

Vacancy announcement

Position	Consortium Coordinator	Starting date	February 2023
Location	Beirut, Lebanon	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Security Risk Level	Sensitive (2/4)

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 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

Lebanon has generously opened its borders to refugees fleeing conflict in neighbouring Syria, and now hosts over 1.1 million refugees. After four years, Lebanon's resilience has reached a critical point; economic growth has faltered, public services are overwhelmed and unemployment is rising. In a complex context and with many communities already vulnerable prior to the crisis, Lebanon's fragile stability requires an integrated assistance framework, which encompasses all affected communities.

In 2015, ACTED Lebanon will engage with humanitarian stakeholders to ensure the cost-effectiveness of activities, notably through increased reliance on cash assistance, which has proven an effective delivery mechanism, as well improved targeting of the most vulnerable communities and households. Strengthening the capacity of Lebanese civil society and local authorities to jointly tackle key community concerns, including service provision and income generation, will also become an increasingly critical means of addressing the impact of the Syrian crisis in Lebanon. Finally, ensuring community participation in the delivery and coordination of assistance will allow for more effective interventions, as well as improved protection of refugees by addressing rising social tensions.

Working closely with local authorities and nearly 120 civil society stakeholders, ACTED Lebanon continued implementing priority humanitarian interventions such as rehabilitations of water, hygiene and sanitation infrastructure in underserved urban areas, integrated river basin management as well as stimulating livelihoods growth through market-based skills trainings for 600 individuals and income generation and marketing support to over 100 local enterprises and agricultural cooperatives.

ACTED also continued working with 60 state and non-state actors for improved service delivery across health, environment and education via collective development planning and capacity building. In order to inform ACTED's programmes on how to maximize value extraction from local resources to boost the economy and protect the environment, ACTED conducted a nationwide circular economy assessment to consider major opportunities and constraints within repair, reuse and recycle economies.

Key roles and responsibilities

In close cooperation with consortium partners, the Consortium Coordinator ensures that the consortium's project implementation according to the approved proposal and in accordance with the rules and regulations of the donor. The Consortium Coordinator facilitates close and effective coordination and collaboration between consortium partners, ensures high quality documentation of the project activities and ensures that project results are achieved.

1. Representation

- a) Protect and promote the vision, mission and interests of consortium partners towards external stakeholders;
- b) Represent the consortium toward the donor(s) and government authorities and therefore communicate with the donor(s) and government authorities;
- c) Where relevant, expand the donor portfolio of the consortium by tracking funding opportunities
- d) Attend government, UN, NGO and donor meetings and present ongoing consortium activities;
- e) Ensure the visibility of the consortium amongst humanitarian, donor and government actors throughout the project;
- f) Effectively manage coordination with other actors (UN, NGOs) intervening in a similar sector;
- g) Ensure the continuum of consortium PR activities, including formal presentations, engaging media for coverage on success stories, updating project-specific and regional fact sheets, and documenting publications featuring the consortium in the media;
- h) Oversee the consortium's communication activities including media visits, photographer's mission, videos, etc.;

- i) Lead the drafting and dissemination of position papers, statements, reports and releases on the consortium's engagements and humanitarian advocacy.

1. Internal Coordination

- a) Effectively manage partnerships between the different parties of the consortium to ensure smooth collaboration;
- b) Ensure regular and open/transparent communication between consortium partners;
- c) Regularly communicate with consortium Country Directors on project activities;
- d) Convene and chair regular (e.g. monthly, quarterly) consortium steering committee meetings to discuss programme and financial issues, disseminate minutes and follow up on action points;
- e) Carry out weekly catch ups with consortium key focal points.
- f) Support the development and maintenance of a coherent consortium strategy across all partners;
- g) Promote harmonization of approaches and methodologies across all consortium partners by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning;
- h) Coordinate the development of all technical tools related to the consortium's project (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);

2. Project Cycle Management

2.1. Project Planning

- a) Define project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization);
- b) Organize project kick-off and close-out meetings;
- c) Together with the Project Managers of consortium partners, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives.

2.2. Project Implementation Follow-up

- a) Oversee and monitor the work of consortium and local implementing partners, ensuring that technical quality and standards are considered and respected during project implementation;
- b) Support the Project Managers of each partner to implement all aspects of the project;
- c) Conduct regular follow-up of work plans, identify and address any delays in a timely and effective manner;
- d) Monitor output achievement, cash burn rates and ensure a timely completion of the project.

2.3. Project Quality Control

- a) Conduct periodic field visits to validate progress reports, identify problems and issues to address during Consortium Management Team meetings and make recommendations for improvement;
- b) Ensure the project progress is effectively monitored through regular data collection, analysis of indicators and activities and documented with proper sources of verification;
- c) Advise consortium Project Managers to adapt implementation of the project according to monitoring and evaluation findings;
- a) Advise on and assist with project reviews conducted by internal and external monitoring and evaluation team;
- b) Coordinate and put in place a program capitalization system in collaboration with each focal point from each consortium partner.

2.4. Grant Management

- a) Ensure that contractual obligations are met in terms of project deliverables;
- b) Ensure the activities are implemented according to the approved donor and partnership agreement;
- c) Ensure that donor rules and procedures are understood and respected by all parties, sharing information and conducting training if required on proposed systems and processes for consortium management;
- d) Develop a reporting schedule that is agreed by all consortium members;
- e) Ensure external reporting for all the consortium members according to donor and ACTED requirements is respected by all according to agreed deadlines;
- f) Collect and consolidate narrative reports from consortium members for donor reporting;
- g) Prepare documentation for any project modifications, including budget revisions, amendments or extensions. Ensure such changes are made in close consultation with the consortium partners;
- h) Together with the Country Finance Manager, manage and negotiate any budget changes in accordance with donor and ACTED HQ criteria.

Required qualifications and technical competencies

- At least 5 years of experience in project implementation on the field, preferably in an international context



- Being a strong team player
- Familiarity with the aid system, and ability to understand donor and governmental requirement
- Excellent communication and drafting skills
- Ability to coordinate and manage staff and project activities
- Proven ability to work creatively and independently both in the field and in the office
- Ability to organize and plan effectively
- Ability to work with culturally diverse groups of people
- Ability to travel and work in difficult conditions and under pressure
- Knowledge of local language and/or regional experience is an asset

Conditions

- Salary between 2300 and 2500€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or 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
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: CC/LEB**