

Terms of Reference

SAFI Start Up fund Junior Consultant.

Background:

German Sparkassenstiftung for International Cooperation (DSIK) is a German NGO that promotes financial sector development. Established in 1992 by several Sparkassen in Germany, DSIK has since operated in more than 90 countries and successfully implemented over 200 projects. In Eastern Africa, DSIK has been active for more than 15 years, focusing on strengthening institutions in the microfinance sector and enhancing access to finance by building capacities on both the supply and demand sides of the financial sector. Currently, DSIK is implementing a regional project in Ethiopia, Kenya, Rwanda, Tanzania, and Uganda, funded by the German Federal Ministry of Economic Cooperation and Development (BMZ).

The SAFI Start-Up Fund is an initiative implemented by DSIK in collaboration with its partner organization, SCCULT (1992) Ltd. The project aims to support Agricultural Marketing Cooperative Societies (AMCOS) in establishing and strengthening Savings and Credit Cooperative Societies (SACCOS).

The project focuses on enhancing financial inclusion, strengthening institutional and governance capacity, and promoting sustainable and viable financial services for cooperative members, particularly in agricultural value chains.

To support the implementation of the project, DSIK seeks to recruit a **Junior Consultant** for a period of 12 months to provide operational support for the project team.

Reports to:

Jennifer Caroline Sisila, Strategy and Sustainability Advisor

Deployment location:

Dar es Salaam, Tanzania with possibility to support field activities in different parts of the country

Roles and Responsibilities:

- I. Support the planning, coordination, and implementation of SAFI project activities in line with approved work plans, timelines, and project objectives.
- II. Support the coordination, communication and follow-up with project partners, SACCOS, consultants, and other stakeholders, ensuring timely follow-up on agreed actions, deliverables, and deadlines.
- III. Maintain and update project implementation tools, including activity plans, schedules, trackers, stakeholder records, and other relevant project management documents.
- IV. Support the organization and implementation of workshops, trainings, stakeholder consultations, and meetings, including participant coordination, invitations, venues, materials, catering, transport, and other logistical arrangements.

- V. Provide on-site coordination and documentation support during project activities, including preparation of attendance lists, meeting minutes, workshop summaries, and action points.
- VI. Contribute to project reporting and knowledge management, including preparation of activity reports, success stories, lessons learned, presentations, briefing notes, and other communication materials.
- VII. Participate in field visits, institutional assessments, and stakeholder consultations, supporting data collection, documentation of findings, recommendations, and follow-up actions.
- VIII. Monitor implementation progress and identify operational challenges, delays, or emerging issues, and promptly bring them to the attention of the supervisor for appropriate action.
- IX. Provide general project and operational support to the SAFI team, including any other relevant duties assigned by the supervisor in support of effective project implementation and close-out.

Expected Deliverables

The consultant is expected to contribute to:

- I. Timely implementation and coordination of SAFI activities.
- II. Updated project activity, stakeholder, and deliverable trackers.
- III. Complete and well-organized workshop, training, and meeting documentation.
- IV. Timely collection and organization of monitoring data.
- V. Regular inputs to project progress reports.
- VI. Well-documented field visits and institutional assessments.
- VII. Proper follow-up of agreed actions and outstanding deliverables.
- VIII. Effective documentation and archiving of SAFI project results and lessons learned.
- IX. Timely support to the SAFI project close-out by September 2027.

Qualifications and Experience.

- a) Bachelor's degree in Business Administration, Project Management, Development Studies, Economics, Cooperative Management, Social Sciences, or a related field.
- b) 2–4 years of relevant experience in project support, coordination, administration, development programmes, financial inclusion, cooperatives, or related fields.
- c) Experience supporting workshops, trainings, stakeholder meetings, and field activities.
- d) Experience in data collection, project monitoring, documentation, and report preparation.
- e) Knowledge of SACCOs, cooperatives, financial inclusion, women's economic empowerment, or related development programmes is an advantage.

Competencies and Skills.

- a) Strong organizational and coordination skills.
- b) Good stakeholder engagement and interpersonal skills.
- c) Ability to manage multiple tasks and meet deadlines.
- d) Good analytical, documentation, and report-writing skills.
- e) Proactive, reliable, and able to work independently.
- f) Strong attention to detail.
- g) Proficiency in Microsoft Office, particularly Word, Excel, PowerPoint, and Outlook.
- h) Fluency in English and Kiswahili, both written and spoken.
- i) Willingness and ability to travel within Tanzania as required.

Duration of Assignment

The consultancy is expected to commence on 1 October 2026 and conclude on 30 September 2027. The assignment period corresponds to the remaining implementation period of the SAFI Project and will cover the planned completion, final reporting, and close-out of the project in September 2027.

Application Deadline

Interested and qualified candidates are invited to submit their applications no later than 10th September 2026.

Applicants should submit their updated Curriculum Vitae (CV) by email to:

Email: office.tanzania@dsik.org

Cc: kalunde.kapaliswa@dsik.org

Only applications submitted by the stated deadline and meeting the required qualifications and experience will be considered. Shortlisted candidates may be contacted for the subsequent stages of the selection process.