



Terms of Reference (ToR)

- Position:** Partnership Officer
- Location:** Tehran, Iran (with occasional missions to field offices where RI operates when requested by supervisor) 50% at the partner office
- Duration:** 12 months (3 months' probation)
- Reports to:** Grants and Partnership Manager
- 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 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 Partnership Support Officer will report to the Grants and Partnership Manager and will be responsible for the day-to-day management and administration of partnerships for the Iran country program. The purpose of the Grants and Partnerships Department is to ensure that RI lives up to the partnership principles of responsibility, results-oriented approach, equality, transparency and complementary in our work with partners. The Department oversees the management, coordination and key risk control elements of RI's partnership portfolio, to ensure a high level of risk management and compliance in strong, high quality partnerships that deliver timely and effective assistance. The Grants and Partnerships Department oversees the use and implementation of the Partnership Excellence for Equality and Results System (PEERS), RI's partnership management system and is a key contributor to overall project cycle management

Position Responsibilities and Duties:

The Partnership Officer will support the Grants and Partnership Manager with the day-to-day management and administration of the Grants and Partnership Department, focusing mainly on internal RI coordination with RI's local partners. The Partnership Officer will also be responsible for supporting the partner in the implementation of RI projects and in providing support to the partner in the form of capacity building, coaching and mentoring on an ongoing basis. The key tasks are outlined below:

Grants:

- Under the supervision of the Grants and Partnership Manager, the Partnership Officer will participate in the identification and selection of RI program partners by receiving, screening, forwarding applications to the Grants and Partnership Manager, and filing applications and RI Due Diligence form.
- Support the Grants and Partnership Manager in facilitating the administrative aspects of joint activities under each grant, including supporting convening workshops, as needed.
- Assess partner capacity and identify gaps.
- Support the Grants and Partnership Manager in drafting Strategic Partnership Agreements (SPAs), populating standard input such as partner information, reporting frequency, and annexes.
- Set up and maintain the Partnership Tracker and Partnership files for all new partnerships, ensuring 100% audit-readiness at all times.
- Maintain partner files electronically and in hard copy, including filing all appropriate communications and maintaining the sub-agreement tracker capturing all requirements throughout the partnership life cycle, including reporting and monitoring schedules, partner deliverables (including both programmatic and financial reports), and general conditions.
- Support the Grants and Partnership Manager in organizing and participating actively in Project Mobilizations and Monthly SPA review meetings for partners, arranging the time and venue based on the availability of participants, collecting materials and compiling inputs from participants prior to the meeting, developing the agenda, making copies, sending invitations, taking minutes of meetings and updating the action points' tracker.

Partnership:

- Spend 50% of the time at partner's office and provide required guidance and mentoring to support implementation.
- Work with the partner to prepare partner/project work-plans on a monthly basis, coordinating inputs and confirmation from RI's partners, other RI departments and Program Managers.
- Develop and roll out a suite of PCM tools (work-plans, gantt charts, mobilization tools, M&E tools etc.) to support the partner in the implementation of RI projects.
- Organize trainings for partners, as needed and budgeted in coordination with the Grants and Partnership Manager
- Conduct initial reviews of partner deliverables, such as narrative and financial reports, to determine if they meet the minimum requirements before inputting information in the SPA tracker, including project indicators, expenditure, budget projections and other relevant information, notifying the Grants and Partnership Manger of any issues. Forward deliverables

- to programs and finance teams, as needed, and facilitate the receipt and compilation of RI internal feedback before sending to the Grants and Partnership Manger to share with the partner. Ensure that report review checklists are completed, signed, and filed.

Competencies

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:

- A strong interest in providing high-quality administrative support to a professional team.
- Good communicator with strong organizational and time management skills.
- Attention to detail.
- Strong computer skills: must be competent in the use of Windows MS office programs (Word, Excel, Power Point, Outlook)
- A demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities is necessary
- Excellent interpersonal, cultural skills.
- Ability to work well independently and with a team.
- Professional demeanor, integrity, tact, and good judgment.

Education:

- Bachelor or master's degree, in Business Administration, International Development or related humanities field, with previous experience interning or working with an international NGO.
- 3-5 years of professional work experience in the field of development and/or humanitarian response.
-

Language Requirement:

- Excellent and fluent Farsi and English written and spoken language skills, including translation.
- Excellent copyediting and writing skills

RI 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 28 October 2020.

Only short-listed candidates will be contacted for interview.