



TERMS OF REFERENCE

Position:	Livelihoods Project Officer
Location:	Zahedan, Iran (with travel to areas within Iran where RI operates when requested by supervisor)
Duration:	One year with possible extension (3 months' probation)
Reports to:	Head of Office/Livelihoods Advisor
About RI:	<p>Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.</p>
RI in Iran:	<p>Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
Position Summary:	<p>The Livelihoods Project Officer will work on the livelihoods project implementation and will be supervised by and will directly report to the Head of Office. S/he will be working closely and constructively with the country livelihood team on technical issues. She/he will be responsible to provide support to the livelihood team and ensure that project objectives are on track and project impact is ensured.</p>

Position Responsibilities and Duties:



- Implement the livelihood projects/initiatives properly to achieve the key results as planned;
- Conduct livelihoods assessments including market analysis, socioeconomic assessments, institutional mappings, etc.;
- Assess current livelihoods programs and develop improvement plans;
- Build and maintain strategic partnerships with key stakeholders including private sector, financial service providers, development actors, government etc.
- Be involved in community mobilization, sensitizing the target groups on project outputs and deliverables and facilitating the training for the project's partners and youth/women's groups
- Coordinate and facilitate assessments, planning, budgeting, coordination, implementation, and monitoring and evaluation relevant to livelihoods projects
- Draft, review and provide technical feedback on livelihoods reports and proposals
- Working closely with the country livelihood team to ensure that the project, finance, and donor reports are prepared in a timely manner
- Ensure that, lesson learnt through monitoring and evaluation are captured, capitalized and incorporated into future proposal designs
- Ensure that technical and administrative support is provided to the project implementation activities
- Contribute to the Afghan refugees' skills identification and livelihoods needs assessment analysis
- Ensure that data from the field is correctly filled in and shared in the right formats, including inputting to the RI database
- Support the development of capacity building plans for the project's target groups
- Attend the project mobilization and livelihood team meetings
- Work closely with the country livelihood team to ensure and track the progress of the project activities, their outcomes and impact
- Travel and be present in project locations to ensure and support successful project performance and implementation
- Work closely with the M&E team to ensure input of relevant and accurate data into donor reports, into the correct donor formats
- Participate in needs assessments as and when directed by the livelihood country team and/or the Head of Office;
- Carry out all other duties as assigned by the supervisor.

Qualifications & requirements:

- University degree in Development Studies, Economy or Socio-Economic Development, Business Administration, or another related field
- Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS).
- Experience with advocating, mobilizing and with working with multiple stakeholders, including private sector, development agencies, government authorities, NGOs and social enterprises, in sub-sectors relevant to livelihood engagement e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, micro-finance, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.



- Exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed
- Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise
- Willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- International experience is an asset
- Fluency in both Farsi and English writing and speaking is essential; Dari desirable
- Microsoft Word, Excel, Outlook skills essential; Access desirable

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

If you are interested in this job, please email your cover letter and CV along with RI application form in English to tehran@ri.org and mention the Job Title in the subject line.

Applications close on 30 December 2020.

Only short-listed candidates will be contacted for interview.