

Programme Coordinator, Localisation

Location	Yangon, Myanmar	Department	International
Reports to (Job Title)	Head of Programmes	Salary Band	D
Matrix manager (if applicable)	Programme Manager ALTP	<u>Competency level</u>	2

Role definition

Role purpose

To successfully coordinate the Accelerating Localisation through Partnerships grant, a flagship high-profile project supported by ECHO, a leading global humanitarian donor, across multiple stakeholders (national and international NGOs). The role will involve ensuring linkages with national and local organisations and examining how to improve partnership models and strengthening the role and voice of national actors. This role and project are a direct outcome of the Grand Bargain¹.

The post holder will be located in Christian Aid's Myanmar Country Office and work in close association with country team, Regional Emergency Manager-SEA, the Accelerating Localisation through Partnerships consortium (Action Aid, CARE, CAFOD, Christian Aid, OXFAM and Tearfund) and the National Steering Committee (NSC) to implement project outcomes in Myanmar including coordinating with the SWC, line agencies and national and local humanitarian agencies.

Key outcomes

- A robust localised inclusive National Steering Committee is formed and mentored on localisation, and a methodology is developed to ensure the inclusion and diversity of local/national NGOs.
- Localisation is high profile, with the NSC providing tangible and effective representation of localisation issues and results at Grand Bargain, and selected key national and international events and platforms.
- Research is well-coordinated, programme operational pilots are well conducted and feed into the National Localisation Framework (developed with any necessary technical support from National Steering Committee and Consortium members) is presented to influential targets, donors and Grand Bargain signatories.
- Successful achievement of project log frame on budget and time in Myanmar.
- Working with other project countries and sharing lessons learnt globally.
- Strengthened relationships with key humanitarian stakeholders including ECHO, OCHA, IVCA and IFRC, ensuring that local organisations are represented in coordination meetings with these stakeholders.
- The programme feeds into the 4-country localisation meta-analysis, and the Localisation Frameworks shape and provide the content for the "Pathways for Localisation"
- Periodic progress reports generated and analysis available for programme and advocacy purposes.
- Programme consistency and integration developed through maintenance of quality monitoring and evaluation and programme support procedures and processes.

¹ The Grand Bargain is an agreement between more than 30 of the biggest donors and aid providers, which aims to get more means into the hands of people in need.

<https://www.agendaforhumanity.org/initiatives/3861>

- Report/proceeding of each events are timely prepared, recorded and shared with the NSC and the consortium members.
- Result based monitoring of the programme and impact of programme measured and reported effectively ensuring donor and government compliance is met through quality reports and evidence of change.

Role agility

Expected travel per annum Over 75 days

On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.

Surge capacity for emergency responses

No

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

- Reports to Christian Aid's Head of Programmes, Myanmar and work closely with Programme Manager for the Accelerating Localisation Consortium based in Christian Aid, UK.
- Liaises closely with the Missed Opportunity Consortium Members, partners, allies, key stakeholders, consortium members and government agencies
- Works closely with National Steering Committee (NSC), NGOs, local partners of the ECHO project and wider civil society in Myanmar. S/he will work closely with the country team especially the programme, advocacy, finance and other consortium colleagues, contributing towards a high-performing team managing and leading localisation.
- The post-holder will carry out their responsibilities with the utmost respect for the protection of children in accordance with Christian Aid's Child Protection Policy. The post-holder will be expected to behave in accordance with Christian Aid's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Adhere to Quality Standards of Christian Aid.

Role requirements

Key Responsibilities Relationships and Coordination

- Reach out to and engage with diverse national NGOs, with the support of consortium members.
- Manage the day-to-day running of the project and relations with local NGOs and maintain a bridge between the NSC and consortium members.
- Organise consortium meetings in close coordination with the Christian Aid.

- Develop project work plan with the NSC and consortium members in line with the Specific Grant Agreement project documents and donor requirements and ensure the consent of all members.
- Assist and advise NSC to convene regular meetings and assess the progress of the localisation agenda.
- Assist NSC to understand and advocate for localisation by developing their capacity, enabling them to access relevant information and to play a lead and prominent role in national and regional humanitarian decision-making and coordination fora, mapping out the relevant weight of these groups; support local partners to build networks and engage in coordination.
- Liaise with IFRC regionally, National Societies of the Red Cross, OCHA and donors interested in engaging in the project on coordination.

Monitoring, Evaluation and Learning

- Ensure the project has appropriate monitoring and reporting indicators and MEAL tools in place, in line with the programme's overall MEAL framework.
- Continuously monitor the change and impact of the project and document the evidence of achievement of project outcomes, carrying out regular surveys from inception.
- Analyse emerging data and produce documents including case studies, study briefs, research papers and impact briefs for use by the team.
- Draft and submit narrative and technical reports.
- As required assist/lead independent and external studies, research projects, evaluations, etc. including designing, budgeting, planning for data collection, analysis and report writing.
- Participate in sharing and learning of the project at national and international level and facilitate participation of national organisations in the relevant learning exercises.

