, administrative, and cross-cultural aspects of donor supported projects.
- Demonstrated leadership, versatility, and integrity.
- Experience in leadership roles in a donor funded project.

7. Remuneration

A good remuneration package commensurate with experience and qualifications will be payable monthly. The monthly remuneration does not include costs associated with project related travels,

coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops.

8. Application

All applications, which will include a cover letter of expression of interest, current Curriculum Vitae, copies of qualifications, and at least two professional or character references must be sent by **20th May 2025, 17:00 p.m. East Africa Time**, by e-mail to contact@esaamlg.org and addressed to:

The Executive Secretary

ESAAMLG Secretariat

P. O. Box 9923

Dar es Salaam, United Republic of Tanzania

Phone: +255 756 240 153

Email: contact@esaamlg.org

For any further enquiries, contact Mr. Nhundu on tnhundu@esaamlg.org.

Please note that only shortlisted candidates will be contacted. Female candidates are highly encouraged to apply. The ESAAMLG does not accept any form of fees or payment for recruitment.

9. Selection Method

The consultant will be selected according to the qualification-based selection method. An interview session may be organized based on a short-list of candidate.