

## PRELIMINARY JOB INFORMATION

Job Title	Programme Quality Coordinator (PQC)
Country and Base of Posting	Syria / Damascus
Reports To	Deputy Head of Mission for Programs (DHoMP)
Start date	15 April 2020
Duration of mission	6 months

## GENERAL INFORMATION ON THE MISSION

### Context

**Première Urgence Internationale** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France. The worsening of the situation in Syria over the past 8 years has led to massive population displacement inside and outside Syria.

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Continued humanitarian assistance is required in terms of health, food, NFIs, shelter, WaSH, education and livelihoods in order to improve the living conditions of the estimated 13.5 million people in need in Syria (OCHA, 2017). The Syrian Arab Red Crescent (SARC), RC/RC movement, UN Agencies, national NGOs and INGOs are providing relief to the crisis-affected Syrian population all over the 14 Governorates.

### PUI's strategy/position in the country

The current operational strategy for Première Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

### History of the mission and current programs

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia, Dera'a & Deir Ez Zour) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitations, free exam preparations, summer class activities, community based initiatives and psychosocial support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit (PTK), Small Business grants)

Configuration of the Mission	
BUDGET FORECAST 2020	14.000.000 EUROS
BASES	DAMASCUS /ALEPPO / LATAKIA / HOMS / DERA/DEZ
NUMBER OF EXPATRIATES	6
NUMBER OF NATIONAL STAFF	145
NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	OFDA, UNHCR, OCHA, ECHO, UNHabitat, SDC
ACTIVITY SECTORS	Infrastructure, WASH, Education, Livelihood
EXPATRIATE TEAM ON-SITE	<b>Damascus, Syria:</b> 1 Head of Mission 1 Deputy Head of Mission for Program 1 Programs Quality Coordinator 1 Deputy Head of mission for Accountability 1 HR Coordinator 1 Grants Manager
JOB DESCRIPTION	
<b>Overall objective</b>	
<p>The Programme Quality Coordinator (PQC) is responsible for developing a Quality Management policy, coordinating, computerizing, maintaining and improving MEAL systems, ensuring that grant proposals, donor's reporting and internal reports are developed timely and of high quality, stimulating constant learning and capacity building process specifically to strengthen staff capacities.</p>	
<b>Tasks and responsibilities</b>	
<ul style="list-style-type: none"> <li>➤ Grants management and development               <ul style="list-style-type: none"> <li>○ Ensure the elaboration of proposals and reports in line with PUI Syria and donors quality standards.</li> <li>○ Ensure that PUI Syria and HQ are fully informed about all grants status through the use of appropriate tools.</li> </ul> </li> <li>➤ Programmes quality               <ul style="list-style-type: none"> <li>○ Ensure the design and the use of tailored MEAL tools and procedures</li> <li>○ Ensure knowledge sharing either internally and externally.</li> </ul> </li> <li>➤ Capacity building               <ul style="list-style-type: none"> <li>○ Ensure the appropriate training of her/his team</li> <li>○ Ensure the necessary training of the implementation teams</li> </ul> </li> <li>➤ Management               <ul style="list-style-type: none"> <li>○ Ensure the proper structuration and daily work of the departments under her/his line management</li> <li>○ Ensure the well-being and career development of the staff under her/his line management</li> </ul> </li> </ul>	
<b>Specific objectives and linked activities</b>	
<p><b>1. Grants management and development</b></p> <ul style="list-style-type: none"> <li>➤ Actively lead – and contribute to - coordination for the development of concept notes, proposals and donor reporting – in close coordination with programmes and accountability teams, as well as HQ</li> <li>➤ Develop and maintain project management tools such as grants &amp; reporting tracking, following up will team on all deadlines, constantly improving the grants and reporting processes</li> <li>➤ Lead Proposal Launch, Grants Kick-off and monthly grants meetings, in addition to contributions in programmes and financial meetings</li> <li>➤ Ensure coherence and adherence to PUI Syria Strategy, donor requirements, donor strategies</li> <li>➤ Liaise between programme and accountability staff to ensure all deliverables are completed</li> <li>➤ Interlocutor with country-level donors, including regular donor negotiations and update meetings – in close collaboration with DHOM-P</li> </ul>	

