

## Vacancy announcement

<b>Position</b>	<b>Coordinator for Collaborative Incubation and Innovation Spaces</b>	<b>Starting date</b>	February 2023
<b>Location</b>	Paris 9 <sup>th</sup> arr., HQ, France (25% of field visits)	<b>Type of contract</b>	CDI (French open-end contract)
<b>Contract duration</b>	Open-end	<b>Security Risk Level</b>	Calm (1/4)

### About ACTED

ACTED is an international NGO with a 27-year history of going the last mile to support the most vulnerable worldwide, implementing emergency, rehabilitation and development projects in 43 of the world's most vulnerable countries affected by conflicts, disasters or socio-economic hardship. ACTED's vision is a 3Zero world: Zero Exclusion... because nobody should be left behind; Zero Carbon... because we only have one planet; Zero Poverty... because poverty should not hold back potential.

### Position context and key challenges

Aligned with our 3Zero Vision, ACTED launched the development of our 3Zero House Flagship Initiative. The 3Zero House is a physical or digital collaborative space, grounded in the local eco-systems, that will serve to multiply and accelerate partnerships, innovations, and solutions in a country by local actors. The 3Zero House serves as a unique hub that connects and empowers diverse actors from every sector - local social enterprises, civil society organizations (CSOs), and other agents of change - empowering them to innovate, to fuel the ecological transition and the digital transformation towards a Zero Exclusion, Zero Carbon, and Zero Poverty world.

### Key roles and responsibilities

The Coordinator for Collaborative Incubation and Innovation Spaces, based at ACTED HQ, is responsible to develop and promote 3Zero Houses (3ZH) and related activities in targeted/priority countries aligned with ACTED's global 3ZH flagship initiative and ACTED's overall 3Zero Program strategy. The position supports the in country 3Zero House Coordinators (where present) and country level teams to develop and roll out local 3ZH concepts from inception to implementation, including guidance on strategic themes or pillars within the 3ZHs, identification and relationship maintenance of global partners (where relevant), support and oversight of workplans, and ensuring alignment with the global 3Zero House vision. This could include development of strategic direction and fundraising opportunities including donor and private sector presentations for the 3ZHouses in collaboration with the country 3ZH and project development teams; support to the development of a sustainable business case for 3Zero Houses; and to support local and global advocacy and communication efforts related to the 3Zero House initiative including the development of communication materials in collaboration with ACTEDs HQ 3Zero Communication and Mobilization Department. The Coordinator for Collaborative Incubation and Innovation Spaces will also oversee global level content creation within the 3ZH, and when possible, ensure access of materials developed by country teams are incorporated into ACTED's technical capacities within the houses. The position will serve as an ambassador and promoter of ACTED's 3Zero vision at HQ level and with external stakeholders and coordinate between various 3ZH operations. The position is part of ACTED's Programme Department and will report to ACTED HQ Technical Director for Flagship and Environmental Programs.

#### 1. Mainstream 3Zero House and 3Zero Strategic Vision across ACTED programming

- a) Ensure country teams are aware of and understand the 3ZH approach – lead presentations, workshops, and discussions to support awareness on regular basis
- b) Support the development of 3Zero house technical resources, tools, materials, etc. to support global roll out and development approaches of 3ZH, including capitalization documents for best practices, case studies, etc.
- c) Develop a practical M&E system and indicators to monitor the impact of 3ZHs
- d) As needed, support review and validation of country level 3ZH documents/tools/resources, etc.
- e) Animate 3ZH working group/skype group to support regular sharing, learning and mutualization of approaches and resources among 3ZH Coordinators and countries developing 3ZHs
- f) Identify and support development of documents/tools/materials/etc. that can be shared between 3Zero houses, and 3Zero House partners to support the overall 3ZH vision, and ensure a dynamic engagement between partners, and mutualization of resources between ACTED countries
- g) Work with Information System Department to develop online 3ZH tools
- h) Review ongoing ACTED projects and initiatives and identify areas of synergies or collaborations with existing projects for opportunities to develop into 3Zero Houses; help country teams adapt and integrate existing project activities to have a holistic and complimentary approach between ACTEDs country strategy and 3ZH strategy
- i) Collaborate with the 3Zero Global Alliance development process, including how ACTED's 3Zero Houses and partners will function and feed into global alliance tools, materials, and communications