Programming and Participation

- Take lead initiative in planning and implementing the project activities together with the NSC; manage the project's alignment with implementation of key humanitarian standards.
- Support the global programme team to appropriately format and disseminate programmes result and impact to programme stakeholders (including communities).
- Draft strategic plans and reviews, consulting the NSC and senior management of the consortium agencies.
- Organise validation and feedback workshops with local partners and consultant in phase 1 and three workshops to test and learn from the localisation frameworks in phase 2

Relationships

The role requires robust outreach and work with national and local organisations to help improve partnership models that support localisation and strengthen the role and voice of national actors in leadership of humanitarian response.

This role primarily works with the national NGO Steering Committee, or alternative national and local NGO structure decided by participating national and local NGOs, to achieve the programme's localisation outcomes.

The role also liaises closely with a diverse range of other Accelerating Localisation through Partnership stakeholders ranging from: wider civil society in Myanmar as necessary to meet the programme outcomes, including ICVA and Charter for Change members as relevant; the initial grant consortium; other localisation champions in Grand Bargain signatories, the International Red Cross and Red Crescent Movement, ECHO, UN agencies especially UN OCHA, government, as well as stakeholders with divergent views.

In this way, the post holder will help communicate the programme's vision and objectives to external stakeholders to maximise the dissemination of findings and learning through global networks and coalitions, and to ensure liaison with complementary programmes.

The post-holder will also work with the grant's consortium members, with active support of the focal point agency's line manager. It will also work closely with the country team of the focal point agency, working with finance staff and drawing in the expertise of other relevant colleagues. The role will participate in regular programme management meetings.

Decision making – dimensions and limits of authority

- The role works within the humanitarian programmes family and is positioned in Yangon as part of Myanmar country office. The role manages the ECHO Accelerating Localisation through Partnerships project and will guide the process of coordinating the input and ownership by national and local organisations while capturing results and change through the project lifetime.
- This role provides technical expertise and facilitates the formation and/or strengthening of the national NGO networks of local civil society organisations in Myanmar and ensures the implementation of a robust methodology for the broad and diverse inclusion of NGOs and associations.
- The role supports the UK-based Programme Manager with donor and internal reporting, which involves working closely with grantees and partners. This role leads the effective and efficient implementation, monitoring and evaluation of the programme centred on localisation achievement, impact and contractual outcomes; creates conditions so that learning is fed into programme and decision-making; contribute impact briefs, papers and would be focal point for external studies, research contracted under the programme.
- The role is also responsible for linking programme level issues to advocacy in Myanmar and influencing debate on issues of localisation among peers and donors.
- The role would be involved in liaison and coordination with national NGOs and networks on throughout the lifetime of the various programmatic, logistical and institutional needs of the project.

Budgetary/savings responsibility

The role supports budget monitoring so that programme expenditure remains on track and in line with the log frame.

Analytical skills

Initiative and judgement needs to be applied regularly in the course of day-to-day work. Needs to have a detail-focussed approach to work, ideally with experience of working in humanitarian programmes.

Developing self and others

Number of Direct reports 0

Overall people management responsibility

Click here to enter text. The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity

Role related checks

Child protection clearance Not required **Counter terrorism screening** Not required

The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Christian Aid's Child Protection Policy. The post-holder will be expected to behave in accordance with Christian Aid's 'Code of Conduct' as referred to in the Personal Conduct Policy, and adhere to Quality Standards of Christian Aid.

Person specification	
Applied skills/knowledge and expertise	
Essential <ul style="list-style-type: none"> • Degree or equivalent, preferably related to development or humanitarian studies, policy, international relations • Good understanding of Core Humanitarian Standards and Protection Mainstreaming • Understanding of context of Myanmar and ECHO, EU or similar donor systems and compliance requirements • Experience in conflict sensitive approaches in a complex environment • Demonstrable understanding of the localisation agenda agreed at the World Humanitarian Summit • Strong group facilitation and leadership skills • Highly skilled in networking and verbal and written communication • Excellent report writing skills • At least 5-7 years' work with NGOs and INGO • Experience in working with civil society organisations in Myanmar on both thematic and institutional aspects • Minimum of three years' experience in programme design, monitoring and evaluation • Overall understanding of current good practice and trends in humanitarian advocacy, global and in country discourse • Advocacy experience within NGO sector • Negotiation, Networking and representation skills • Analytical & strategizing skills • Good communication in English 	
Desirable <ul style="list-style-type: none"> • Qualification/accreditation in Partnership Brokering. • Experience of formulating plans and strategies • Experience of working in coalition • Experience with NGO capacity building • Experience with working on ECHO projects • Experience of getting the best out of complementary networks and partnerships • Experience of complex humanitarian grants • Knowledge of how core financial, HR, management and governance components apply to humanitarian partnerships. • Advanced IT competency required • Strong data analysis skills (quantitative and qualitative) 	
Digital/IT competencies required	
Word, Excel, PowerPoint	Intermediate
Internet based collaboration tools and video calling	Intermediate
Data Visualisation	N/A
DATE CREATED	02/02/2018