## 2. Programme Quality

- In close collaboration with programmes teams, ensuring quality management of PUI's programmes in Syria, including MEAL processes and tools development, data system and analysis, lessons learnt and capacity building.
- Development of Programme Quality procedures (ie MEAL strategy and Guidance Documents, Data Protection, IM)
- Oversee knowledge sharing across teams, and ensure that MEAL results are understood and used to improve programmes. This includes the sharing of data and high quality MEAL reports with programme teams, partner organizations, cluster partners and donors
- Coordinate – in close collaboration with programmes teams - monitoring visits, baseline assessments, end line assessments, PDMs, Market Assessments, or any assessments as requested
- Design specific MEAL tools for data-collection, analysis, and dissemination

## 3. Capacity building

- Train staff in donor requirements and compliance rules under specific contracts, in collaboration with Accountability staff
- Provide technical support and on-the-job training and coaching to MEAL and programme staff, contributing to their capacity building and career development.

## 4. Management

- Directly line manage team of Grants Manager & MEAL Manager, with overall management of the Grants and MEAL teams – inclusive of JD preparations,
- Lead in the hire and recruitment of additional Grants and MEAL staff as required – inclusive of Objective Setting, Performance Appraisals etc.

The tasks and responsibilities defined in this terms of reference are not exhaustive and can evolve depending on the project needs. The expert could be requested to perform other tasks as his/her Line Manager may judge necessary.

## REQUIRED PROFILE

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"><li>➤ Project Management;</li><li>➤ Donor Rules &amp; Regulations;</li></ul>	<ul style="list-style-type: none"><li>➤ Working in Insecure environments (ie Heat training)</li></ul>
PROFESSIONAL EXPERIENCE, KNOWLEDGE & SKILLS	<ul style="list-style-type: none"><li>➤ At least 2 years experience in Management Role</li><li>➤ At least 2 years experience in MEAL and/or Grants Management</li><li>➤ Previous professional experience in the Middle East required</li><li>➤ Deep understanding of various donor requirements such ECHO, OFDA, DFID, EU, SDC, UN Agencies etc...</li><li>➤ Proven experience with qualitative and quantitative data collection and analysis methodologies, required.</li><li>➤ Extensive training skills and building staff capacity</li><li>➤ Excellent command in written and spoken English required; Arabic a plus</li><li>➤ Proficient user of MS office (including Word, Excel, Outlook, PowerPoint), GIS a plus</li></ul>	<ul style="list-style-type: none"><li>➤ Previous experience with PUI</li><li>➤ Ability to work in unstable circumstances</li></ul>

<b>KNOWLEDGES AND SKILLS</b>	➤ English	➤ Arabic
<b>PERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>➤ Ability to work in structured manner and independently with limited oversight</li> <li>➤ Excellent data analysis and report-writing skills</li> <li>➤ Demonstrable experience of developing monitoring and evaluation tools</li> <li>➤ Experience providing training and support to programmes teams</li> <li>➤ Excellent negotiation and communication skills, including a supportive working style.</li> <li>➤ Diplomacy and open-mindedness</li> </ul>	

<b>PROPOSED TERM</b>
<b>Status</b>
➤ <b>EMPLOYED</b> with a Fixed-Term Contract
<b>Compensation</b>
➤ <b>MONTHLY GROSS INCOME:</b> from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
<b>Benefits</b>
<ul style="list-style-type: none"> <li>➤ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>➤ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>➤ <b>HOUSING</b> in collective/individual accommodation – to be discussed</li> <li>➤ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>➤ <b>BREAK POLICY</b> : 5 working days at 2, 4 and 8 months of mission + break allowance</li> <li>➤ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>