



Position Description

Country Office:	CARE Philippines
Position Title:	Consortium Coordinator
Type (select one):	
Incumbent's name (if applicable):	
Date submitted to HR:	August 17, 2023
Grade assigned:	D
Duration of Assignment:	September 2023 - June 2024

Job Summary

Assisting Most Vulnerable Communities and Schools Affected by Complex Emergencies Access Quality and Timely Humanitarian and Disaster Preparedness Services or ACCESS Project aims to address the most urgent multi-sectoral needs of vulnerable populations affected and displaced by conflict, which often intersects with natural hazards, climate and environmental risks, other shocks, and increasing international humanitarian law (IHL) and international human rights law (IHRL) concerns. ACCESS will be applying a fill-the-gaps approach across food security and livelihoods (FSL), water sanitation and hygiene (WASH), shelter and settlements, health, protection, education in emergencies, and rapid response – while mainstreaming disaster preparedness actions.

ACCESS is a two-year project covering 10 provinces, 18 cities and municipalities, in the regions of BARMM, Region X, XII, and XIII in Mindanao. The project is implemented by a consortium of local and international non-government organisations, led by CARE Philippines. It is supported by the European Union Humanitarian Aid (ECHO).

The Consortium Coordinator will be responsible for ensuring well-coordinated, consistent, timely and quality implementation of the ACCESS Project. The position will ensure the harmonization of approaches across geographic and thematic areas of implementation and ensure coordination with other humanitarian and disaster preparedness projects. The Consortium Coordinator will serve as a key liaison and focal person and will be responsible for fostering progressive collaboration within the consortium.

Responsibilities and Tasks

Major Responsibilities:

- Act as a part of the Project Steering Committee (PSC) responsible for presenting the critical analysis and information and recommendations on strategic, operational and financial matters and support in decision-making by CARE Philippines ECHO Team and the PSC
- Under the direct supervision of the CARE Program Manager for ECHO Actions, work with and supervise the overall project implementation across all consortium members, to ensure the technical and geographical coherence and harmonization of the project in line with planned timescales
- Take the overall lead in facilitating and compiling project planning in coordination with consortium members

- Lead overall programmatic, logistic & financial management of the project, including the identification of risks and obstacles, to ensure donor compliance in terms of project deliverables & eligibility criteria
- With the support of the technical specialists, develop specific strategies for cross-cutting themes (gender, diversity & inclusion, protection, conflict sensitivity, climate, environment, resilience and advocacy) for the consortium project
- Lead the preparation of monthly, quarterly, interim and final narrative and financial reports in coordination with consortium members and the MEAL Working Group.
- Monitor the proper financial management and forecast of budget lines across the consortium, in coordination with the Consortium Finance Working Group
- Undertake regular monitoring of activities, including field visits and regular consortium meetings
- Lead on the set-up of systems, TORs, SOPs and tools in place across the consortium to promote and facilitate, collaborative ways of working (including cross-learning and sharing), programmatic alliances, consistency in implementation and value for money
- Build strong relationships with all the stakeholders involved in the project and foster collaborative practices that benefit from the expertise and capacities of all partners
- Provide leadership in different working groups established under the consortium arrangement including M&E Working Group, Finance Working Group etc.
- Represent the consortium in sub-national and national level coordination platforms, technical working groups, UN Agencies and government authorities meetings, when needed
- Supervise consortium MEAL Manager and ensure a robust MEAL working group at the consortium level
- Lead on the relevance and quality of monitoring reports, analysis and data trends, including recommendations produced by the Consortium MEAL working group
- Promote cross-learning and sharing among all consortium partners and across various ECHO-funded projects
- Produce high-quality information and communication materials to be regularly shared with the donor.

Common responsibilities within CARE Philippines:

- Comply with all relevant CARE Philippines policies and standard procedures.
- Promote a strong team environment by contributing ideas, listening to others, and willingly taking on tasks that fall outside of this job description as directed by an employee with the appropriate delegation.
- Work constructively with colleagues in other departments and teams to promote the objectives of the organization.
- Demonstrate an ongoing commitment to gender equality and diversity.
- Promote a safe and secure work environment; foster a safety and security culture and ensure compliance with CARE Philippines safety and security policies and procedures.
- Build positive working relationships with CARE staff and potential suppliers.

Problem Solving

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose

the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring. Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

The position will require all three types of problem solving at different stages, but will mainly be faced with the second and third types.

Qualifications (Know-How)

Education/Training:

Required: A bachelor's degree graduate of Social Sciences, Community Development, Development Studies, or other related fields.

Desired: Postgraduate degree in the above studies.

Experience:

Required:

- At least 7 years of significant experience in leading and coordinating consortia in the humanitarian context.
- Significant experience working in ECHO-funded projects, and knowledge of ECHO funding guidelines, including financial rules and communications, visibility and information guidelines is required.

