

## Terms of Reference

### IMPACT COUNTRY COORDINATOR

<b>Title:</b>	IMPACT Country Coordinator
<b>Supervisor:</b>	IMPACT Executive Director
<b>Location:</b>	To be defined
<b>Duration:</b>	6 months (renewable)
<b>Start date:</b>	As soon as possible

#### BACKGROUND

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectiveness are expected to reach 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

#### FUNCTIONS

Under the supervision of IMPACT's Executive Director in Geneva, the Country Coordinator is responsible for representing IMPACT and managing and developing IMPACT's programs in his/her country and relevant regions. He/she leads the IMPACT team to achieve program excellence and ensure the highest level of accountability.

#### Responsibilities

##### **1 Program Development and Fundraising**

1.1 *Context analysis:* Ensure IMPACT has an up-to-date understanding of:

- The country's socio-economic situation, the impact of a crisis and the aid/humanitarian situation;
- The aid/humanitarian planning, coordination and response mechanisms, as well as key aid/humanitarian stakeholders.

1.2 *Program development and roll out:* In close coordination with HQ, develop, implement and review programme strategies and identify strategic opportunities for strengthening IMPACT's work in the country, and in particular:

- Ensure IMPACT activities are relevant and have a measurable impact on the humanitarian response;
- Follow up on opportunities for IMPACT's program development and strengthening of interventions;
- Formalize a country strategy in alignment with global/regional strategies, priorities and programs.

1.3 *Donor relationship and Proposal development*

- In close coordination with IMPACT HQ, approach donors to identify funding to support IMPACT's programs (including, as relevant, REACH, PANDA and AGORA) in country;
- Oversee project proposal conceptualisation (problem statement, logframe) within the framework of the country, regional and global strategy and submit proposal to HQ Grant Management Unit for validation.

## Terms of Reference

### 2 Programs Management

#### 2.1 Program Planning and Implementation:

- Ensure that all IMPACT programs contribute to supporting better aid planning and are aligned with IMPACT global and country strategies;
- Ensure that all programs are planned in line with relevant project objectives and with IMPACT's research cycle and other relevant guidelines;
- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information and conducting field visits to program sites for monitoring, quality control and program staff mentoring and coaching;
- Ensure the required level of coordination with partners in program planning and implementation.

#### 2.2 Monitoring and Evaluation

- Ensure the development and application of a M&E system/plan for each program, in line with IMPACT's M&E guidelines;
- Lead on internal and external program evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary;
- Ensure learning by the country program from relevant best practice internally and externally both nationally and globally and make learning available for other programs.

### 3 Staff Management and Administration

#### 3.1 Staff Management

- Ensure that IMPACT staff, as well as national staff working in IMPACT programs (including REACH, AGORA, PANDA) understand and are able to perform their roles and responsibilities related to country operations and links with HQ;
- Mentor and support the team to build capacities, and improve efficiency and performance, and follow career management of international and national staff working in IMPACT programs;
- Ensure regular update with HQ HR about staff potential, career management, training opportunities, contractual issues, difficulties faced with or expressed by field-based staff.

#### 3.2 Administration and HR management

- Develop and update country organogram and staff recruitment plan, in line with the needs of country strategy and existing budgetary and programme requirements;
- Links with HQ HR to provide regular update on IMPACT international staff, as well as senior national staff working in IMPACT programs;
- Ensure timely attendance sheets, leave plans, as well as exit forms for departing staff.

## Terms of Reference

### 4 Internal communication and coordination with ACTED teams

#### 4.1 Internal communication

- Ensure implementation of regular internal team meetings, as per IMPACT internal communication guidelines;
- Ensure regular reporting to IMPACT HQ through the Monthly Coordination Report, as well as direct reporting to HQ grants management, finance, HR and program departments.

#### 4.2 Coordination with ACTED – valid in all countries where IMPACT teams are hosted by ACTED

- Regularly coordinate with ACTED's Country Director through weekly meetings and the submission of monthly updates;
- Ensure compliance of IMPACT staff to ACTED FLAT and security procedures. Facilitate coordination between IMPACT programs and ACTED Area Coordinators where relevant;
- Ensure that all IMPACT staff, as well as staff working under IMPACT supervision (in REACH/AGORA/PANDA projects), is aware and fully abide by ACTED's regulations in terms of administration, logistics and security.

### 5 Project and FLATS management

#### 5.1 Grant and Project Management

- Ensure timely organization of project kick-off, review/update and end of project meetings;
- Monitor output achievement, cash burn rates and ensure a time completion of projects through review of BFUs, Project factsheet, and project reports;
- Ensure that contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements, in close coordination with HQ Grants Management and (as relevant) with other departments.

#### 5.2 Finance Management

- Control project budgets to avoid under/over spending, in link with IMPACT HQ finance;
- Ensure accurate and timely financial reporting, in link with IMPACT HQ finance;
- Ensure accurate budget expenditure tracking and forecasting, in link with and IMPACT HQ Finance (as relevant) with ACTED finance.

#### 5.3 Asset Management

- Ensure proper asset management;
- Ensure proper IT systems, data back-up and protection from malware;
- Ensure implementation and maintenance of country server for secure storage and sharing of internal documentation.

#### 5.4 External Audit Follow-up

- Support the preparation of external audits in close collaboration with HQ Finance.

## Terms of Reference

### 6 External relations

- Establish, maintain and improve active and regular working relationships with coordination platforms (clusters, sectors, working groups, NGO forum, HCT, etc.), UN agencies, donors, NGOs, consortia, academia, etc.;
- Promote a regular and pro-active contribution of IMPACT and its programs in key aid decision-making forums (including HCT, donor coordination meetings, inter/cluster meetings, etc.) and for key decision making milestones (HNO/HRP, donor financial years, etc.);
- In close coordination with HQ, lead the dissemination of research/program products/outputs, including through in country presentations, website articles, journal articles, IMPACT social media contents, targeted e-mails, meetings, etc, in line with IMPACT Dissemination and External Communication guidelines. Support IMPACT HQ in global-level dissemination related to the country mission, including through provision of updated information for website and social media, organization/attendance to HQ level events, briefings and panel discussions.

### Confidentiality

The Country Coordinator will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

### REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar)
- Proven track record in successful management of international and national teams in humanitarian contexts
- Excellent analytical skills
- Fluency in both oral and written English, with experience in report writing at a graduate or professional level and excellent drafting skills
- Ability to work in a cross-cultural environment and strong capacity to work in intercultural teams
- Excellent team working and communication skills
- Familiarity with the humanitarian aid system
- Ability to work independently and with initiative
- Ability to think creatively and use initiative to develop new tools and processes
- Experience in assessments, M&E, field research, evaluations

### CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

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### HOW TO APPLY

Please send in English, your cover letter, CV, and three references to [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

**Ref: 18/CD01**

Please indicate the reference in the subject line of your email.

**Only shortlisted candidates will be contacted.**