



**The Somali Institute for Development and Research Analysis (SIDRA)
Terms of Reference (ToR)**

| I. General Information | |
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| Position: | Program Coordinator |
| Department: | Programs |
| Duty Station: | Garowe, Puntland State of Somalia |
| Duration of Assignment: | One Year with possibility for extension |
| Probation period: | 3 months |
| Reporting: | Executive Director |
| Supervisory Responsibility: | To manage the planning, implementation, supervision and reporting of ECW programme and support other SIDRA programmes in accordance with the organisation's mandate |
| II. Background Information | |
| <p>The Somali Institute for Development Research and Analysis (SIDRA) provides quality research and development services to public and private entities in Somalia. SIDRA offers technical innovative solutions through knowledge-based policy researches, policy briefings, capacity building and policy change and informing projects. We generate new knowledge that contributes to addressing the obstacles to the development of Somalia. Our studies, Policy Briefs and Projects mainly focus on Gender and Women's Empowerment, Good Governance and Democracy and Socio-economic Development of Somalia. SIDRA since 2015 has been a fully registered and licensed non-governmental research and policy support organisation within Puntland State and Federal Government of Somalia.</p> <p>Puntland Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP) targets to improve learning and wellbeing of 400,000 children and youth affected by crises in Puntland. It will extend education opportunities to primary school children from the most disadvantaged & socially excluded children from urban poor host communities, IDP communities and returnees through primary education, Accelerated Education Programmes (AEP) and alternative basic education (ABE). The project also targets duty bearers as a means of fulfilling the education related child rights of the primary target group. Duty bearers include the MoEHE and local education authorities, community education committees, parents, guardians, community members and teachers.</p> <p>It is from that background that SIDRA is looking for a programme Coordinator to run this project and also provide administrative and coordination support to SIDRA's other projects as conductively possible.</p> | |
| III. Major Activities/Expected Results | |
| ECW Project Coordination | <p>Coordinates the ECW project and work with the ECW partners to guarantee the smooth implementation of the project by:</p> <ul style="list-style-type: none"> (i) Ensuring that all team members at SIDRA understand the scope of the project as well as what they are individually responsible for (ii) Making schedules of what needs to be completed by what date, as well as of team meetings and coordinating the same with other members (iii) Support development and timely submission of project plans, budgets, reports and other documents required by the lead partner (iv) Compiling and maintaining quarterly project reports and minutes of meetings; and |

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| | <p>ensuring financial and narrative reports are submitted to the ECW Project coordinator and Puntland Ministry of Education and Higher Education on time</p> <ul style="list-style-type: none"> (v) Communicating relevant information to SIDRA Executive Director such as change in schedule dates, changes in the project's requirements, unexpected complications etc. (vi) Prepare and submit quarterly project reports (financial and narrative) accordingly and or as required by SIDRA and the lead ECW partner (vii) Contributing to the creation and sharing of knowledge by summarizing and documenting results, lessons learned and good practices from the implementation of the project (viii) Participating actively in meetings and reviews and ensure monitoring missions to assess progress of implementation are undertaken, including field monitoring visits, coordination meetings and other relevant partners forums (ix) Coordinating activities with vendors and suppliers and maintaining relationships with them |
| <p>Program Management</p> | <p>Development/ Fundraising</p> <ul style="list-style-type: none"> (i) Develop fundraising plan, identify funding opportunities with partners and donors in collaboration with the Executive Director and participate in Review, refining and final touching of funding proposals produced by the partnerships manager (ii) Work with the Executive Director to identify donors and present proposals (iii) Provide recommendations in negotiation of programme MOUs and agreements with donors and partners <p>Programs Coordination</p> <ul style="list-style-type: none"> (i) Support development and implementation of SIDRA's programme planning (ii) Prepare and facilitate signing of program grant agreements/ MOUs pertaining to both donors/ partners to SIDRA and SIDRA to partners/beneficiaries (iii) Develop action plans or implementation plans for SIDRA within the framework of the strategic plan, in collaboration with the Executive Director (iv) Organize midterm and final reviews of the implementation of strategic plans (v) Ensure the development and implementation of annual unit targets and asses program staff on the achievements of the targets (vi) Keep the Executive Director informed and updated on all programme matters <p>Reporting</p> <ul style="list-style-type: none"> (i) Ensure project personnel meet donor / partner requirements for timely technical and financial reporting (ii) Ensure appropriate reporting format, quality, and content and timely delivery of reports to donors, partners and other stakeholders (iii) Ensure hard and electronic copies of reports, documents, MOUs are archived (iv) Work with communication unit and unit coordinators to provide appropriate and up to date information and contribute to SIDRA's regular publications (v) Prepare programme reports to the ED <p>Networking & Partnership Building</p> <ul style="list-style-type: none"> (i) Establish, develop and maintain a network of contacts and good working relations with stakeholders, donors and important government partners including relevant Ministries and related line agencies (ii) Organize and facilitate stakeholder meetings in collaboration with relevant |

