**AHP Bangladesh Rohingya Response Program**

**Ekota Consortium**

**Terms of Reference (ToR) of Consortium Coordinator**

1. **Ekota/CANDO Consortium Summary**

EKOTA consists of three partners in Bangladesh-Caritas Bangladesh, Christian Aid and RDRS Bangladesh. Under the broad institutional framework of AHP, CANDO partners are contributing to the DFAT’s international efforts to meet humanitarian and protection needs and increase resilience and self-reliance of Rohingya and host communities in Bangladesh. Keeping line with the DFAT’s expected outcomes CAN DO partners will intervene in providing community-based protection, and improving WASH facilities in the Rohingya camps, and re-vegetation, disaster risk reduction and livelihood development both in the camps and nearby host communities in Ukhiya, Ramu, Moheshkhali and Cox’sBazar Sadar Upazila of Cox’s Bazar District. The consortium partners are being coordinated by a Consortium Coordination Unit (CCU). The unit is consisted of a Consortium Coordinator, MEAL Specialist, Advocacy & Communication Specialist, Inclusion Specialist and Livelihood Specialist.

The Coordination Unit fulfils a central coordination function, managing programming, with direct links to the partners, the steering committee, Australian Non-Governmental Organisation (NGO) member agencies and the Australian Humanitarian Partnership (AHP) Support Unit. Responsibilities of the CU include donor liaison, coordination of consortium members, knowledge management and learning, technical support, program quality oversight, program strategy, and reporting.

1. **Purpose of the position**

The Consortium Coordinator will be responsible for the overall coordination and management of the AHP Bangladesh Rohingya Response Program of Ekota consortium (consisting of three agencies Caritas Bangladesh, RDRS and Christian Aid) and serve as the consortium focal point. The consortium coordinator will ensure quality program implementation, including providing strategic guidance to consortium partners and overseeing budget management of the CCU, performance management, M&E, partnership management, and relationships with external actor including other AHP partners, different technical working groups, Steering Committee members, government authorities, humanitarian actors, and staff. S/he will be responsible for maintaining regular contact with all consortium partners and the donor.

1. **Reporting:** Chair of Dhaka Steering Committee of Ekota Consortium.

1. **Specific Responsibility**
2. **Strategic Planning and Leadership:**

* Take the lead in project planning to ensure timely and quality implementation of all program activities as per project document.
* Provide strategic guidance in unifying approaches between programs and consortium members in different geographical areas.
* Organise periodic meetings to discuss program progress; record and follow up on the execution of agreed action points.
* Provide managerial direction and guidance in line with the program’s expected outcomes
* Oversee critical project planning deliverables using results-based management approaches and tools.
* With the support of the technical specialist, develop specific strategies for cross-cutting themes (inclusion, accountability, gender and localization) for the program.
* Proactively work with the key stakeholders to resolve and/or disseminate key risks, issues and best practice identified through the program monitoring work.
* Articulate key risks and issues to the appropriate people, ensuring these risks and issues are understood and acted upon.
* Under the strategic guidance of consortium lead and SC, participate in meetings with donor to share project progress updates and support in decision making on various programmatic and operational issues of concern.

1. **Coordination and communication:**

* Lead on the set up and implementation of efficient coordination and communication mechanisms.
* Maintain internal and external coordination and working Relationship with EKOTA Programme Implementation team members, CAN DO Australia members, CAN DO Staff in Australia, and Consortium staff members from partner agencies, AHP Bangladesh Partners, AHP Consortium management Unit (CMU), Cox’sbazar based Steering Committee, AHP Working groups, Cox’sbazar Sectors and respective government departments.
* Intensive coordination with Chair of Dhaka Steering Committee of Ekota for strategic guidance to lead the consortium.
* Provide secretariat support for Dhaka Steering Committee of the consortium.
* Coordinate with host agency’s grants management team and administrative authority.
* Lead on the set up of systems, TORs, SOPs and tools in place across the consortium to promote and facilitate, collaborative ways of working (including cross learning and sharing), programmatic alliances, consistency in implementation and value for money
* Oversee that program activities are conducted in a timely and professional manner in line with the program work-plan and full coordination with national and local authorities as well as other partners.
* Coordinate with local authorities to facilitate the participation of local communities in the planning and implementation of activities and undertake periodic reviews of program activities to assess effectiveness, efficiency, the achievement of results and compliance with procedures.
* Represent the EKOTA consortium to DFAT and other external stakeholders, effectively communicating challenges, successes, and contextual changes throughout the project.
* Promote cross learning and sharing across all consortium partners; produce high quality communication material for external dissemination.

