

Job Description

Start Fund FOREWARN Coordinator

CONTEXT

The Start Fund Anticipation Window was designed in 2016 to support global Start Network members to implement projects before a disaster is forecast to strike, reducing unnecessary loss of life and damages around the world. The Forecast-based Warning, Analysis and Response Network (FOREWARN) has been established in April 2016. Interest in anticipation action has been rising among the Start network members in the Philippines.

CARE Philippines is planning to host a Start Fund FOREWARN Coordinator on behalf of the Start Network members in the Philippines. This senior level position will provide coordination, information sharing and other services to Start network members in the Philippines. In particular, the Start Fund Coordinator will focus on the following:

Networking and coordination

- Build and maintain relationships with relevant early action platforms, tools and mechanisms in country and regionally where appropriate
- Represent Start members on anticipation action/forecast-based-financing discussions, for instance in the Forecast Based Financing (FBF) Technical Working Group.
- Raise awareness of Start network activities among Start network members in the Philippines and other stakeholders.
- Ensure that Start Fund anticipation window is represented through Start Fund members
- Ensure that Start Network members in country have access to nationally appropriate forecasting expertise (weather forecasters, epidemiologists, water management etc.)
- Establishing contacts within existing Forewarn groups including outside of the Philippines, and serve as a focal point for Philippines.

Coordination – Start Fund membership

- Support the Standing Decision Making Group (SDMG) chair with the administration, information sharing, coordination and maintenance of the SDMG members – including regular planning of trainings, meetings and events as agreed with the group (alongside Start Fund Regional Adviser for Asia)
- Provide secretariat support to Start Fund anticipation team and decision making group in the Philippines – scheduling meetings, share information, keep the membership and contact list up-to-date, take notes of the meetings, manage start network google groups, and collect information through google docs or other online platforms.
- Support the chair of the Start Fund Decision Making group in convening Start Fund decision making group meetings, proposal reviews, and other relevant activities.
- Ensure that Start Fund members operational in country are represented in the SDMG/ have opportunity to participate
- Ensure regular engagement of SDMG with an anticipatory focus

Start fund alerts

- Support SDMG members to raise timely Start Fund anticipatory alerts
- Support with the communication and learning of Start Fund early action activities

Horizon scanning

- Ensure that SDMG members are aware of upcoming risks in country, including those that could be potential anticipatory alerts
- Support SF members to engage and support in wider early action work outside of the Start Fund anticipation window
- In coordination with Start Fund anticipation team, develop and manage information and knowledge sharing platform, which may include database and stakeholder mapping.

Link to wider Start Network

- Engage in wider Start Network activities where appropriate – e.g. communications, Hubs and Start Financing Facility
- Work with the Anticipation Advisers (learning, analysis and partnerships) to ensure the early action work of members is well supported, evidenced and communicated
- work with Start Fund anticipation team on other relevant activities.
Engage with the global FOREWARN group

Location

- Quezon City

Travel

- 30%

Qualifications

- Graduate of Social Studies, Business or Development-related course
- With minimum 4 years of experience in humanitarian and development work, with functions on donor/org/agency coordination, project management involving disaster response

How to Apply

- Kindly send your application letter and updated CV to careers.phl@care.org