

PROJECT MANAGER TERMS OF REFERENCE

Organization: Alianza por la Solidaridad (Alianza)

Title of the project: "Palestinian women enjoying their economic rights and generating social change"

Position: Technical specialist in Women's Economic Empowerment

Location: East-Jerusalem with frequent trips to the West Bank

Duration of the contract: 7 months

Contract type: full time

Project Funded by: Generalitat de Valencia. (Spanish public donor)

Total cost of the project: 504. 535,65 Euros

Partners: Palestine Information and Communications technology Incubator (PICTI) and the Women's Affairs Technical Committees (WATC)

ASSIGNMENT

The Technical specialist's role is to support the partners in the implementation of the project, and to facilitate the coordination between the partners and Alianza and with other actors involved in the project. Under the direct supervision of Alianza's Coordinator in oPt, the primary responsibilities of the technical specialist are to ensure efficient implementation and follow-up of the project activities, supervise the team in implementing the activities, and facilitate the communication and cooperation between the partners and Alianza team. In addition, the technical specialist will provide technical assistance to the partners, providing expertise, advice and strategic recommendations on the sectors of the project.

PROJECT GEOGRAPHICAL LOCATION

West Bank

FOCUS AREA

Women's economic rights, women's social and economic empowerment (including women entrepreneurship), equality and gender awareness, Gender-Based Violence (GBV), women's access to the labour market and an equitable, sustainable and inclusive economic development in oPt.

REPORTING LINE

Under Alianza's Humanitarian Gender/GBV Coordinator supervision and reporting to Alianza's Head of Mission in oPt.

BASE/LOCATION

Alianza's office in Jerusalem, with frequent trips to West Bank.

BACKGROUND

Alianza is responding to the needs of the population in Gaza and the West Bank through interventions focused on a multi-sectorial response to Gender Based Violence (GBV), which

involves the provision of sexual and reproductive health services, psychosocial support, legal aid and monitored referral. The GBV strategy intervention additionally combines strong components on advocacy and communication on women's rights, particularly the right to live free of violence, as well as awareness, empowerment and capacity building actions. This comprehensive intervention is currently being implemented through various projects located in the Gaza Strip and in the West Bank funded by OCHA, the Spanish Agency for International Development Cooperation and other Spanish donors.

Alianza needs to recruit a Technical specialist in economic women empowerment that ensures the last quality check of the project implementation, according with the donor guidelines and regulations; provides expertise and technical advice to the partners and the project community's stakeholders on: economic women's rights, women entrepreneurship, women's access to the labour market, economic empowerment of women and economic development in oPt (according to project approaches: an equitable, sustainable and inclusive economic development).

MAIN TASKS

Project Cycle Management:

- Ensure a proper planning of the project activities with the partners in accordance with the donor and Alianza's regulations.
- Supervision of the implementation of activities according to the existing work plan and direct implementation of some activities related to the interventions when required. Provide support and technical, methodological assistance to the partners.

Follow up the Monitoring and Evaluation Plan of the partners of the project following-up its implementation accordingly to ensure that all indicators are reached by the end of the project. Reviewing all of the tools needed and ensuring that is done from a results-based management and gender and human-rights approaches. In coordination with PICTI and WATC, ensure that the implementation of the project activities complies with the donor's technical requirements and standards.

- To have with the partners monthly financial review meetings throughout the entire project period to:
 - plan and monitor the implementation of the budget,
 - review procurement and spending plans,
 - ensure the funds are spent within the time frame acceptable to Alianza and to the donor,
 - ensure that the rules and regulations of both the donor's and the Alianza's are followed in the different processes of the project activities
- Provide expertise, advice and strategic recommendations on the sectors of the project to the partners when is needed.
- Ensure the gender and human right approach is mainstreamed in the whole process of the project.

- Organize and participate in technical meetings to oversee the project's progress according to the timeframe.
- Ensure the delivery of required monitoring reports received from the partners. Guarantee that both narrative reporting and financial accounting meet Alianza's and donor's requirements; support the project managers as necessary in compiling ad-hoc reports for both internal and external use.
- Undertake periodical field visits to the project's communities to ensure successful delivery of the project's results.
- Identify innovative experiences and "lessons learned" from the project implementation
- Ensure the development of TORs, recruitment process and follow up for the external technical services needed for project implementation, in case of needed.
- Follow-up the study done by consultants in the frame of the project.
- Represent the project in meetings with stakeholders if is required.

Reporting:

- Writing of the quarterly, intermediary and final reports to the donor in collaboration with Alianza team in oPt

Communications and Advocacy:

- Supervise the implementation of the communications and the visibility plan (according to the donor's rules) of the project and provide needed support.
- Participate, in coordination with the partners, in periodical meetings with relevant stakeholders (public and private at national and international level) working on: women's economic rights, women entrepreneurship and access to labour market, gender, economic empowerment of women survivors of GBV and economic development in oPt (according to project approaches: an equitable, sustainable and inclusive economic development).
- Prepare briefings of the project results and other summaries when requested.
- Promote a positive work environment within Alianza's office and with partner organizations.
- Contribute effectively to overcome the challenges and solving the problems faced during the project implementation in a positive and creative way.

Security:

- Apply and adhere to the internal safety regulations.

REQUESTED KNOWLEDGE AND EXPERIENCE

- Advance degree in economic/business other related fields.
- Additional studies in Gender and Development, Women Economic Rights, Human Rights or other related fields.
- Minimum three years of experience in projects related to economic development, women's rights and women empowerment, including practical experience in income generating projects in development settings, and women's entrepreneurship projects in oPt.
- Demonstrated skills and experience in complex project monitoring. Strong analytical and strategic planning skills.
- Excellent management and administrative skills.
- High level of interpersonal skills and cultural sensitivity to effectively interact with all level of staff.
- Self-motivated and well organized.
- Professional level fluency in English and Arabic required. IT skills including Microsoft Word and Excel software.
- Must have the corresponding permits to be able to travel through the areas linked to the project.

WE OFFER:

- Temporary contract: 7 months, 40 hours per week.
- Salary: between 5.500 and 6.776.01 NIS per month.
- Deadline for application: 15th Jun 2019
- Starting date: 30-06 2019
- The applicants must send: their CV and a motivation letter (with 2 references) to pherranz@aporsolidaridad.org; eanadon@aporsolidaridad.org

Alianza will only communicate with the pre-selected persons who meet the aforementioned requirements, to summon them for an interview.