



Terms of Reference

Position: Capacity Building (CB) Coordinator

Location: Tehran, Iran (with Travel to field where RI operates when required by supervisor)

Duration: 1 year with possibility of extension (3 months' probation)

Reports to: Development / Stabilization Program manager

About RI: 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.

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.

RI in Iran: Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national CSOs as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary: The RI CB Coordinator will be based in Tehran, with frequent travel to the field, supervising capacity building activities being implemented across RI locations in Iran aimed at supporting Iranian CSOs. S/he will be expected to work constructively with country office based colleagues and colleagues in the field.

The CB Coordinator will be responsible for coordinating with CSOs, partners, volunteers, field teams and other relevant actors to ensure that project objectives and targets are on track. The CB Coordinator will be expected to conduct needs assessments, monitor project activities, and ensure quality trainings for CSOs, volunteers and key stakeholders, establish Community Services Hubs, coordinate social cohesion events and support the development of programme learning documents. In collaboration with the HR team, the CB Coordinator will support the capacity building of RI staff and act as the CB focal point for external stakeholders, especially partners and BAFIA, ensuring that project objectives and results are delivered by partners within the agreed timeframe an in-line with partnership agreements. The CB Coordinator is expected to be fluent in English and Farsi.

Essential Job Functions

Capacity Building lead (40%)

- Develop the RI-Iran Capacity Building strategy, ensuring alignment with all of RI's projects/activities in Iran.
- Oversee the preparation and publication of research documents as necessary.
- Provide sector-specific leadership and coordinate with other sectors to integrate Health, Livelihoods, Protection and Education activities into the CB program activities, especially through awareness raising, technical training and mentoring aimed at improving service delivery towards refugees, migrants and host communities.
- Develop awareness raising and training materials to enhance CSOs' understanding of needs and service delivery strategies related to Health, Livelihoods, Protection and Education, building their knowledge and skills.
- In coordination with the HR department, support the development of a Capacity Building strategy for RI staff to promote continuous learning process within the organization.

Program Implementation and team management (30%)

- Ensure quality implementation of RI Iran's CB program activities and ensure that CB projects and activities are coherent with RI's sector-specific strategies, international standards and donor commitments.
- Coordinate with line ministries on technical issues. Ensure all project activities are in-line with government strategy and that permissions and approvals from BAFIA and partner government agencies are in place.
- Supervise RI CB activities, such as needs assessments, training of CSOs, local authorities and volunteers, establishment and operation of Community Services Hubs, social cohesion events and production of programme learning documents
- Provide technical input at every stage of the program management cycle, including at program development stage, during implementation and for MEAL/reporting purposes, etc.
- Provide technical support to the CB officers/teams, set priorities and action plans, identify capacity building needs, supervise technical training activities and manage performance and recruitment.
- Support PMs in the development of monthly work-plans, HR plans and procurement plans and ensure the activities are implemented in line with the agreed timeframe and budget and with quality expectations.
- Facilitate technical capacity building amongst partners, NGOs and other key stakeholders, including community volunteers.

Program Development (15%)

- Consult and work closely with the senior program team and other key stakeholders to assess CSOs' capacity building needs and develop strategies to address them.
- Identify opportunities for collaboration with other stakeholders, regularly update RI's CSO mapping, develop sectorial partnerships and identify funding opportunities.
- Assist in preparing for and managing donor visits.

Monitoring and Evaluation (5%)

- In coordination with the MEAL team, monitor the quality of CB activities (including trainings) and, in consultation with key stakeholders, provide close support to field teams, ensuring that activities are implemented in a timely manner while identifying and addressing gaps and needs etc.
- Ensure that robust monitoring systems (including KAP surveys) are in place for Capacity Building activities that monitoring tools and practices are harmonized, data is collected in a timely manner and that periodical technical reviews are undertaken.
- Assist with the design and implementation of a strong reporting system to monitor and evaluate the objectives, indicators and outcomes of the programs.

External Coordination and Communication (5%)

- Represents the organization to partners, authorities and local stakeholders involved in implementing capacity building-related activities. Ensure the active participation of RI in national sectoral working groups and forums, and develop sectoral partnerships in-line with RI's country strategy.
- Act focal person on capacity building issues for external stakeholders, including BAFIA and line ministries.
- Establish referral pathways with agencies, in consultation with the sector teams.

Other (5%)

- Maintains flexibility to take on additional responsibilities as assigned by supervisor.

Any other duties as assigned by the supervisor

KNOWLEDGE AND EXPERIENCE:

- University graduate in relevant subject
- At least 5 years work experience on similar projects in Iran or overseas
- Previous experience of working within project management framework; delivering against project outputs and targets
- Direct experience in development of training curricula/materials, facilitation of trainings/workshops and in coaching and mentoring;
- Previous experience of working in a team;
- In-depth understanding of the Iranian CSO sector;
- Knowledge of refugee/migrant related issues in Iran;
- Demonstrable ability to learn quickly, and lead a program to achieve stated results and objectives;
- Ability to effectively represent Relief International and its interests to key stakeholders;
- Willingness and ability to travel throughout the Islamic Republic of Iran
- Fluency in both Farsi and English writing and speaking is essential; Dari desirable
- Previous experience of working in a humanitarian organization 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

Interested:

Then please apply for this position by completing the attached RI Application Form and send it along with your updated CV and Cover Letter to the following email: tehran@ri.org

The deadline for application is: **6th April 2021**

Please do not forget to write the title of this vacancy as "Capacity Building Coordinator", in the subject section of your application email. This is a re-advertisement for this vacancy and the applicants who have already applied do not need to re-apply.