

Vacancy announcement

Position	AGORA Program Coordinator	Starting date	ASAP
Location	Kabul, Afghanistan	Type of contract	Fixed Term Contract
Contract duration	12 months (renewable)	Security Risk Level	Very Risky (4/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff and 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

AGORA, a joint venture between ACTED and IMPACT Initiatives, was created in 2016 to ground humanitarian and development work in local knowledge, in keeping with the motto « Think local, Act global ».

AGORA is an area-based approach for aid planning and delivery anchored in local territories and knowledge to better support people in protracted crises or fragile contexts. It has four objectives:

- Delivering quality evidence-based programming better tailored to each context
- Ensuring that programs are locally led by empowering local actors and communities throughout the project cycle.
- Delivering aid effectively across sectors through a Nexus approach.
- Linking local actors with external actors with resources and capacity to help them develop and implement environmentally sound local recovery and resilience solutions.

AGORA puts local people and actors at the center by using territories as the basis for the planning, and delivery of assistance, and ensuring that action is guided by local knowledge and supports local structures and capacities.

AGORA has already been piloted in nine countries through thirteen projects, reaching an estimated 963 210 direct beneficiaries, and supporting 791 organizations. In Afghanistan, the approach has been implemented since 2018 in four provinces of the North.

Key roles and responsibilities

ACTED and IMPACT have decided to strengthen and expand their AGORA joint venture in Afghanistan based on lessons learned from the implementation of AGORA in country since 2018.

The Afghanistan AGORA Program Coordinator coordinates the development and implementation of all AGORA projects in the country across relevant ACTED and IMPACT staff and units, and supports the mainstreaming of the approach into the mission's strategic frameworks.

1. Strategy and Project Development

1.1 Strategy Development

- a) Contribute to the development of the AGORA elements of the ACTED and IMPACT country programme strategies in alignment with global AGORA guidance and ACTED / IMPACT global/regional strategy
- b) Assist the CD and the CC in identifying strategic opportunities for expanding the AGORA approach in the country's project portfolio, and as a structuring approach for the country's operations.

1.2 External Relations

- a) In close coordination with the ACTED PDM and the IMPACT DCC, maintain active and regular working relationships with current or potential AGORA donors at country level and act as point of contact for all donor communication, including the coordination of donor visits in the field related to AGORA projects
- b) Maintain active and regular working relationships at country level with other NGOs, UN agencies, clusters, working groups, Alliance2015, consortia and academia on issues relevant to AGORA
- c) Contribute to the identification of potential international / local partners (NGOs, think tanks, academia etc.) relevant to AGORA

1.3 Proposal Development

- a) Coordinate with the PDM and all concerned ACTED and IMPACT staff at capital and area level the development of concept notes and proposals for AGORA projects in line with global AGORA guidance, ACTED and IMPACT country strategies and donor requirements
- b) Liaise with Area Coordinators, Project Managers, Technical Coordinators and the relevant IMPACT staff to ensure that AGORA proposals are relevant and technically sound

2. AGORA Project cycle Follow-up

a. AGORA Project Planning

- a) Ensure timely organization of project kick-off and close-out meetings
- b) Ensure that all AGORA projects have an implementation strategy and work plan aligned with global AGORA guidance and ACTED / IMPACT
- c) Coordinate with Project Managers, area coordinators and relevant IMPACT staff the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives
- d) Coordinate closely with relevant IMPACT and ACTED staff and units to ensure that effective planning leads to the coherent implementation of the different activities of the AGORA methodology

b. AGORA Project Implementation Follow-up

- a) Oversee the implementation of AGORA projects ensuring that technical requirements and quality standards are considered and respected during project implementation, in line with global AGORA guidance and ACTED / IMPACT standards and guidance
- b) Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points
- c) Monitor output achievement, cash burn rates and ensure a timely completion of projects through the use of relevant project management tools
- d) Ensure that contractual obligations are met in terms of project deliverables

c. AGORA Project Quality Control and Capitalization

- a) Ensure the application of a practical field-based M&E system/plan for each project, including elements of participatory and Community Lead M&E
- b) Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- c) Advise Project Managers to adapt projects according to monitoring and evaluation findings
- d) Advise on and assist with project reviews conducted by AMEU
- e) Ensure capitalisation of best practices and lessons learnt for AGORA projects in the area of operations, together with the AMEU and IMPACT teams, and in close coordination with AGORA HQ.

d. Implementing Partners

- a) Support the Project Managers to regularly review partnerships with implementing partners and ensure that any issues or disputes are resolved in a timely manner
- b) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with AGORA global guidance, ACTED and donor requirements
- c) Lead review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration

e. Security

- a) Assess risks in the areas of project implementation and develop context specific MOSS and SOPs, together with the Security focal points
- b) Ensure that project teams are aware of security threats and follow ACTED security policies, MOSS, and SOPs accordingly

f. External Relations

- a) Establish, maintain, and improve active and regular working relationships with local authorities and, where necessary, non-state actors and obtain required authorizations and buy-in for AGORA projects
- b) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners, and stakeholders in all stages of AGORA project implementation
- c) Ensure that contact with beneficiaries is at all times conducted in a sensitive and respectful manner



- d) Work with relevant ACTED and IMPACT units in country and AGORA HQ to support the development and dissemination of AGORA Afghanistan related information products and, including through social media

g. Finance

- a) Review the AGORA project BFU(s) to avoid under/overspending
b) Ensure accurate budget forecasting and expense planning for AGORA projects

h. Logistics

- a) Contribute to the development of project procurement plans for AGORA projects

2. Guidance Development and Research

a. Guidance Development

- a) Lead and coordinate the development of country level AGORA guidance tailored to the Afghan context, in close coordination with AGORA HQ
b) Coordinate the effective dissemination and implementation of AGORA guidance with ACTED and IMPACT staff, as well as other AGORA implementing partners (global and country level)

b. Support Research relevant to the Development of AGORA in Afghanistan beyond the Project Cycle

- a) Support data collection / analysis towards research required to build the evidence base for AGORA's development in Afghanistan. This could take the form of research on local governance mechanisms underpinning livelihoods systems, informal neighborhood zones, local and customary governance or state-community relations etc.

3. Management and Internal Coordination

a. Staff Management

- a) Day to day management of international and senior national AGORA unit team members, by developing work plans, conducting appraisals, as well as supporting staff career management
b) Participate in the transparent and timely recruitment of AGORA unit staff (developing organigrams, ToRs, elaborating recruitment tests)
c) Develop and implement capacity training plans for team members
d) Ensure a positive working environment and good team dynamics
e) Manage interpersonal conflicts

b. Internal Coordination and Communication

- a) Facilitate interdepartmental and inter-organization (ACTED / IMPACT and relevant AGORA partners when relevant) communication and information sharing with regards to AGORA projects and related issues through the setup of a regular coordination forum and ensure that records are kept and shared with country management and AGORA HQ on a regular basis

Required qualifications and technical competencies

- At least four years of field experience in program management and coordination
- Demonstrated communication and organizational skills
- Ability to train, mobilize, and manage experienced staff;
- Flexibility and ability to multi-task under pressure;
- Ability to work well in unstable and frequently changing security environments;
- Willingness to work and live in often remote areas under basic conditions;
- Proven ability to work creatively and independently both in the field and in the office;

Conditions

- Salary between 2700 and 2900€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered



- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Rest & Recuperation (R&R) every 2 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training • Tax advice (free 30-minute call with a tax consultant)
- • Psychological assistance

How to Apply

Please send your application including cover letter, CV to jobs@acted.org under **Ref:AGORA PC/AFG**