

## **Humanitarian Capacity Development Center**

### **Program Coordinator**

#### **Draft ToRs**

##### **Background:**

Rahnuma-Family Planning Association of Pakistan (FPAP) is implementing an 18 months program 'Establishment of Humanitarian Capacity Development Center' (HCDC). The program aims to set up and implement FPAP's Humanitarian SRH Capacity Development Centre with a view to build relevant expertise and capacity among selected IPPF's Member Associations (MAs) and collaborative partners in at least 10 high-risk countries across the Federation. FPAP leads the program while MA Uganda is the co-host of the initiative.

The Program Coordinator will lead, provide technical and strategic leadership to the HCDC.

##### **Purpose of the post:**

- To provide overall leadership to the HCDC program.
- To manage the overall humanitarian work across continents as per the work plan and provide technical and strategic direction to the program.
- To liaise with internal and external partners as per program's requirements.
- To lead efforts for resource mobilization as per program's requirements.

##### **Duration of post:**

The duration of the contract will be from 1<sup>st</sup> August 2020 to 30<sup>th</sup> January 2022.

##### **Duties and responsibilities**

###### **1. Provide advisory services and support program implementation under HCDC:**

- Provide programme advisory support to the HCDC team, selected priorities MAs and other implementing partners as necessary;
- Identify programmatic areas for support and interventions related to the program;
- Finalize program policy documents and reports as necessary;
- Organize periodic consultations with key stakeholders such as co-host, humanitarian hub, and regional offices to inform the program implementation and strategies, as necessary.

## **2. Manage the implementation and management of HCDC:**

- Finalize the annual workplan and budget for the program and manage their implementation;
- Manage the technical implementation of the program, ensuring synergies with implementing partners;
- Lead the program' advisory committee meetings, coordinate and provide inputs for the Committee and organize other necessary meetings for program review and/or evaluation;
- Oversee the monitoring and reporting of the program;
- Manage the people and financial resources of the program, including budgets and financial reports;
- Coordinate with program partners, and strategically lead and capitalize on each program partner's respective mandates.

## **3. Oversee technical assistance and capacity development of HCDC program:**

- Provide technical advice to partners and oversee the provision of technical guidance by the team;
- Build, manage, and expand relationships and networks with national and regional partners to support implementation and expansion of the program;
- Serve as an expert resource to partners on the program;
- Implement and oversee capacity building opportunities and initiatives;
- Provide partners with advanced technical assistance, training and capacity development initiatives.

## **4. Build partnerships and support in developing resource mobilization strategies of HCDC:**

- Develop and implement partnerships and resource mobilization strategies;
- Finalize relevant documentation on donors and develop potential opportunities for resource mobilization;
- Analyze and research information on donors, finalize substantive briefs on possible areas of cooperation, identification of opportunities for cost sharing.
- Lead advocacy, knowledge building and communication efforts:
- Represent FPAP in meetings and policy dialogues on issues related to humanitarian work, as requested;

## **5. Manage advocacy strategies and their implementation:**

- Identify best practices and lessons learned to guide program improvement and strategy planning;
- Lead the development of knowledge management strategies and methodologies and products under HCDC.

<b>Key Performance Indicators:</b>
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- Timely and quality of program delivery in line with budget, workplans and the program documents;
- Timely and quality program strategies and contributions towards HCDC;
- Strong and clear leadership/ supervision of team;

- Partners and other stakeholder provide positive feedback on advisory and technical services;
- Quality reports and timely submission;
- Quality of advocacy, communication and knowledge management initiatives;
- Resources mobilized;
- Strong relationships with donors, partners and other stakeholders.

#### **Minimum Technical Requirements/ Qualifications**

- Postgraduate/professional qualification in a relevant field (including social science, public health, international development or equivalent)
- Knowledge of sexual and reproductive health care (desired).
- Experience in proposal writing and donor coordination
- Practical and theoretical knowledge and understanding of humanitarian setting and international humanitarian aid systems and agencies is required.
- Fluent in English.
- Good IT skills – ability to use MS Office
- Excellent interpersonal, influencing, creative thinking, problem-solving, communications, analytical skills
- Organizational and time management skills to meet deadlines.

#### **Reporting to:**