



TERMS OF REFERENCE

Position:	Development Grant Coordinator
Location:	Tehran, Iran (with regular travel to areas within Iran where RI operates when requested by supervisor)
Duration:	One year with possible extension (3 months' probation)
Reports to:	Development Program Manager
About RI:	<p>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.</p> <p>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.</p>
RI in Iran:	<p>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.</p>
Position Summary:	<p>The Development Grants Coordinator provides essential grant management support to the Development Programme unit in delivering quality programmes in line with the RI Country Strategy and the Donor regulations. Under the direct supervision of the Development Programme Manager, She/He supports in all tasks related to implementation of the DEVCO funded development activities in Iran, with specific focus on adequate planning, execution oversight, progress monitoring and reporting. He/She links with other departments when necessary to follow up on workplans, procurement, financial monitoring or visibility. The Development Grant Coordinator supports directly the Development Programme Manager in other tasks and acts as deputy in case the Programme Manager is out of country.</p>

Position Responsibilities and Duties:

1) Implementation of DEVCO grants:

- Responsible for the compliance in relation to grant management and project cycle management for the allocated projects
- Oversee the day to day implementation of the assigned DEVCO grants to ensure the timely and effective implementation of project activities, including achieving set indicator targets and objectives, and grant management.
- Carry out monthly planning for all DEVCO grant activities and weekly reviews of achievements and constraints; and provide feedback accordingly.
- Regularly communicate with Heads of Office and field program staff to review activity planning and implementation.
- Manages the process of compiling reports (donors and internal reports) in close collaboration with sector leads, Programme and MEAL teams, and Finance to ensure accurate, transparent and timely delivery of narrative and financial documents for allocated projects.
- Flag any program related challenges to the Development Programme Manager.
- Contribute to the development and revision of proposals, budgets and donor reports
- Ensure the programme teams compliance with all RI administrative and operational procedures and policies related to the grants supervised.
- Identify capacity building needs for the program team.
- Ensure capacity building of field staff, volunteers and implementing partners' staff on RI policies, procedures and SOPs for implementation, in line with donor requirements.
- Liaise with and collaborate with relevant NGOs, local authorities and other key stakeholders at the field level.
- Make sure registration/ verification lists, distributions lists and other project documents are safely kept and archived.
- Support in the maintenance of an accessible and well-organized filing system for storing all grant-specific files for all of RI past and active grants.
- Authorize and sign field related documents when delegated by Development PM
- Work closely with the MEAL team to develop and implement MEAL tools, including MEAL tools for use at the field level
- Contribute to the analysis of MEAL data
- Conduct field visits to monitor implementation and consult with key stakeholders and provide support to program teams to ensure timely and effective project implementation, determining gaps and needs and taking corrective measures within appropriate timelines
- Coordinate with all RI-Iran sectors to integrate activities/indicators, especially through mainstreaming Protection, Cash.
- Coordinate smoothly with the Liaison department to ensure all authorizations are in place to implement project activities and MEL processes.
- Promote adherence of standards and best practices, promoting local adaptation.
- Ensure overall technical quality and standards of DEVCO grants across operational areas, in line with budgets and work-plans, focusing on producing required deliverables.
- Ensure RI-Iran projects and activities are coherent with RI's country strategy, international standards (including Sphere and Core Humanitarian standards) and related donor contractual obligations.
- Ensure adherence to RI's security plan (including on staff movement) during all field operations.

2. Support to the Development Program Manager:

- Hiring Program staff at field level to implement DEVCO grants.
- Preparing Request for Funds every month in coordination with Finance Department.
- Reviewing monthly BVAs in coordination with Finance Department.
- Preparing Financial Projections.
- Budgeting for new projects.
- Drafting activity reports for donors.
- Developing SOPs for the development program.
- Drafting letters to BAFIA.
- Any other tasks assigned by DPM on ad hoc basis.

The Development Grant Coordinator will act as deputy in case the Development Programme Manager is out of country.

Qualifications & requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Minimum 3 years of working experience, relevant to the position, including 1 in similar role.
- Relevant university degree or higher education.
- Experience, knowledge and skills with regards to recovery and development approaches.
- Proven planning, organizational and communications skills necessary to accomplish the job.
- Good understanding of donor rules and regulations. The ideal candidate would have practical experience with development donors, including DEVCO.
- Excellent verbal and written skills for communication and reporting in both Farsi and English.
- Skills and experience in report and proposal writing
- Strong communication, coordination and interpersonal skills
- Strong analytical skills (data and financial)
- Ability to mediate in high-stress scenarios with competing interest
- Excellent written and oral communication skills in English
- Ability to manage multiple tasks simultaneously and attention to detail.
- Ability to plan and organize work and establish priorities.
- Ability to work independently and creatively.
- Supports and encourages open communication in the team and facilitates teamwork.
- Ability and willingness to travel extensively to the field.
- Excellent computer skills, i.e. Microsoft Office Suite.

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 “Development Grant Coordinator”, in the subject section of your application email. Please note that this is a re-advertisement of this position and applicants who have applied before do not need to re-apply.