

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE - PROJECT MANAGEMENT

Purpose / Role

To ensure the appropriate and professional implementation of the Project in the most effective manner possible. In particular to make every effort to ensure that the Project's objectives/outputs are achieved according to the work plan and within the contracted project period.

Responsibilities and Tasks

S/he will serve as leader and coordinator of the project team in order to ensure the overall successful implementation, reporting and management of a project.

A. Project implementation

- A1. Should be familiar with the Project documentation (which should include but not limited to):
- the donor contract
 - required Donor procedure manuals
 - MOU with the line Ministry
 - the approved Project proposal and budget.
- A2. Review the Project files held by the Country Office and ensure that copies of the above documents are readily available. S/he should also establish, as required, Project working files.
- A3. Review existing Project outputs and indicators so as to ensure that they are appropriate and realistic, and if required suggest changes to line management.
- A4. Develop Project start up plans in consultation with Project staff, line management and local government partners. Following project initiation, develop regular (monthly) implementation plans and reports.
- A5. Establish and implement Project monitoring and evaluation systems in order to provide regular information on progress towards objectives and assess the impact of the Project.
- A6. Provide technical assistance and support to Project and counterpart staff as required.

B. Financial/Asset Management

- B1. Use established project financial management and monitoring systems that are compatible with Country Office policies and procedures.
- B2. Authorise all necessary Project site expenditure within CO "Limits of Authority" table and ensure that Project expenses are kept to a minimum consistent with sound administrative and financial practices.
- B3. Ensure that Project suppliers and locally paid staff are paid promptly and adequately through liaison with Country Office finance staff.
- B4. Ensure that Project expenditure is being coded correctly and consistently (that is allocated to correct budget lines) and that donor funds are used solely for the purposes for which they were granted and in accordance with relevant CARE CO and donor guidelines.
- B5. Establish an asset register for all assets purchased by or provided to the Project in line with standard CARE CO policies.
- B6. Ensure monthly Project expenditure reports are submitted to the CO finance office for the month's expenditures and provide receipts linked to these reports as and when transport is available.
- B7. Check monthly Project financial report for accuracy and appropriateness. Regularly discuss with Finance Manager concerning financial reporting issues, errors, trends, payment delays and related matters.
- B8. Monitor expenditure on a monthly basis against the approved budget. Review expenditure projections to ensure that expenditure stays within budget. Significant actual or anticipated expenditure variances against the budget should be included in the monthly report to line management together with any recommendations for changes to the budget.

C. Contract Management

- C1. Should be aware of the CARE CO Contract Management Policy.
- C2. Ensure that contractual compliance obligations to the donor are understood and adhered to, by all relevant Project staff.
- C3. In the event of any urgent and serious matters, provide immediate reports to line management whichever or Country Director.

Such matters of significance may include:

- Personnel/staff,
- security,
- financial or asset control,
- project performance,
- legal problems,
- events likely to gain adverse publicity, and or
- any other matters felt to be of significance by the Project Manager.

C4. Assist line management to meet all donor, relevant CI members and CARE International reporting requirements in a timely manner.

C5. Ensure that any necessary changes to the project design, objectives, outputs or budget are identified and brought to the attention of line management in a timely manner

C6. Ensure the effective management, maintenance, security and legitimate usage of all project facilities, vehicles, personnel and equipment.

D. Personnel Management

D1. Develop, define and maintain updated job descriptions for all relevant Project staff, which clearly delineate the roles and responsibilities of each staff member.

D2. Work with line management and Administration Section regarding the recruitment of staff for all project positions including short-term consultants. Ensure that CARE's recruitment procedures and equal opportunities policy are followed.

D3. Ensure that all staff clearly understand their roles and responsibilities. On the basis of their job descriptions monitor staff performance and provide constructive feedback to staff in line with CARE CO Performance management procedures.

D4. Identify the key skills required by all Project staff to effectively fulfil their designated roles and where necessary suggest or plan staff training to fulfil such needs as well as provide on the job training and coaching/mentoring.

D5. Assist all Project staff to have access to training in order to develop their skills beyond the requirements of their current position.

D6. Actively assist national staff, in particular women, assume greater responsibility within project activities and 'foster' their long-term professional development.

D7. Ensure that staff participate in the development of project weekly/monthly work plans.

D8. Ensure that the provisions of CARE COs Staff Policy are being complied with. In particular, ensure that working hours, annual, sick leave and other leave provisions are being applied and liaise with the Admin. Section regarding relevant staffing issues.

D9. At all times ensure the safety and security of all Project staff in line with CARE COs policies and procedures.

E. Government Liaison/External Relations

E1. Establish and maintain positive working relationships with other institutions involved in the project. This should include regular contact to ensure they are fully and appropriately involved in the Project.

E2. Establish local procedures in order to liaise effectively with local government institutions. This may include such things as:

- Planning
- Implementing
- Reporting
- Budget expenditure and acquittal
- Monitoring and evaluation
- Any other aspect that requires local government understanding and support for effective project management.

E3. Assist line management to meet all required reporting requirements both narrative and financial promptly.

E4. Comply with host government priorities and policies where these complement (are consistent with) with the CARE CO Mission and Vision as well as with donor contractual obligations and the need to ensure project quality.

E5. Facilitate and provide the opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Project.

- E6. Develop, maintain and strengthen relations with other agencies working in the same geographic or technical area
- E7. Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the Project and the reputation of CARE International.

F. Policy Development.

- F1. Actively contribute when requested, to the development of the CARE country office and CARE International policies and procedures on all matters.
- F2. Where appropriate, contribute actively to the national development policy debate through participation in seminars, meetings etc.

Reporting Lines/Line Management

To be determined subject to the specific nature of the project. Likely report Assistant Country Director or Program Manager.

Key Internal Contacts

Project staff and CO personnel

Key External Contacts

Donor/Project stakeholders/Host government/UN agency

Selection Criteria

Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

Technical Competencies required for this position

- A minimum of 5 years experience project management and implementation within an INGO or related environment, an expectation of at least 2 years applied in-country.
- Ability to develop and foster external organizational relationships and applied representation skills.
- Readiness to work with people of all backgrounds without bias.
- Ability to coach and mentor staff in a cross cultural environment.
- Advanced written and spoken English Language skills.