

JOB ADVERTISEMENT

TERMS OF REFERENCE CALL FOR AN INTEGRATED DEPUTY PROGRAM COORDINATOR

CORDAID IN BRIEF

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Mensen in Nood, CORDAID Kinderstem and CORDAID Microkrediet. In Sierra Leone, we focus on four key areas of support – Health System Strengthening, Investments, Resilience, and Private Sector Development.

JUSTIFICATION

The Deputy Programme Coordinator will act as the deputy convener of the ‘**We don cam**’ multidisciplinary integrated project. S/he will closely coordinate the implementation of the programme with the Programme Coordinator and the assigned focal persons from Private Sector, Community Development/Resilience, Health, Investments, and Financial Inclusion departments at Cordaid Sierra Leone and with the Global Office in The Hague. S/he will also lead the final design and coordinate the stakeholder engagement. S/He will assist to coordinate the implementation of the programme in consultation with the technical, programme staff of Cordaid and partners to ensure that the implementation of the Programme is catalytic and integrated to support the implementation of the overall Cordaid Strategic Plan of action and ensure we deepen the impact in our results framework areas. S/He is the coordinator of the programme and responsible for managing the program and ensuring that policy, programme and operational management guidance is provided to the Cordaid and partners, programme staff and countries that have similar programmes in an integrated and coordinated manner for the successful implementation of the programme.

DESCRIPTION OF THE PROJECT

Phase one of the project was a three-year implementation of the Teenage Pregnancy Project. This Cordaid funded project was implemented alongside three local partners in 5 chiefdoms across different districts. Phase one ended last year and has been transformed and scaled up into an integrated and multidisciplinary project for phase two.

About Phase 1

Phase one **Teenage Pregnancy Project** was developed to create and strengthen structures of sustainable collaboration between Sierra Leone adolescents, communities, local authorities and local service providers (health, education, police, FSU's, court) to jointly steer, collect evidence, monitor, act and give voice to the teenage pregnancy including HIV/AIDS and STIs, early marriage and SGBV reality in their catchment areas. Because of the different types of target groups involved and the ambition to collect evidence and to pilot a new model, the choice was made for a harmonized composition of target groups in the two (2) Districts. The direct target groups can be divided into three (3) types: A: adolescents and community members, B: service institutions and C: District and national authorities/stakeholders.

Key reason for TPP 2.0 is to scale out existing TPP 1.0 components which were adopted by the Teenage Pregnancy Secretariat and to also add and strengthen new components listed below:

Guiding Theme: WOMEN IN EVERYTHING

1. **Use of Cordaid Results Based Financing expertise:** To link RBF to projects (Community, Education, Health and Policing RBF)
2. **Greater use of technology as a tool for safety, awareness, decision making, and policy**

3. **Creation of women-friendly laws and policies**
4. **Improving economic opportunities for women**
5. **Creation of more community structures**
6. **Focus on data for protection and decision making**
7. **Strengthening the link between the community and the Police :** Through our ongoing RBF Program with The Sierra Leone Police, we aim to improve service delivery on GBV related issues and SRHR abuses and breach of confidence and trust relating to GBV and SRHR.
8. **Building safe communities:** Ensuring women and girls in communities are aware of the predators in their communities through technology, community activism, and Police.
9. **Providing Access to Finance and Economic Opportunities:** To be done through Cordaid Investments Microfinance Investees
10. **Strengthening Police and Local Policing Coordination and alignment with communities and their SRHR needs:** To be done through RBF and using SRHR and GBV indicators for verifications.
11. **Partnerships and exchanges:** Institutional with other country municipalities; institutions; and also on a national level

JOB TYPE, SALARY, LOCATION AND PURPOSE OF FUNCTION

Full-time: 40 Hours a Week

Term: One Year renewable based on availability of funding and performance

Annual Salary: 70-100 Million Leones based on experience plus ancillary benefits

Locations: The Deputy Program Coordinator will be based in the Cordaid Sierra Leone Freetown office with possible international travel to any Cordaid Country Office. He/she be reporting to the Cordaid Sierra Leone Country Director and collaborating actively with the experts of the different Departments and Units at Cordaid Sierra Leone. S/he is also expected to have strong working relationships with our Global Office in The Netherlands.

