



## TERMS OF REFERENCE

- Position:** Grants and Partnership Officer
- Location:** Tehran, Iran (with Travel to field where RI operates when required by supervisor)
- Duration:** One Year including 3 months' probation period (with possible extension)
- Reports to:** Grants and Partnership 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 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 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.

**Position Summary:** The Grants and Partnership Officer will be an integral member of the Grants Unit at RI Iran. The Grants Unit serves as the facilitator for grants management processes in country and ensures compliance with donor requirements at all stages of the project lifecycle. The Grants Unit's responsibilities include, but not limited to, ensuring timely and quality reporting, facilitating grant opening and closeout processes, advising on donor rules and regulations, maintaining grants related information and files, leading proposal development processes, managing reporting deadlines and producing high- quality program reports and donor updates, and developing internal and external communication materials.

### **Roles and Responsibilities:**

Provide operational support in the conceptualization, development and implementation of the overall grant management process;

- Make necessary arrangements in grant opening, compliance calls, project mobilization internally and for partners, and grant close outs.
- Taking the lead on conducting due diligence with the partners

- Making sure all the updated version of grant documents including tripartite agreements sub-agreement are updated and archived
- Assist in keeping close relation with the local partners, including exchanging information with them, receiving reports, sending workplans and develop required trackers
- Lead in facilitating sector-specific/ project lessons learned exercises to inform new projects and program direction
- Keeping trackers for sub-agreement and tripartite agreements updated
- Preparing the minutes of meetings where required
- Support the preparation of grant agreements, amendments and modifications
- Provide high quality editing and formatting for narrative reports, assessments, studies, and project proposals as needed.
- Assist in translation of documents from Farsi to English and vice versa
- Assist in routine administrative duties, as needed.
- Work with program teams in developing project description activities, developing required information for presenting RI activities, etc.
- File and maintain all communication materials, including external communication, quarterly reports, etc.
- Identifying the capacity gaps of the partners and assist in building their capacity in the defined area

#### **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.
- Perform other duties that may be assigned from time to time.

#### **Knowledge and Experience:**

##### Corporate Competencies:

- Demonstrate integrity by modelling the RI's values and ethical standards
- Promotes the vision, mission and strategic goals of RI
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.

##### Functional Competencies:

- Very good knowledge in developing different types of Terms of References (TORs) for individual/organizational contracts and services;
- Very good knowledge on financial data management;
- Advanced level of skills on computer

##### Management and Leadership



- Focuses on impacts and results
- Builds strong relationship with the working partners and stakeholders
- Demonstrates openness to change and ability to manage complexities
- Demonstrated ability to achieve results in a demanding and fast-paced environment.
- Ability to prioritize and deal with competing demands.
- Excellent organizational, interpersonal and communication skills

**Education:**

- Bachelor or master's degree, in journalism, communications, international relations, or other relevant field; with previous experience interning or working with an international NGO.

**Language Requirement:**

- Fluent spoken and written English
- Excellent copyediting and writing skills

**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 with [RI Application](#) to [tehran@ri.org](mailto:tehran@ri.org) and mention the <Job Title\_FULL NAME> in the subject line. **Applications close on 15 January 2022.**

**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.