- j) Collaborate with the 3Zero Communication and Mobilization department within ACTED, and externally with the 3Zero Foundation in Brussels; as needed, draft 3ZH strategy and communication documents aligned with the global 3ZH vision

## 2. Positioning, and Partnerships

- k) Undertake global ecosystem mapping of relevant actors, stakeholders, potential partners, similar initiatives, gov't stakeholders, private sector and academia
- l) Identify and develop global partnership opportunities with likeminded organizations/businesses/stakeholder
- m) Identify relevant academia, research and technical actors at global level to be included as strategic partners in 3ZH and in fundraising opportunities
- n) Engage with actors with similar initiatives within the ecosystem to identify best practices, lessons learned, opportunities, or potential areas of collaboration between implementing agencies
- o) Support the partnership development process at global level (introduction meetings, identification of collaboration areas, definition of collaboration, signature of MoU, implement partnership modality)
- p) Ensure that global level partners are brought into country level 3ZH projects as relevant, and support coordination between global and country level actors
- q) Ensure regular coordination, and exchange with Convergences around planning of 3Zero World Forums, tools and practices developed for partnership mobilization and identify opportunities for mutualization and ecosystem mapping tools to support the development of 3Zero Houses
- r) Close collaboration with global 3Zero Alliance and 3Zero Foundation on the identification and development of partnership opportunities and engagement of existing 3ZH and 3ZH Network members
- s) Participate in Communities of Practices /working groups around innovation, social entrepreneurship, business development or other relevant areas of work as identified or requested

## 3. 3ZH Project Development, Planning and Implementation Follow-up

- a) Regularly review 3Zero House progress with 3ZH Coordinators/country teams and follow actions plans to move development forward (frequency of follow-up will depend on stage of project implementation between development or on-going implementation)
- b) Ensure global 3ZH technical requirements and quality standards are considered and respected in country level project implementation in collaboration with 3ZH Coordinators
- c) As needed, help develop and identify mechanisms or modalities for in-kind contributions, investments, and cost-recovery for business plans and sustainability of 3ZHs, especially for global level application
- d) Support efforts to mitigate risks and implementation delays for ongoing 3ZH projects as required
- e) Help new country teams develop 3ZHs and support the conceptualization process with regular follow-up and feedback
- f) As needed or requested, provide ad-hoc (short term) in-country support to 3ZH Coordinators and teams

## 4. Fundraising and External Relations

- g) Support with the identification of funding mechanisms and donors relevant for the 3ZH in close collaboration with country PD teams, Grant Management Unit and/or ACTED Network Representatives as appropriate
- h) On designated key 3ZH proposals, serve as lead technical writer, or proposal coordinator during the conceptualization or reviewer stage as appropriate
- i) Provide strategic inputs in 3ZH proposals and technical validation of proposals ensuring alignment with global 3ZH vision, and communication/branding requirements
- j) Undertake donor meetings or fundraising opportunities as required for 3ZH and ensure coherence in messaging and content with the global 3Zero Alliance and 3Zero Foundation
- k) When requested, participate represent, and speak on behalf of ACTED at key conferences, meetings and global forums (in-person or online) relevant to ACTED's 3ZH flagship initiative

## 5. Other

Undertake any other tasks as requested by Technical Director Flagship Initiatives.

## Required qualifications and technical competencies

- 2-4 years work experience as a community manager or a similar role (e.g. working in a coworking space, business incubator or accelerator)
- Previous work experience with NGO or social entrepreneur community
- Demonstrated project management skills
- Proven experience in networking and relation-building
- Experience managing corporate social media campaigns
- Experience with written content generation in a business environment and basic graphic design skills are a plus
- Excellent interpersonal and presentation skills
- Passion for the entrepreneurial community
- Equal ability to work autonomously and on a team



- Good time-management, priority setting, deadline achievement

### Conditions

- Salary between 2900€ and 3000€ monthly (before income tax), depending on the level of education & expertise Affiliation to AG2R health insurance
- Food vouchers (“tickets restaurant”) when in HQ, 50% coverage of Paris transportation costs (Navigo Pass)
- Accommodation and food provided in ACTED guesthouse as well as a monthly living allowance of \$300 per month during field visits
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: 3ZHM / HQ**