

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
ACT NOW! Country Coordinators		External Relations, Advocacy and Communication	
Location:	Responsible to:	Date:	Rank:
One coordinator in each of the following countries: Cameroon, Chad, Mali and Sudan	Act Now! Project Manager	March 2021	E2

JOB PURPOSE

Breaking Barriers: Act Now for women and girls in forgotten crisis (ACT NOW!) project aims to empower women and girls, specifically refugees, internally displaced persons, and returnees living in forgotten crisis settings. The project works in Cameroon, Chad, Mali and Sudan to assert SRHR and influence decision-making processes in an environment that is conducive for gender equality and elimination of all forms of sexual and gender-based violence (SGBV). The programme has a strong focus on strengthening the capacity of local civil society organizations (CSOs) in gender-based violence, to include coaching, mentoring, and peer to peer learning.

We are seeking 4 Country Coordinators (one per country) for Cameroon, Chad, Mali and Sudan with broad experience in coordinating global family planning and sexual and reproductive health (FP/SRH) programmes.

To ensure efficient and effective country level coordination of the programmatic and financial delivery of the project. To be the main focal person for the specific country to report and keep in communication with the Project Manager.

To be responsible for supporting and coordinating the selected country partners including provision of capacity building.

It is essential that successful candidates have the right to work within the country in which they will coordinate and have experience of living and working in one of these countries .

2. KEY TASKS

1. To coordinate and facilitate the operationalization of smooth partnership between IPPF and partners in the country including CSO selection and support workplan development.
2. To provide support to all country partners to implement the project in cost-effective and efficient ways (identifying synergies within the project and with other similar programs, identify challenges and contribute to solution seeking, organise workshops, documenting and promoting good and best practices).
3. To serve as a link between IPPF and the partners in the country (and vice versa) for various technical, operational, financial and administrative needs. As well as, sharing progress, achievement, success stories, challenges, feedback, guidelines, tools, etc.
4. To identify, trouble shoot and escalate issues of concern from the country partners to the project manager at IPPFARO.
5. To undertake regular project site visits to assess project implementation, identify challenges and contribute to solutions.

6. Support coordination of strong and effective links between various partner efforts to ensure successful delivery of the project targets.
7. Identify and support opportunities for evidence generation and documentation, including coordination of initiatives with local research organizations as per the research consortium partner.
8. Ensure data reporting timelines and quality standards are met, and support of data quality action plans.
9. Coordinate monthly timely reviews with country partners.
10. Oversee annual client exit interview process and periodic data collection initiatives, including contracting of local researchers, ensuring adherence to protocol and timelines, and supporting logistical arrangements as and when required.
11. Support the Research and Monitoring consortium partner visits and data collection including baseline and Edline processes.
12. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
13. To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
14. To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
15. To undertake such other reasonable duties to support IPPF ARO, as may be requested from time to time.
16. Demonstrate an understanding of and commitment to safeguarding in local and international context and demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policies.

3. RESPONSIBILITIES

a) Staff responsibilities carried out by the job holder

No line management.

b) Financial responsibilities carried by the job holder

The postholder will be responsible for monitoring the country project workplans and budget of the project.

c) Advisory responsibilities carried out by the job holder

The post holder will monitor all stages of the project cycle and implementation of the project at country level.

The post holder will advise the Project Manager on progress related to the country partners performance, results and expenditure.

The post holder will advise teams from across Programmes, Finance, External Relations and Performance areas on progress in relation to the project activities.

To support the Project Manager and finance manager in reviewing and advising on effective and efficient country workplans and budgets as required to monitor and review the programme.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

- Master's Degree or equivalent in the relevant field (social sciences, public health, public/business administration, international development or similar relevant field).

5. PROVEN ABILITY

- At least four years of experience working with and managing SRHR programmes implemented by the NGO sector.
- Experience managing or providing support to major donor funded initiatives, preferably the European Commission.
- Strong country experience of supporting NGOs or partners to drive change at national level, including an understanding of the challenges and capacity needs of national organisations working in service provision and national advocacy.
- Experience working in partnership with other agencies or working with a consortium.
- Good knowledge and understanding of gender, SGBV and human rights issues and programming.
- Strong understanding of SRHR, international development and humanitarian sector, gender equality and women's empowerment is strongly desirable.
- Significant experience of working in a complex organisation dealing with a breadth of fast-changing and controversial issues.
- Experience of federation or network working highly desirably

6. SKILLS

- Good project management and coordination skills and experience, particularly with regards to programme quality, financial management, risk management, and donor compliance, with a proven track record in these areas.
- Proven experience in coordination and liaison roles for projects implemented by multiple partners.
- Proven ability to manage multiple, complex and often competing tasks/projects.
- Dynamic results focused individual.
- Networking skills and relationship building skills, and excellent abilities to collaborate effectively with a wide range of stakeholders in a multi-partner consortium.
- Outstanding written and verbal communication skills in English and French (or Arabic for Sudan).
- Experience in FP/SRH projects particularly working in fragile settings desirable.
- Articulate and analytical with attention to details.
- Strong, creative and constructive problem-solving skills.
- Commitment to the investment in, and empowerment, of IPPF MAs and partners.
- Knowledge of and experience with monitoring and evaluation practices and principles.
- Excellent IT skills – Word, Excel and PowerPoint.
- Fluent oral and written English and French (Arabic for Sudan) is essential.

7. PERSONAL COMPETENCE

- Rights-based and gender-sensitive perspective.
- Understanding of development issues, especially Sexual and Reproductive Health and Rights.
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- Discretion in handling confidential information.

- Willingness to travel to project countries or other countries in the region (subject to COVID-19 restrictions) as part of management of the European Union funded project.
- Understanding of, and a commitment to, safeguarding including child protection, in a local and international context.
- Supportive of a woman's right to choose and to have access to safe abortion services.