DUTIES AND RESPONSIBILITIES

Under overall guidance and direct supervision of the Country Director, the Program Coordinator will be responsible for all following functions, in no particular order of priority,

- Cofacilitate and co-conduct a mapping and analysis of the pilot site and prospects for application of the RBF for S&J approach, including opportunities and threats.
- Assist in the development of the pilot project planning framework, including intended outputs, timeframe, and expenditure plan in accordance with the budget envelope
- Ensure that agreed project management methods standards and processes are maintained throughout the project's lifecycle
- Conduct field visits and follow-up on programme implementation
- Support Health Programme coordinator to organize workshops and trainings
- Support Program Coordinator and partners in programme implementation and maintenance of project plans
- Assist the programme Coordinator produce reports, monitor expenditure of program financial resources against budget.
- Strict compliance to internal standards and utilizing the appropriate Cordaid Sierra Leone systems, including management of the budget and **Project Based Working**.
- Participate in project-related peer exchange, technical assistance and learning activities, including possible travel to other countries.
- Participate in programme review meetings, technical assessments and in the identification and dissemination of lessons learnt from the health program that can be used for to inform and influence future work in Sierra Leone.
- Support Cordaid Sierra Leone to identify opportunities for development of new or more integrated programs with a focus on gender and youth, in collaboration with Cordaid's Global Unit
- Identification of possible external donor support for S&J projects
- Comply with all relevant CORDAID policies and procedures with respect to Child Protection, Gender and anti-sexual harassment policies.

KEY PARTNERS

Internal: Cordaid Sierra Leone Private Sector Development Dept, Cordaid Sierra Leone Health Dept., Cordaid Sierra Leone Financial Inclusion Unit, Cordaid Education RBF Communities of Practice, Cordaid Sierra Leone Security and Justice Dept, Cordaid Sierra Leone Community Development and Resilience Dept, and internal support staff such as Finance, Procurement, Admin, HR, I.T, and others when needed.

External: Government MDA's, Private Sector, Investment Programs, Cordaid Enterprise Academy Graduates and Current Cohorts, Sector specific technical staff, Alternative and Standard School Institutions, exchange program participants, etc

EDUCATION AND JOB-RELATED SKILLS

- Bachelor's degree in Public Health, Economics, Development Studies, Project Management or related education
- Knowledge of and familiarity with project cycle management is essential; experience with advocacy on SRHR and gender, are distinct advantages
- Experience in Project Based Working

RELEVANT WORK EXPERIENCE

- Minimum of two years' experience in implementation of SRHR, Teenage Pregnancy or related projects
- Experience in women's and girl's human rights especially SRHR and gender dimension of human rights, including civil and social rights and SGBV.
- Good working knowledge in or proven ability to learn basic aspects Results Based Financing
- Demonstrable working knowledge of Donor and Sierra Leone's Procurement Policies
- Strong Project Management and Project Based Working Skills
- Strong skills and ability in using software (Power BI, Sharepoint, Microsoft 365)
- Proven knowledge in designing and implementation of monitoring, evaluation, and learning processes
- Proven knowledge in data collection and reporting techniques; strong knowledge in commcare, DevResults and IATI is an added advantage
- Strong facilitation techniques
- Demonstrate gender and safeguard ethics and integrity
- One-year experience as a gender/safeguarding focal point is a plus

BENEFITS OF WORKING AT CORDAID

- Global Organization with a development and systems building focus across sectors
- Access to **Cordaid Online Learning Platform**
- Embedded coaching and mentoring into internal supervision models
- Training budget for every employee
- Energetic and driven team of professionals
- Integrity, equity, and empathy are our social guiding principles
- Trust, cooperation, accountability & solution orientation are our core values
- Growth opportunities if pilot is funded externally

Field visits play a large part of this role and as such, it is expected that the candidate is willing and able to take part in such activities in all weather conditions – An INGO or rented vehicle will be made available

TO APPLY



Send your Cover Letter and CV by email to the Human Resource & Operations Manager at:
jobs_sl@cordaid.org

Please address the Subject of your email as: **We don cam Program Coordinator**
Only successful applicants will receive a response

DEADLINE FOR APPLICATIONS IS February 10th, 2020 @ 5PM

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY



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ON JOB OPPORTUNITIES AND
WHAT WE DO**