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Cooperazione e Sviluppo Onlus (CESVI)

## **Terms of Reference**

Position: Quality & Compliance Officer

Organization: CESVI

Location: Iran, Teheran

Type of Appointment: Local, Full-time

Duration: 1-year contract, with possibility of extension

## **Background:**

CESVI is an international humanitarian organization dedicated to promoting well-being of vulnerable populations worldwide. CESVI is currently seeking a qualified individual for the position of Quality & Compliance Officer in Iran. The Officer will be responsible for supervising procurement procedures and ensuring compliance with organizational and donor requirements. Additionally, the Officer will be responsible for monitoring and evaluating the humanitarian activities implemented by CESVI in Iran.

## **Role and Responsibilities:**

The Quality & Compliance Officer will be responsible for the following tasks:

### Procurement Supervision:

Develop and implement procurement procedures in line with organizational policies and donor guidelines.



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Conduct regular reviews of procurement processes to ensure compliance with relevant regulations and procedures.

Provide guidance and support to staff involved in procurement activities.

Monitor vendor performance and maintain a database of reliable suppliers.

Conduct periodic market surveys to ensure competitive pricing and availability of goods and services.

Review procurement documentation, including requests for quotations, purchase orders, and contracts, for accuracy and completeness.

#### Monitoring and Evaluation:

Develop and implement monitoring and evaluation plans for CESVI's activities in Iran.

Conduct regular field visits to project sites to monitor project implementation and assess the quality of services provided

Ensure concerned projects have updates MEAL plan with defined indicator protocols, Indicator Tracking Table, and robust databases for data collection, consolidation and reporting;.

Collect and analyse data to measure the impact and effectiveness of CESVI's interventions.

Prepare timely and accurate reports on monitoring and evaluation findings, including recommendations for improvement.

Collaborate with project staff to ensure that monitoring and evaluation activities are integrated into project planning and implementation.

#### Compliance and Reporting:

Ensure compliance with organizational policies, procedures, and donor requirements.

Provide training and capacity building to staff on compliance-related matters.

Prepare and submit regular reports on procurement, monitoring, and evaluation activities to relevant stakeholders.

Assist in the preparation of reports for Consortium' lead, ensuring accurate and timely submission.



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Support internal and external audits and evaluations, as required.

#### Qualifications and Experience:

Bachelor's degree in a relevant field such as business administration, economics, international development, or a related discipline.

At least 3 years of relevant work experience in procurement, monitoring, and evaluation, preferably within the humanitarian sector.

Strong understanding of procurement regulations, policies, and procedures.

Experience in developing and implementing monitoring and evaluation plans and tools.

Knowledge of project management principles and practices.

Excellent analytical and problem-solving skills.

Strong written and verbal communication skills in English and Farsi.

Proficiency in computer applications, including MS Office and data analysis software.

Ability to work effectively in a multicultural and team-oriented environment.

Prior experience with other international NGOs is an asset.

#### Reporting:

The Quality & Compliance Officer will report directly to the Head of Mission of CESVI in Iran.

#### Application Process:

Interested candidates who meet the qualifications and requirements are invited to submit their CV and a cover letter by **06th December, 2023** to [iran@cesvioverseas.org](mailto:iran@cesvioverseas.org). Please include "Quality & Compliance Officer Application - Iran" in the email subject line. Only shortlisted candidates will be contacted for an interview.



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#### Remuneration:

The remuneration package will be commensurate with the candidate's qualifications and experience and will be in line with CESVI's compensation policies and guidelines.

This Terms of Reference is subject to modification as necessary, in consultation with the selected candidate, to ensure alignment with the evolving needs of CESVI's programs in Iran.

#### *SAFEGUARDING*

*Cesvi has a zero-tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.*

*Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.*

#### *HEALTH SAFEGUARDING*

*Cesvi pays particular attention to safeguarding the health of all the human resources of the Organisation. Therefore, in order to protect its staff, an assessment of their suitability for the position in each mission is carried out before departure. Such assessment is done by the Occupational Doctor of the Organisation, who will also examine the vaccination coverage, including the anti-Covid19 vaccination.*