



Terms of Reference

Preparation of Project Documents

Agribusiness Innovation Centre (AIC), a department of PASS Trust, usually prepares various project documents for various purposes including seeking partnerships, sourcing funding, reporting and monitoring, results evaluation, governance and statutory requirements, among others.

Accordingly, AIC is seeking competent and experienced person(s) who are capable of preparing and producing professional project documents that satisfy the full requirements of the recipients of the documents. The person(s) is also expected to be competent in using relevant text, data, graphics and document software. All applicants will be required to provide samples/extracts of previous similar work they have completed and their full cv.

This task is on needs-basis as and when required. Work modality is flexible. A conducive arrangement will be agreed with the person(s). This task is also suitable for a qualified person who can devote some extra time outside his/her usual work.

The scope of work entails:

- Understanding and compiling detailed lists of requirements for the project document to be prepared.
- Preparing draft outline of the project document.
- Reviewing existing AIC documents for understanding AIC's work and for extracting relevant information.
- Compiling AIC information that satisfy the project document requirement.
- Reviewing and discussing the information with AIC team, and where necessary receive additional verbal and written information from AIC team.
- Preparing full project document with text, tables, figures, illustrations and graphics.

- Fully formatting the project document including tables of content, page numbers, headings, footnotes and annexes, among others.
- Review, edit, correct and prepare draft documents until final document is available to satisfaction of AIC and the document recipient.

If you are interested, apply to md@pass.or.tz by 20th June 2020.

