

Chief of Party, USAID Civil Society Engagement Activity

Location: [Europe & the Middle East] [Georgia]

Town/City: Tbilisi

Category: Field Operations

Job Type: Fixed term, Full-time

***Position is contingent upon funding and donor approval.**

***Please submit your CV in English.**

PURPOSE OF THE POSITION:

Chief of Party (CoP) will have overall leadership responsibility for the upcoming USAID Civil Society Engagement Activity in Georgia. The overall goal of the Civil Society Engagement Activity is to increase citizen engagement, awareness and participation in civic actions and democratic processes. S/he will be responsible for technical leadership and administrative oversight of the program and will serve as the principal institutional liaison to the donor and local government entities. This project is anticipated to be \$15 Million over a period of 5 years. Please note that this position is contingent upon funding and donor approval.

The CoP shall have a keen understanding of the unique political dynamics and work carefully and collaboratively to support the various entities in Georgia.

S/he will manage a team of senior staff, sub-recipients, and engagement with stakeholders and ensure quality, timeliness, and efficiency of all products and activities generated under the Civil Society Engagement Activity in Georgia grant. The CoP is expected to have strong leadership qualities and depth and breadth of technical and management expertise.

S/he also provides strategic leadership and supervision of sub-grantees and sub-contractors while ensuring the security, feasibility, and sustainability of the program and contribution to Child wellbeing outcomes.

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KEY RESPONSIBILITIES:

Leadership and Technical Guidance:

- Provide vision and strategic technical leadership for the grant.
- Manage proactive and responsive relationship with grant donor in close collaboration with World Vision National Office staff.
- Provide ongoing guidance and technical oversight to members of the project/grant Management Team, sub-recipients, and other stakeholders, including building and strengthening their capacities while monitoring their performance on an ongoing basis.
- Ensure that all relevant technical materials are made available and disseminated in timely and efficient manner.
- Develop and maintain effective management relationship and partnership with SO, beneficiaries and Civil Society, and all the key strategic partners/stakeholders.
- Establish clear and frequent communication regarding program progress and oversight management with the donor.

Program Quality:

- Direct and oversee grant implementation, ensuring that all strategic objectives are met through proper design, staffing, implementation and quality assurance.
- Develop and review in a timely manner the annual, semi-annual, and quarterly work plans for Program implementation. Sustain regular and quality reporting of grant implementation progress as per the grant Performance Framework and the
- Program Implementation Work Plan; develop and submit in a timely manner quality and accurate Program Update.
- Ensure there is a well-developed Monitoring and Evaluation (M&E) system consistent with the grant and able to track and evaluate key interventions, assist in identifying gaps for decisions making, lessons learnt sharing and also to build an evidence base of operational research and surveillance.
- Ensure all program monitoring tools and systems are in place to support high quality implementation by partners.
- Ensure the monitoring system is robust enough to identify gaps in the standards of delivery of the program by partners.
- Oversee that the program's monitoring and evaluation system is developed and well aligned with the national M&E system, and ongoing data analysis is conducted to measure grant implementation performance.
- Close cooperation with NO GAM lead for implementation of the GAM objectives as well as close collaboration within the NO GAM on donor positioning, lessons learned, grant health and quality improvements.

- Ensure that research/studies/ assessments are conducted to capture evidence of impact and best practices, and the results and lessons learned are disseminated in timely manner among all stakeholders.
- Establish and maintain effective project reporting, evaluation, and communication systems.
- Submit timely accurate and professional reports that meet donor requirements.
- Consistently look for more effective and efficient implementation methods and opportunities to increase impact.
- Participate and conduct on-going lessons learned with key staff and partners/sub-grantees.

Finance Management and Compliance:

- Manage grant/project budget within approved spending levels and ensure accurate and timely financial reports to donors and Support Office staff.
- Ensure grant/project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with donor rules and regulations to ensure low risk audits.
- Oversee the appropriate implementation, monitoring of sub-grants, ensuring compliance all WV and donor regulations and procedures.
- Oversee all procurement and supply chain management activities to ensure they are well coordinated with national partners and implemented systematically in compliance with WV national protocols and guidelines.
- Research new funding opportunities and develop and write funding proposals, if second phase of the grant or cost extension is planned.
- Ensure that program implementation follows WVI latest operational notes, administrative policies, procedures and regulations.
- Escalate grant management issues early and openly; resolve grant management issues quickly and fully.

Networking and Representation:

- Liaise with local government officials, local communities, donor representatives and other stakeholders as appropriate. Participate, lead NGO – donor forum to represent WV, the project, and seek cooperation for joint advocacy opportunities.

Staff Management and Capacity Building:

- Lead the Program Implementation Team in fulfilling WVI's core policies including Child Protection, gender equality, diversity and inclusion as well as health and safety.
- Ensure a high performing and motivated Program Management Team is sustained with clear objectives, implementation strategies, and Key Performance Indicators (KPIs). Meet staff support and professional development needs for improved staff performance. Conduct periodic individual and team performance reviews to ensure they meet both WV standards, policies and procedures, and technical quality implementation.
- Supervise a team of senior level international and national staff with skills across a diverse set of technical areas.
- Ensure proper technical capacity of staff to manage complex donor-funded projects.
- Provide guidance, mentor and management tips to all Project/Program Implementation Team staff to ensure timely achievement of program targets.

KNOWLEDGE, SKILLS AND ABILITIES:

- A Master's or higher degree in Political Science, Public Policy, International Studies, or other relevant field is required.
- Minimum of 10 years of professional experience in managing civil society strengthening programs and demonstrated ability to effectively manage a diverse team of employees, including expatriate and local staff is required.
- Two (2) additional years of experience in a relevant subject area can be considered as equivalent to an advanced degree; however, the experience must be justified as equivalent.
- Experience with co-creation exercises, fostering experimentation and encouraging programmatic risks where warranted.
- Strong interpersonal skills and demonstrated ability to network and maintain effective working relationships with diverse sets of actors, including CSOs and civic groups, constituents, media, the government, private and public sectors and donors.
- Proven ability to manage of large integrated grant-funded projects in developing countries.
- Familiarity with USAID programs, their history and their development; mastery of USAID regulations governing such programs.
- Strong presentation and report writing skills.

- Proven ability to demonstrate a thorough understanding of the issues surrounding civil society development in transitional countries, including opportunities for civic engagement and cross-sectoral collaboration. Experience working with
- CSOs to diversify funding sources would be preferred.
- Experience in Europe and Eurasia region is preferred.
- Experience in Georgia will be an advantage but is not required.
- Experience of leading large and diverse teams.
- Experience in leading and managing large grants in a complex environment.
- Experience as a CoP or senior expert advisor required.
- Experience in managing sub grants and contracts under grants for complex projects.
- Fluency in English.
- Professional licenses, as required in the field and by the donor.

Preferred Skills, Knowledge and Experience:

- Experience in managing inter-agency consortiums.

Work Environment/Travel:

- Be prepared to travel to implementation sites and regional, global meetings as required.