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| | <p>programmes</p> <p>(iii) Foster program partnerships and collaborations with relevant agencies</p> <p>Administration & Management</p> <p>(i) Work closely with Operations Unit on matters related to administration and finance such as budgets, development and revision of MOU and agreements with partners and beneficiaries of SIDRA</p> <p>(ii) Participate in SIDRA tender committees</p> <p>(iii) Ensure compliance of programme/ projects to agreements, MOUs and regulations</p> <p>(iv) Endorse timesheets claims for researchers and part time professionals</p> <p>(v) Verify bills, receipts, vouchers etc. related to field expenses of ECW and other projects</p> |
| Key performance indicators | <p>(i) Timely ECW Performance & Projects' delivery</p> <p>(ii) A five year Strategic Plan that fits SIDRA's mission</p> <p>(iii) Action plans that meet the objectives and framework of the strategic plan</p> <p>(iv) SIDRA Fundraising plans</p> <p>(v) An Annual target and (balanced) budget for programs unit</p> <p>(vi) Number of project concepts and proposals developed</p> <p>(vii) Number of projects and amount of funding secured during the year</p> <p>(viii) New partnerships and collaborations</p> <p>(ix) Minutes of Program meetings</p> |
| IV: Qualifications | |
| Education | <p>(i) Advanced university degree or its equivalent in any of the following fields: education, project management, community development, business administration, monitoring and evaluation, social work and social administration, development studies and/or other related social science field</p> |
| Experience | <p>(i) Five years of professional experience in development work preferably in programme management in Somalia</p> <p>(ii) Substantive knowledge and practical experience in managing, planning, designing, following-up, monitoring and evaluation of development and policy programmes</p> <p>(iii) He/she has extensive experience managing programmes funded by a diversity of sources including: governments and aid agencies, private sector donors and individual benefactors</p> |
| Skills Mix Requirements | <p>(i) Has strong leadership quality with ability to garner team work conflict management</p> <p>(ii) Has analytical, good writing and essential computer skills.</p> <p>(iii) Demonstrated fundraising, negotiation and conflict management skills.</p> <p>(iv) Good understanding of the government systems, particularly in the social development areas</p> <p>(v) Strong results orientation, with proven experience in using results-based management tools</p> <p>(vi) Excellent technical and narrative report writing skills</p> <p>(vii) Strong verbal and written communications skills are a strong asset</p> |
| Competency Requirements | <p>(i) Special computer skills in Microsoft Office software including but not limited to; MS Excel, MS Word, Outlook, MS PowerPoint</p> <p>(ii) Experience in establishing and maintaining partnerships with donors, government institutions, and other stakeholders/local communities</p> <p>(iii) Communicates effectively and displays an intelligent awareness in stakeholder meetings with partners and donors</p> |

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| Language Requirements | (i) Excellent oral and written English and Somali languages is essential |
| How to apply | (i) Applicants are kindly requested to send their cover letter, curriculum vitae and other supporting documents to: info@sidrainstitute.org by 25th April 2020. (ii) Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews at SIDRA offices |