



## Terms of Reference

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| <b>Position:</b>   | Livelihoods Coordinator (LC)                             |
| <b>Location:</b>   | Based in Tehran, Iran (with regular travel to the field) |
| <b>Duration:</b>   | 1 January 2022 – 31 July 2022 (3 months probation)       |
| <b>Reports to:</b> | Program Director (PD)                                    |

**About RI:** Relief International (RI) 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 believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

**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 Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partnersto improve the overall humanitarian and development response

### Position Summary:

The RI LC will be based in Tehran, with frequent travels to the operational areas, to supervise the livelihoods activities being implemented across RI locations. S/he will report to the PD and will work closely with Livelihoods Team. S/he will be required to work constructively with colleagues across the field and country teams.

The LC will have day-to-day responsibilities in the management of the livelihoods activities. The LC will be responsible for coordinating with partners, communities, BAFIA, local relevant authorities, field teams and other relevant actors to ensure that project objectives and indicator targets are on track. The LC will monitor projects' activities, conduct assessments and data analysis (qualitative and quantitative), and provide regular reports about achievements and challenges faced during the preparation and implementation phases. S/he will ensure project objectives are delivered by partners within stipulated timelines and partnership agreements.

### Essential Job Functions

#### Program Management (50%)

- Regularly travel to field (50% of the time) sites to oversee RI and implementing partners' daily activities and budget expenditure of livelihoods activities in accordance with agreed work plans and share report with PD and Program Manager (PM).
- Maintain positive relations with the implementing partners and ensure all issues, implementation delays, etc. are addressed in a timely manner, including through providing operational coaching and support.
- Contribute to the preparation and update of the overall project work plan and work plan related to specific activities.
- Track the progress of activities, ensure the collecting and reporting of program indicators and provide regular and on-time internal status reports.
- Identify and advocate for opportunities to mainstream and expand livelihoods activities.
- Work constructively with support teams to ensure sound administrative practices with regards to record keeping, compliance with donor regulations, communications, etc
- Monitor Iran economic and employment situation and trends and share alerts on any changes.

#### **Program Development (10%)**

- Identify opportunities for collaboration and identify donor opportunities in coordination with the PD and Livelihood Team.
- Propose ideas and new ways to the Livelihoods Team and the PD for feedback and proactively identify opportunities based on needs assessment and gap analysis.
- Contribute to the development of new livelihood proposals.
- Analyse and report to the PD the consequences of new regulations related to access to job market for Afghans including follow up the implementation of those regulations.
- Ensure that a risk analysis in the area of intervention is in place and regularly updated.

#### **Monitoring and Learning (10%)**

- Collaborate with MEAL Unit, PD, PM and Livelihoods Team to ensure that the activities are regularly monitored as well as the impact of livelihoods programmes on beneficiaries.
- Collaborate with MEAL Unit, PD, PM and Livelihoods Team to ensure harmonization of tools and practices across the locations.
- Support the MEAL Unit in ensuring that feedback and complains mechanism are in place and that feedback/complains are responded to in a timely manner.
- Assist with the design and implementation of a strong reporting system to monitor and evaluate the objectives, indicators and outcomes of the programs.
- Report safeguarding risks and needs in projects sites.

#### **Finance, Procurement and Administration (10%)**

- Follow up and reporting to the PD and PM the progress in the use of the livelihoods budgets.
- Follow up and monitor contracts with service providers.
- Prepare procurement requests and follow-up.

#### **External Coordination and Communication (10%)**

- Coordinate communication with partners, authorities and local stakeholders involved in implementing Livelihoods-related programs.
- Participate in national sectorial working groups and forums.
- Promote relations and coordinate activities with other humanitarian actors, donors, UN, and civil authorities in area of intervention.

#### **Other (10%)**

- Any other duties related to the nature of the job as directed by the PD.

#### **Safeguarding**

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

#### **Equity and Diversity commitment**

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.

#### **REQUIRED COMPETENCIES AND WORK EXPERIENCE**

- University graduate in Economics, Business Administration, Marketing, Development studies; master degree is a plus.
- At least 3 years work experience in Livelihood Programming.
- Previous experience of working within project management framework; delivering against project outputs and targets.
- Previous experience of working in a team.
- Microsoft Word, Excel, PowerPoint, Outlook skills essential.
- Fluency in both Farsi and English writing and speaking is essential.
- Willingness and ability to travel throughout the Islamic Republic of Iran.

#### **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

#### **How to apply:**

If you are interested in this job, please email your cover letter and CV in English together **RI Application** to [tehran@ri.org](mailto:tehran@ri.org) and mention the <Job Title\_FULL NAME> in the subject line. **Applications close on 8 December 2021.**

**Due to limited resources, only short-listed candidates will be contacted.**

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.