



TERMS OF REFERENCE (ToR)

Recruitment of a Field Officer

Project: *Integrated Community-Led Wetland Restoration and Climate-Resilient Livelihoods in the Rweru Landscape*

1. Background

INADES-Formation Rwanda is implementing the project “**Integrated Community-Led Wetland Restoration and Climate-Resilient Livelihoods in the Rweru Landscape**” in Rweru Sector, Bugesera District, with financial support from the Global Environment Facility Small Grants Programme (GEF-SGP) through UNDP.

The project aims to restore degraded wetland ecosystems while strengthening climate-resilient livelihoods of local communities living around the Rweru wetland landscape. Over a period of 24 months (May 2026 – April 2028), the project will support the restoration of 50 hectares of degraded wetlands, promote climate-smart agriculture on 150 hectares of farmland, strengthen community governance mechanisms, and improve the livelihoods of approximately 1,700 beneficiaries, including women, youth, and persons with disabilities.

To ensure effective field-level implementation, coordination, monitoring, and stakeholder engagement, INADES-Formation Rwanda seeks to recruit a qualified and experienced **Field Officer** based in Rweru Sector.

2. Position Information

Job Title: Field Officer

Project: Integrated Community-Led Wetland Restoration and Climate-Resilient Livelihoods in the Rweru Landscape

Duty Station: Rweru Sector, Bugesera District, Rwanda

Reports to: Project Coordinator

Contract Duration: 24 months (renewable annually based on performance and project funding)

Employment Type: Full-time

3. Purpose of the Position

The Field Officer will coordinate and supervise daily project activities in Batima, Kintambwe, Nemba, and Nkanga, working closely with communities, cooperatives, authorities, and wetland committees. The role ensures timely, quality implementation of interventions, fosters community participation, and supports environmental restoration, climate-smart agriculture, and livelihood initiatives. It also involves monitoring, evaluation, and documentation of results to strengthen impact and accountability.

4. Key Duties and Responsibilities

A. Project Implementation and Coordination

- Coordinate and implement field activities with monthly/quarterly plans, budgets, and community mobilization.
- Facilitate wetland restoration, biodiversity conservation, climate-smart agriculture, irrigation, and cooperative support.

B. Community Mobilization and Capacity Building

- Organize meetings, campaigns, and trainings for farmers, youth, women, and leaders.
- Promote inclusive participation, strengthen ownership, and support environmental education.

C. Monitoring, Evaluation and Reporting

- Collect, analyze, and track project data and indicators.
- Conduct monitoring visits, assessments, and prepare regular reports with documented lessons and success stories.

D. Stakeholder Engagement and Partnerships

- Collaborate with authorities, leaders, cooperatives, and CBOs.
- Participate in coordination forums, organize learning visits, and represent the organization locally.

E. Environmental Restoration and Climate Resilience

- Supervise wetland restoration, tree nurseries, biodiversity assessments, and sustainable land management.
- Monitor sites and report environmental changes.

F. Administrative and Financial Support

- Assist with budgets, procurement, accountability, and expenditure verification.
- Support logistics for trainings, workshops, and field events

G. Communication, Visibility and Knowledge Management

- Implement project communication and visibility strategy per INADES-Formation Rwanda and donor guidelines.
- Collect, document, and disseminate achievements, success stories, lessons learned, and best practices.
- Produce ethical communication materials (photos, videos, newsletters, reports, social media content).
- Develop and maintain knowledge products and repositories showcasing project results and impacts.
- Support outreach events, awareness campaigns, and stakeholder engagement to ensure visibility and learning.

5. Expected Deliverables

The Field Officer will be expected to deliver:

- Monthly and quarterly implementation reports.
- Updated beneficiary and activity databases.
- Regular monitoring reports and indicator tracking sheets.
- Documentation of success stories and lessons learned.
- Training reports and participant records.
- Restoration site monitoring reports.
- Stakeholder engagement and coordination reports.
- Timely contributions to donor and organizational reporting requirements.

6. Qualifications and Experience

- Bachelor's degree in Environmental Sciences, Natural Resource Management, Agriculture, Agroecology, Forestry, Rural/Community Development, Geography, Project Management, Communication for Development, Knowledge Management, or related fields.
- Additional training in climate change, biodiversity, community mobilization, M&E, communication, or knowledge management is an asset.
- Experience in community development, environmental conservation, agriculture, climate resilience, or natural resource management.
- Proven work with rural communities, farmer organizations, and donor-funded projects; expertise in wetland restoration, climate-smart agriculture, or ecosystem management preferred.
- Skills in monitoring, evaluation, and data collection are advantageous.

7. Competencies

- Technical: Strong knowledge of wetland restoration, biodiversity conservation, climate resilience, agroecology, sustainable land management, and MEAL systems. Skilled in project planning, reporting, participatory approaches, communication, documentation, and digital tools (Office, KoboToolbox, social media, taking photos, designing communication tools).
- Behavioral: Excellent communication, facilitation, training, and networking skills. Strong writing, storytelling, organizational, and time management abilities. High integrity, accountability, professionalism, and teamwork in multicultural settings.

8. Language Requirements

- Fluency in **Kinyarwanda** is mandatory.
- Good working knowledge of **English** is required.
- Knowledge of **French** is an added advantage.

9. Working Conditions

- The position is field-based in Rweru Sector, Bugesera District.
- Frequent travel within the target cells and surrounding communities will be required.
- The Field Officer must be willing to work in rural and remote areas and engage extensively with local communities.

10. Application Procedure

Interested candidates should submit:

- Application letter;
- Updated Curriculum Vitae (CV);
- Copies of academic and professional certificates;
- Copy of National ID;
- Names and contacts of three professional referees.

Only shortlisted candidates will be contacted.

11. Equal Opportunity

INADES-Formation Rwanda is an equal opportunity employer and strongly encourages qualified women, youth, and persons with disabilities to apply. Selection will be based solely on merit, competence, and suitability for the position.

Applications addressed to the Country Director of INADES- Formation Rwanda, bearing the words "*Application to the position of Field Officer - INADES- Formation Rwanda*", must be sent electronically at the email address: inadesformation.rwanda@inadesfo.net no later than July, 09th 2026, at 5 p.m. sharp (Local time).

NB: Applications from women are strongly encouraged. Incomplete, non-compliant or late applications will not be considered. INADES- Formation Rwanda reserves the right to contact only shortlisted candidates.

Done at Kigali on 07/07/2026


Désiré BIMENYIMANA
Country Director of INADES- Formation Rwanda

