



Terms of Reference

National Program Coordinator

Job Description:	National Program Coordinator
Reporting:	Regional Program Manager - DARE Regional Program
Duration of Contract:	24 months (starting from June 2016)
Location:	Based in Ukraine, frequent travels to program locations in Kharkiv, Kyiv and Lviv oblasts

The main thematic areas of intervention of Caritas Vienna International Programs Department are Assistance to Children, Humanitarian Aid and Home-based Care. The partner countries where the department is operational are Ukraine, Moldova, Serbia, and Romania.

As part of Caritas Vienna International Programs Department, the “National Program Coordinator” will work to assist the implementation of a regional program called DARE Regional program in Romania, Moldova and Ukraine. Ten national organizations in the three countries partner with Caritas Vienna to implement the two-year DARE Regional Program which focuses on children and youth, in particular on interlinking education and child protection.

The National Program Coordinator for Ukraine (NPC-UA) will work under the supervision of the Regional Program Manager on supporting four DARE Implementing Partners (IPs) during all stages of implementation, in particular with regard to quality assurance, cooperation and support to create a community of practice at a regional level for exchange of best practices and lessons learnt.

1. Projects' Support (reporting to Program Manager DARE)

Project Monitoring and Quality Assurance

Responsibilities/duties

Quality management

- 1.1 Support the implementing partners in ensuring the quality of implementation of activities and achievements of results;
- 1.2 After receiving training in Monitoring Evaluation Accountability and Learning (MEAL) at the beginning of the engagement, assist implementing partners to monitor project activities and prepare timely field progress reports using MEAL tools and following the reporting formats;
- 1.3 After receiving trainings in the use of SAPI finance for the monitoring of costs and cash-flow, assist the finance staff of implementing partners to use SAPI finance correctly and timely;
- 1.4 Ensure that other children Projects implemented by the same partners and funded by Caritas Austria will also benefit from the increased capacities and quality management of staff working in DARE Program, while ensuring that existing knowledge and expertise within each organization is maximized;
- 1.5 Keep accurate recording and archiving of all activities, including financial records, data, pictures, attendance sheets, activity reports, correspondence, etc.;
- 1.6 Identify shortfalls and obstacles in the implementation of planned activities at the country level that would require immediate action and propose relevant recommendations and corrective measures;
- 1.7 Information gathering and report to the Regional Program Manager on activities by other organizations to contribute to better coordination and complementarity;

Program Support tasks

- 1.8 Work closely with project partner(s) team counterparts to ensure effective coordination and communication between the organizations;
- 1.9 Maintain positive working relations with local Government in particular Ministry of Education, and with relevant stakeholders in Education and Child Protection to ensure cooperation and success of project implementation;
- 1.10 Regular exchanges between Regional Program Manager and the National Program Coordinators for Moldova and Romania, to align on approaches, exchange on challenges and propose solutions;
- 1.11 Participate in the preparation and implementation of assessment missions, audits and external evaluations when required;
- 1.12 Assist in the preparation/facilitation of workshops and trainings as well as monitoring visits from the Regional Program Manager;
- 1.13 Quality interpretation of meetings, translations when needed by the Regional Program Manager and minutes taking during key meetings.

2. Requested specification and experience

Knowledge and experience

- 2.1 Bachelors or Masters in Humanitarian, Development Studies, Social Sciences or related field (preferred);
- 2.2 Minimum of 3 years of experience in a management position for NGOs;
- 2.3 Solid knowledge and experience working in Child Protection;
- 2.4 Solid knowledge of Project Cycle Management and proven track records in program management (ability to write reports, planning and monitoring, knowledge of reporting and budgeting);
- 2.5 Knowledge of quality assurance and monitoring tools;
- 2.6 Familiarity with databanks and filing systems;
- 2.7 Experience of working with institutional donors such as EU, ECHO, UN, USAID etc. an asset;

Skills and attitude

- 2.8 Project cycle management;
- 2.9 Child Protection sectoral knowledge a distinct advantage;
- 2.10 Flexible, autonomous worker, able to operate in fluid and sometimes insecure environment;
- 2.11 Interpersonal and organizational sensitivity;
- 2.12 Ability to work within a team;
- 2.13 Readiness to travel to program's locations frequently;
- 2.14 Knowledge of English (fluent written and oral); and Russian and Ukrainian;
- 2.15 Experience with multi-donor and multi-site programs;
- 2.16 Commitment to and understanding of Caritas' aims, values and principles including rights-based approaches.

3. Quantification of the Activities

- Support to implementation (including monitoring, and revisions, etc.) 40%
- Support to DARE partners 20%
- Reporting 20%
- Administrative tasks 20%