Desired:

- At least 3 years of cumulative experience in IRM or the integration of DRR, CCA and EMR approaches, or similar integrative approaches.
- Familiarity with the application of community-based, rights-based and other approaches.
- Experience working with high-risk communities, local government units, national government agencies, academic and research institutions, civil society organization, private sector organizations and donors.
- Experience in managing linking and learning activities.
- Experience in project development, fund-raising, and donor relations.

Technical Skills:

Required:

- Strong management, coordination and facilitation skills, especially with cross-cultural groups under complex field conditions with diverse partners and stakeholders.
- Strong team skills, with the ability to develop and maintain effective working relationships and collaborate both within and outside the team and work within a network of working groups and teams.
- Strong analytical and problem-solving skills to tackle complex problems.
- Experience of working in humanitarian responses and an understanding of the systematic and practical challenges impacting humanitarian responses.
- Strong research and Monitoring, Evaluation and Accountability skills.

- Excellent negotiation and networking skills, including the ability to build rapport and trust quickly.
- Self-motivated, flexible, and adaptable to changing priorities.
- Ability to work under stressful conditions.
- Ability to keep focused on the overall CARE strategy while developing programs that are sensitive to cultural, gender and political realities of the workplace.
- Fluent in verbal and written English.

Desired

- Proven training skills.
- Good computer skills.
- Fundraising and donor-relations skills

Competencies:

- Respect, Integrity, Excellence, Diversity
- Building Partnerships - identifying opportunities and establishing effective relationships between one area and other areas, teams, departments, units, or other organizations to help achieve CARE's objectives.
- Developing Teams - using appropriate methods and flexible interpersonal style to help build a cohesive team, facilitating the completion of team goals.
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- Initiating Action - Taking prompt action to achieve objectives; taking decisive action to achieve goals in times of uncertainty or in fluid contexts; being proactive.
- Innovation - Generating innovative solutions; trying different and novel ways to deal with work challenges and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions.
- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- Stress tolerance - Maintaining effective performance under pressure or adversity; handling stress in a manner that is consistent with CARE's core values.

Freedom to Act / Impact

Prime - takes full and total responsibility

Contacts/Key Relationships

List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

Internal:

- CARE Philippines ECHO Team: implementation and coordination
- CARE Philippines SMT and staff: for reporting and coordination of work
- CARE Nederland: for reporting and coordination

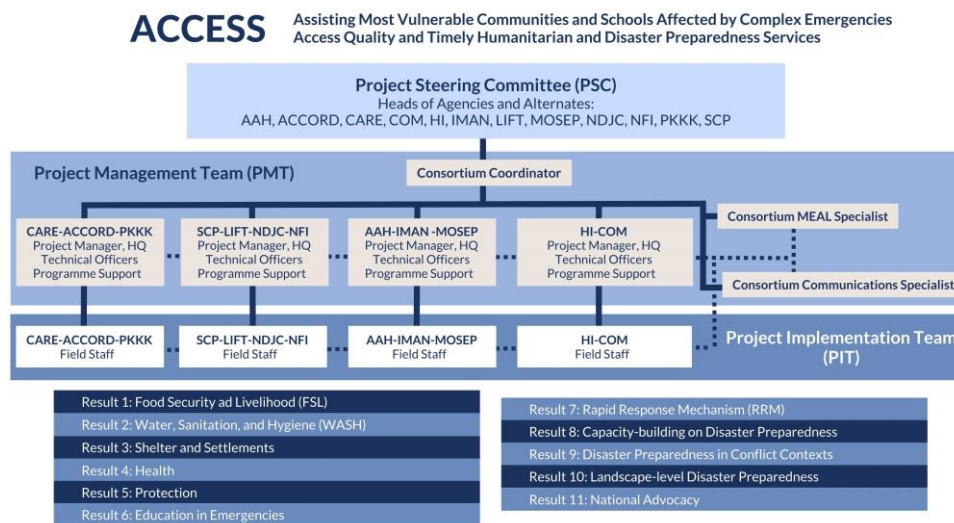
External:

- Local implementing partners (ACCORD, PKKK): implementation
- ACCESS Consortium partners, Project Steering Committee, and Technical Working Groups: implementation
- Various ECHO-funded projects (FAO, SUPREME BARMM): coordination
- Local government units, national government agencies, civil society organisations, academe, private sector, and other platforms and stakeholders: coordination

Living Conditions

- Location: **Quezon City, Philippines**
- Expected percentage of time traveling: **50%**
- Special Conditions: **none**

Project Organogram



How to apply:

Send latest CV and letter of intent careers.phl@care.org. Only shortlisted applicants will be contacted.

"CARE is a diversity-promoting organization that draws strength in and builds opportunities for, a well-represented workforce. Women are highly encouraged to apply, as well as the talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuse, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment."