



TERMS OF REFERENCE (TOR)

CARE International in Lebanon Short-term Consultancy

Position: Acting Socio-Economic Sector Coordinator

Organization: CARE International in Lebanon

Department/Division: Program

Unit: Economic Development & Livelihoods

Category: Consultant

Work Location: Based in Beirut with travel to the field offices

Supervisor: Deputy Country Director: Program

Posting Restrictions: None

Job Summary: This consultancy is to serve as an interim socio-economic sector coordinator. The position will be based in the Beirut office and will support CARE to develop innovative solutions and programming under the socio-economic sector to benefit refugees and host communities. The position is expected to work with an array of external and internal stakeholders to build on the extensive work of CARE both in Lebanon and the region. Additionally, the position will lead the strategic outcomes of several economic empowerment and associated projects by ensuring the effective, timely and coordinated management of each project with synergies across the portfolio. This senior role is responsible for strategic direction and planning, proposal development, as well as leading the team on project cycle management.

Supervisees: Senior

Period of November 1 till January 30, 2019

Performance:

Contract Type: Consultancy

Other contract elements: Extension of this contract is dependent on mutually agreed deliverables between Deputy Director/CD.

Education & Certification: Bachelor or master's degree in business administration, socio-economics, humanitarian affairs or equivalent.

Proven Experience: At least 5 years relevant experience in complex livelihoods program design, management, and proposal development, preferably in the Middle-East.

IT / Software / Familiarity with MS Office software.

Technical Skills:

Language Skills: English Fluency; Arabic desirable

Competencies

- Familiarity with humanitarian interventions in support to the urban poor and vulnerable populations.
- Excellent demonstrated capacities in project cycle management and budget follow-up including excellence of planning with partners and translating those plans into clear action pathways
- Excellent capacity to supervise, staff local partner organizations in a sub-grantee relationship and provide information in a timely manner to CARE's international partners and senior management.
- Familiarity with the Lebanese economy, market, and job market is desirable.
- Very good communication and writing skills
- High capacity for coordination and diplomacy.
- Ability to work under pressure

**Detailed
Responsibilities &
Tasks**

Responsibility #1: Program Leadership and management

- Oversee the overall implementation of CARE Lebanon's economic empowerment programs supporting project managers in overall successful project delivery as per national standards, donor agreement and CARE guidelines and agreed implementation strategy.
- Participate in grant review meetings ensuring partner NGOs are compliant with donor regulations and are on track with implementation

Responsibility #2: New Business Development

- Lead on the development of new programs and partnerships, in line with identified needs and within CARE's strategy in Lebanon, including the elaboration of donor proposals, in close collaboration with program and program support teams.
- Elaborate Concept notes and proposals for related new projects on socio-economic related proposals including but not limited to shelter, WASH, community-based protection, livelihoods, youth empowerment, and other economic empowerment concepts.

Responsibility #3: Program Strategy and Quality

- Lead on program strategy development for socio-economic sectors
- Coordinate the necessary market assessments, needs assessment, gap analysis and scoping exercises to redefine CARE's priority interventions and strategic planning in the Lebanese context.

- Lead regular planning and reflection sessions with the relevant project teams, local and international partners and government officials. The Coordinator will have the oversight and decision-making responsibility on program quality.

Responsibility #4: Support in technical expertise to programs

- Co-design technical guidelines that outline processes, procedures, or strategies for program implementation
- In close collaboration with the GBV Coordinator, ensure that programs and interventions reflect and further gender issues

For further information or application please send a cover letter and current CV to:
recruitment@careliban.org or dnpstrucrutement@carefrance.org with title of consultancy as heading.