

## COUNTRY COORDINATOR IN IRAQ

(Reference: 20/IRQ/CC01)

### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

### We are currently looking for a Country Coordinator to support our team in Iraq

<b>Position:</b>	<b>Country Coordinator</b>
<b>Supervisor:</b>	IMPACT Executive Director
<b>Contract duration:</b>	12 months
<b>Location:</b>	Erbil, Iraq
<b>Starting Date:</b>	ASAP

### FUNCTIONS

In his/her mission, the Country Coordinator will originally be hosted by a partner organization and support ACTED in establishing operations in country. Once ACTED operations have been established, IMPACT will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations, and support ACTED teams in ensuring that all IMPACT staff abide by them.

## 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:

- Consolidate and strengthen ongoing programming and operations;
- Ensure IMPACT activities are relevant and have a measurable impact on the aid/humanitarian response;
- Identify new areas in which IMPACT can add value to the aid/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, review with ACTED and/or other relevant country partners as relevant, and submit proposal to HQ Grant Management Unit for validation;
- Oversee budget design, in close consultation with ACTED (as relevant), and submit to IMPACT HQ finance for validation;
- Ensure application of IMPACT guidelines on proposal, budget and contract design;

### 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 that all programs are conducted in coordination with and, when relevant, undergo the validation by IMPACT HQ;

- Supervise all stages of program implementation, receiving regular updates from team members providing inputs when required, and conducting field visits to program sites for monitoring, quality control and program staff mentoring and coaching;
- Maintain regular link with ACTED (as relevant) to facilitate the provision of logistic, administrative and security support to facilitate program implementation, as well as ensuring that IMPACT teams comply to ACTED's security and other relevant FLAT regulations during program implementation;
- Ensure the required level of coordination with partners in program planning and implementation;
- Keep track of progress and delays of all program implementation. Ensure that delays or identified problems for specific programs are reported to HQ in writing and orally in a timely manner.

## *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; organise a program review workshop and document lessons learnt at the end of each program.

## **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;
- Promote team building, productivity and staff welfare;
- 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 in country staff receives an appropriate introduction and training upon arrival/hiring.

### *3.2. Administration and HR management*

- Ensure transparent and timely recruitment of national staff working in IMPACT programs (in coordination with ACTED where relevant) and contribute to international staff recruitment upon HQ identification;
- In coordination with IMPACT HQ and (for national staff, when relevant) ACTED country HR, proactively adapt the staffing structure to needs and funding;
- Develop and update country organogram and staff recruitment plan, in line with the needs of country strategy and existing budgetary and programme requirements;
- Ensure regular performance appraisal and career management;
- Ensure timely attendance sheets, leave plans, as well as exit forms for departing staff.

## 4. Internal communication and coordination with ACTED teams

### 4.1. Internal communication

- Facilitate internal communication within the team and information sharing for a positive working environment;
- 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;
- Ensure that any risk to IMPACT programming, projects or staff is as soon as possible communicated to and understood by IMPACT Executive Director and relevant HQ head of departments.

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

- Regularly coordinate with (once in country) ACTED's Country Director through weekly meetings and the submission of monthly updates;
- Ensure regular coordination with IMPACT HQ Project Development, Finance and other FLAT departments at all stages of project development and implementation, including consultations for donor discussions, participation in project kick off and lessons learnt meetings, joint drafting of monthly internal updates (BFU, RFUs, allocation tables, etc), and drafting of donor reports or amendment requests;
- Ensure compliance of IMPACT staff to (once operational) ACTED FLAT and security procedures. Facilitate coordination between IMPACT programs and ACTED Area Coordinators where relevant;

## 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 contractual monitoring and evaluation indicators are identified and tracked in a timely manner;
- Provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points;
- Ensure adequate contribution to project and proposal follow up tools through the timely submission of monthly updated Reporting Follow Up (RFU) tool.

### 5.2. Finance Management

- Control project budgets to avoid under/over spending, in link with IMPACT HQ finance and (as relevant) ACTED finance; Anticipate financial risks and gaps in funding;
- Ensure accurate budget expenditure tracking and forecasting, in link with and IMPACT HQ Finance (as relevant) with ACTED finance;
- Ensure timely and accurate finance reporting to HQ finance, including monthly submission to HQ of updated Budget Follow Up tables (BFUs) for all projects, and staff allocation tables.

### 5.3. Asset Management

- Ensure proper asset management;
- Ensure proper IT systems, data back-up and protection from malware;

### 5.4. External Audit Follow-up

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

## 6. External relations

- Establish, maintain and improve active and regular working relationships with coordination platforms (working groups, task forces 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 where relevant (including working groups, donor coordination meetings, etc.);
- Ensure that IMPACT and its programs are well understood by key aid stakeholders and that potential partnership options have been explored when relevant;
- 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;

## 7. Others

- Other tasks as requested by Executive Director.

### KEY PERFORMANCE INDICATORS

- Management of Program Cycles
  - # of program cycles completed and completed in a timely manner
  - For research, average number of days between start of data collection and final product validation, by type of product
  - # of actors participating in program cycles by type
  - # of actors accessing and using program products and reported level of satisfaction
  - # of references to research findings in key humanitarian planning and response documents
  - % of research cycles with complete documentation folder (validated TOR(s)/Methodology note(s) for assessment(s) including all annexes; validated data set(s) and cleaning log(s); validated output(s).
- Staff Management
  - Retention rate among international and national staff
  - Progression in staff performance
- Internal communication
  - Regular and timely holding of internal coordination meetings and submission of reports to HQ

- Project and FLATS Management
  - % of projects completed on time without the need for a NCE
  - % of projects with contractual targets/indicators met
  - % ineligible expenses in overall annual budget and % change as compared to previous year
  - % of over/under-spend in budget and % change as compared to previous year
  - % of projects with completed internal documentation folder (project factsheet, with updates as per contractual changes, kick off minutes, end of project minutes, with end of project factsheet completed)
- External relations
  - Number of institutional partnerships with clusters, IM working groups, coordination mechanisms, etc
- Program Development and Fundraising
  - # of global IMPACT initiatives and pillars operational in country and % change from previous year
  - % annual budget increase/decrease of the mission as compared to previous year
  - Number of donors in portfolio and % change as compared to previous year

## 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's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar)
- Previous experience in a senior management role in a INGO at field level
- 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
- Proven ability to work in a cross-cultural environment and strong capacity to work in intercultural teams
- Excellent team working and communication skills
- Familiarity with humanitarian and development contexts
- 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
- Working experience in the region is desired

## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- Food and lodging provided at the organization'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