

## Vacancy Announcement

<b>Position</b>	<b>Consortium Coordinator</b>	<b>Starting date</b>	October 2024
<b>Location</b>	Kabul, Afghanistan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	Very Risky (4/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

In Afghanistan, Acted's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, Acted has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. Acted continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters.

### **Providing emergency and recovery assistance for communities hit by conflict and natural disasters**

Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives led by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. Acted responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. Acted's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training.

### **Supporting the development of economic, education and livelihood opportunities for marginalised populations**

To support marginalized groups such as farmers, youth, and women, Acted works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. Acted is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls.

### **Investing in governance and local civil society to improve service delivery and inclusive development**

Acted vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. Acted is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. Acted also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities.

In 2019, Acted Afghanistan developed further its programming to respond to both emergency and development needs across the country.

In particular, across the north and east of Afghanistan, Acted continued to build on its access and presence at the closest of communities, built over decades, to implement a wide range of programmes to address the acute emergency needs of vulnerable conflict and disaster-affected and displaced households: food security, livelihoods, shelter and non-food items, water and sanitation infrastructure, hygiene promotion, education, and multi-purpose cash assistance have been provided to over 4.5 million beneficiaries. Acted also continued to support communities with longer-term recovery and development efforts, through strengthening local governance, the construction of local infrastructure, vocational training, and agricultural, livelihoods and market support, including through its flagship AGORA programme.

## Key roles and responsibilities

The UK Foreign, Commonwealth and Development Office (FCDO) has launched a call for proposals for NGOs to deliver the Promoting Resilient & Equitable Recovery of Agriculture and Livelihoods in Afghan communities (PREVALE) programme. The overall aim of the 5-year programme is to increase multi-year food productivity and profitability for vulnerable farmers, herders, and land-poor Afghans, including women with intersecting and overlapping vulnerabilities, build community-level resilience to climate and environmental risk, and strengthen livelihoods and local markets.

In close cooperation with consortium partners, the Consortium Coordinator while leading the Programme Management Unit, will ensure that the consortium's project implementation according to the approved proposal and in accordance with the rules and regulations of FCDO. 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) Attend government, UN, NGO and donor meetings and present ongoing consortium activities;
- d) Ensure the visibility of the consortium amongst humanitarian, donor and government actors throughout the project;
- e) Effectively manage coordination with other actors (UN, NGOs) intervening in a similar sector;
- f) Ensure the continuum of consortium PR activities, including formal presentations, updating project-specific and regional fact sheets, and other documentation as required
- g) Oversee the consortium's communication activities
- h) Lead the drafting and dissemination of position papers, statements, reports and releases on the consortium's engagements and humanitarian advocacy.

### 2. 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...);

### 3. Project Cycle Management

#### 3.1. 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.
- d) Support the Technical Working Group Leads with coordination across the consortium partners

#### 3.2. Project Implementation Follow-up

- a) Oversee and monitor the work of consortium, 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.

#### 3.3. Project Quality Control

- a) Conduct periodic field visits to validate progress reports, identify problems and issues to address during Consortium Management Unit 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.

#### 3.4. 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 3400 and 3600€ 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 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](mailto:jobs@acted.org) under **Ref: CC/AFG**  
Please note that ACTED will never charge a fee for the recruitment process.

**Important:** The fundings for this position are not secured yet.