1. **Monitoring, Evaluation, Accountability And Learning (MEAL)**

* Supervise consortium MEAL Specialist and ensure a robust MEAL system at consortium level
* Take lead on the Consortium Project Quality, undertake consortium program reviews to ensure the technical coordination and the quality of the project across the consortium
* Lead on the relevance and quality of progress reports, analysis and data trends, task tracking, IPTT including recommendations produced by the working group.
* Lead the process of assessment, study, review and evaluation under the consortium.

1. **Financial management**

* Manage CCU budget and undertake modifications, as required with consultation with host agency’s respective person.
* Coordinate for timely submission of financial acquittal, financial updates and budget tracking by consortium partners.
* Lead the compilation and critical analysis of financial update in coordinate with PMT and host agency’s finance personnel and inform to DSC and CAN DO.

1. **Staff Management and team building**

* Direct supervision of EKOTA MEAL Specialist, Inclusion Specialist, Communication & Advocacy Specialist and Livelihood Specialist.
* Ensure performance management of direct reports as per host agency’s standard policy and procedures.
* Empowering team members with skills to improve their confidence, product knowledge, and communication skills.
* Creating a pleasant and healthy working environment that inspires the ECU and partner’s team members.

1. **Person specification**

* At least 10 years of relevant professional humanitarian or development experience with an international/national organization, including extensive exposure to humanitarian programming.
* Minimum Master’s degree in Development/ Social Studies/ Management/ Humanitarian studies or related fields.
* Strong understanding of the Rohingya refugee crisis and experience in refugee response programs
* At least 5 years of experience in a managerial position and demonstrated capacity in office management, including consortium/partner management and capacity building of staff.
* Familiarity with DFAT or other international donor guidelines strongly preferred.
* Experience managing multi sectoral programs with preferably WASH, protection, livelihood, DRR, social cohesion in camp and host settings.
* Excellent program and budget planning and management skills, previous experience effectively managing multi-million-dollar grants required.
* Previous experience managing diverse teams to deliver results on short timelines, including the development of spending plans, procurement plans, and work plans.
* Strong verbal communication skills and effective in representation and liaison with external actors.
* Excellent spoken and technical writing ability in English, including report writing.
* Promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle stress and pressure with professional grace.
* Ability to understand gender-related challenges within the beneficiary groups, accountability, and inclusion related works.

1. **Focus Competencies:**

**Integrity**

Trustworthy: operates with transparency, honesty and good motivation; inspires trust, respect and confidence; adheres to a set of core values that are represented in decisions and actions.

Behaves ethically and professionally: models the highest standards of ethical behaviour and reinforces standards in others; acts as an advocate for the highest standards of ethical and professional behaviour.

**Resilience and Drive**

Drive: responds with determination to the challenge of the unexpected and activates own and others energy to work together to achieve the necessary results.

**Creativity and Learning Agility**

Creativity: sees old problems in new ways; comes up with new ideas or creative ways of doing something.

Learning agility: seeks out and rapidly picks up new ideas, knowledge and techniques and quickly sees broader applications; acts to facilitate adoption of productive new technology; disciplines self to stay on top of and self-sufficient with new technology in the workplace.

**Judgement**

Problem solving: frames problems before trying to solve them; breaks down problems and identifies all their facets; utilises available resources and analytical thinking to resolve problems.

**Analysis**

Mathematical and financial reasoning: tracks multiple lines of income and expenses and understands the impact of decisions on the budget; can do complex profit and loss projections.

**Communication**

Messaging: confidently presents content, written and verbal, so it is engaging and coherent; ensures the medium used is suitable for the purpose.

**Collaborative Relationships**

Team work: works as a cooperative team member, acknowledges the efforts of others; offers to help others when workloads are high and keeps the team and supervisor informed of progress; shares skills and knowledge to help others grow; identifies opportunities to work collaboratively with other teams to solve issues and develop better processes and approaches to work.

**Empower Others**

Coach: coaches staff using a strengths based approach; uses a structured process to transfer skills; provides focussed feedback on key skills; demonstrates flexibility in meeting the diverse needs of staff in order to most effectively transfer skills and knowledge.

**Accountability**

WH&S, Child Protection and Risks: understands breadth and relevant guidelines and anticipates possible sources of risk and takes steps to eliminate them.

Deliver results: takes responsibility for delivering on intended outcomes and anticipates and assesses the impact of change on team goals, objectives and budgets.