

## Terms of Reference

### COVID PROGRAM MANAGER CAMEROON

#### **Background**

The first cases of COVID-19 were recorded in Cameroon at the beginning of March 2020. As of April 15, 2020, Cameroon is the second most affected country in sub-Saharan Africa with 855 confirmed cases, 130 cured and 17 deaths.

Before the advent of this pandemic, Cameroon was already weakened by 3 crises - the civil conflict in the South West and North West regions, the security crisis in the Lake Chad Basin and the influx of refugees from the Central African Republic. According to the humanitarian community, 3.9 million people in the territory have been identified in need of humanitarian assistance since the beginning of 2020.

#### **Scope of Work:**

The Program Manager is responsible for the quality and effectiveness of CARE's emergency response to COVID 19 in Cameroon. He/she is the leader of the COVID team and the guarantor of the good functioning of these emergency projects within CARE in Cameroon. As such, he/she is part of the Senior Management Team (SMT) and reports directly to the Country Director. Some of the key assignments include: a) Response Plan for the COVID 19 Crisis; b) Program development (Concept Notes for key areas where CARE can add value), c) Supporting the program teams in adapting the actions to COVID 19 d) identification of consortium (Medical NGO) for future collaboration.

#### **General description of service:**

The key activities are expected for at least 3 months starting in April 2020 (possibility in remote).

#### **Specific objectives:**

- **Coordination**
  - ✓ Ensure external coordination and communication with other key stakeholders: local administration, UN agencies, INGO, local NGOs, especially at the field level with a focus for NW and SW regions
  - ✓ To provide updated mapping of actors regarding COVID 19 response
  - ✓ To pre identify options of consortium for future intervention (medical NGOs)
  
- **Program design**
  - ✓ To conduct key informant interviews to better understand the context and the main priorities.
  - ✓ To ensure that gender is taken into consideration in strategy and proposal development in relation with the Country office (CO) Gender technical advisor and RGA (rapid gender analysis) results
  - ✓ To consolidate emergency strategy response in line with the expertise of the CO and to be validated by the SMT
  - ✓ To contact pre-identified local partner(s) or INGO and draft an advanced draft of a concept note with the partner's staff and ensure proper integration of the local partner(s) in the design of the response.
  - ✓ Develop roadmap to the CO to ensure that all the partnerships process is being followed and a calendar is being monitored;

- **Program adaptation**

- ✓ To support contingency planning for regular programming: share of good practices; compliance with Care International (CI) recommendations; review of CN and budget
- ✓ To propose all SOP for adapted actions to ensure compliance with CI recommendations and DO NO HARM principles, i.e. distributions (validation by CO Log Sec + HQ)
- ✓ To provide DO NO HARM training to CARE staff and partners to ensure that the activities are not increasing the existing vulnerabilities of the affected populations (in liaison with CO Log Sec and CO RRH)

- **COVID program management**

- ✓ To be associated to the selection of HR dedicated to COVID projects (mainly from current CO program HR + eventual recruitments)
- ✓ To manage the local technical team dedicated to new COVID projects implementation
- ✓ To follow up new COVID projects performance
- ✓ To follow up project budget use and burn rate
- ✓ To report on the project following donors and HQ expectations
- ✓ To produce adapted communication on the project towards CARE France, WA region, donors (with CO validation)

### Deliverables

- Finalization of emergency response strategy, including mapping of actors
- 1 or 2 CN to be written with partners (1 small grant model 2-3 months , 1 large grant model 3-6 months)
- Training report on DO NO HARM
- Contingency planning for regular programming

### Key Internal Contacts

Country Director, Program Director, Assistant Country Director-Support, Emergency Manager and Operation Manager for CARE France.

### Key External Contacts

Other NGO's, UN agencies (incl. UNDSS), host government, bilateral and multilateral donors, and other principle stakeholders including the military where present.

### Reporting Lines

The COVID program manager reports to the Country Director

### Selection Criteria

#### Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.

- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- Result oriented
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.
- Knowledge of the targeted area desirable.

#### **Required Technical Competencies**

- Minimum of 5 years humanitarian aid experience in complex and natural disasters.
- High level of all aspects of managerial experience, including managing local partners.
- Experience in complex decision making and leading a multi-disciplinary, multi national team under difficult circumstances.
- Experience in designing emergency response strategy (including distribution, sensitization, IGA) and working in remote.
- The highest level of expertise in representation and negotiation with governments and donors.
- Strong understanding of the humanitarian emergency operating context, including Sphere, the humanitarian system, donors, security, DO No HARM, civil military liaison and program management.
- Language skills: French and English

#### **HOW TO APPLY**

Please send your resume and cover letter in English or French to [recrutement.programmes@carefrance.org](mailto:recrutement.programmes@carefrance.org) with the reference << **Covid Program Manager** >> in the object of your email. Deadline for submission: **31/05/2020**

#### **CARE encourages diversity in its recruitments.**

Due to the large number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 4 weeks following your application, please consider your application as not selected.

We would also like to inform you that: in view of the regulation about data protection, in the event of an unsuccessful application, we will not keep your application file or any personal information about you. Everything will be destroyed.

CARE France applies zero tolerance to the exploitation, sexual abuse and mistreatment of women and children and mobilizes all its employees in the implementation of its global policy.