

Preliminary Job Information

Job Title	CONSORTIUM COORDINATOR
Reports to	HEAD OF MISSION
Country & Base of posting	NIGERIA – ABUJA / MAIDUGURI
Duration of Mission	7,5 months

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

The association leads in average 190 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as the first economy in Africa thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge socio-economic inequalities, and from high rates of corruption, at every level. In 2015, presidential elections were held and led to the election of Muhammad Buhari (former military) to replace Goodluck Jonathan. During the first months of his election, he has shown particular efforts to get progressively rid of corruption, and has officially announced that he would stop Boko Haram from harming people.

Boko Haram (meaning Western education is forbidden/ is a sin), renamed Islamic State in Western Africa after it pledged allegiance to the group Islamic State in april 2015, is a Sunni terrorist and jihadist group seeking to create a Kalifate in western Africa ruled by the sharia law. Created in 2002 by Mohamed Yusuf in Maiduguri (State of Borno), the group has been carrying out armed attacks on civilian populations since 2011. Abubakar Shekau has taken over the leadership of the group after Yusuf died in detention in 2009 and has radicalized BH's actions in the Lake Chad Basin.

From 2013, Boko Haram exported its action abroad, in Cameroon, Chad and Niger and was linked to a number of attacks kidnapping, particularly in Northern Cameroon. The intensification of conflict in north east states of, Borno, Adamawa and Yobe has inevitably resulted in the displacement of people across the troubled states. As of today, OCHA estimated that 7 million people are in need of humanitarian assistance, of whom 1.8 million are displaced in the sole city of Maiduguri. The main need is related to Food Security, and access to basic services (Water, Health, and Sanitation).

If a regional force made up of troops from Nigeria, Niger, Chad and Cameroon launched a military offensive against Boko Haram in early 2015 and resulted in significant territorial losses for the insurgent group.

In August 2016, Al-Barnawi was appointed as the new leader by the high commandment of ISIS for the western African province of the Islamic State, which caused a scission inside the group between ISWA (Islamic State in Western Africa) led by Al-Barnawi and Boko Haram "historical channel" led by Abubakar Shekau. This scission might cause changes in the security context in the coming months. Armed clashes are still ongoing in Borno state drastically reducing access to the vulnerable populations outside Maiduguri, in Local Government Areas of Borno State.

PUI's strategy/position in the country

PUI has been present in Nigeria for one year now (since April 2016), developing an integrated response to crisis affected population in Borno State, and particularly in Maiduguri City.

It has first targeted the neighborhood of Bolori II in the northern outskirts of Maiduguri, developing innovative food security programs

(electronic voucher), ensuring access to primary healthcare and providing logistics support to humanitarian partners through the logistic platform. Strengthened by its knowledge of the area, its strong community approach and its continuous and ongoing assessment, PUI has developed a similar strategy outside of the Maiduguri Metropolitan Area, targeting the LGAs of Magumeri and Gubio for food distributions. The presence in this area will allow an extended comprehension of the uncovered needs and the development of an adequate strategy to cover the most urgent needs.

History of the mission and current programs

PUI has been present in the region for more than a decade, implementing projects in Chad since 2004 and in Cameroun since 2008. In Cameroon, PUI is implementing projects in response to Boko Haram -related displacement in the Far North region.

PUI has been officially opened in Nigeria since april 2016, targeting affected vulnerable populations living in the ward of Bolori II in the northern part of Maiduguri. PUI has been granted a temporary registration and is under way to get a permanent registration. Besides PUI has initiated and maintains close relations with NEMA and SEMA, the state agencies in charge of the overall coordination of the response to the crisis.

Currently five projects (funded by ECHO, OFDA, CIAA, WFP and the Logistic Cluster) are being implemented Targeting about 10.000 households in Maiduguri and in Magumeri and Gubio LGA.

- Support to Primary Health Care Centers and Mobile clinics in Bolori II (Maiduguri)
- Electronic Food Voucher distribution in Bolori II
- In-kind food distribution in Magumeri and Gubio
- Logistic Platform in Maiduguri (common warehouse, Air Cargo, kitting area etc..)

With the Food For Peace Grant, PUI will extend its coverage of food needs in Maiduguri, through a consortium with ZOA and COOPI.

Configuration of the mission

BUDGET FORECAST 2017	10.000.000 EUR
BASES	MAIDUGURI ABUJA
NUMBER OF EXPATRIATES	28
NUMBER OF NATIONAL STAFF	100 Depending on new project : 30
NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	ECHO, CIAA, OFDA, WFP, Logistic Cluster, FFP, FAO, CDCS
ACTIVITY SECTORS	Food Security Health and Nutrition Logistics

Job Description

Overall Objective

In close cooperation with consortium partners, the Consortium Coordinator ensures that the consortium's project implementation according to the approved proposal and in accordance with the rules and regulations of the donor. The Consortium Coordinator facilitates close and effective coordination and collaboration between consortium partners, ensures high quality documentation of the project activities and ensures that project results are achieved. He sets up exchange and sharing frameworks, and ensures constant and efficient communication between the different members of the consortium. He represents the consortium to the authorities, humanitarian actors and donors and is in charge of communication around the action.

Tasks and Responsibilities

- ▶ **Representation:** To represent and position the consortium towards external stakeholders ensuring the mission, vision and interests of the consortium and its members are protected
- ▶ **Coordination:** To facilitate coordination and communication among consortium partners and ensure the consortium partnership operates in an effective manner
- ▶ **Program:** To ensure the project is implemented in a timely and professional manner, according to objectives, goals and

indicators, in line with donor requirements and based on beneficiary needs.

- ▶ **Safety and Security:** To assist in following safety and security rules on-base and will transmit all safety and security information to his/her supervisor.
- ▶ **Strategy:** To assist in developing new operations as needed.

Specific objectives and linked activities

1. Ensure consistent representation of the consortium and its activities before FFP or other humanitarian stakeholders

- ▶ Act as a focal point for all external requests regarding the consortium project.
- ▶ Protect and promote the vision, mission and interests of consortium partners towards external stakeholders;
- ▶ Represent the consortium toward the donor(s) and government authorities and therefore communicate with the donor(s) and government authorities;
- ▶ In the event of visits from donors, he/she leads the organization and implementation of the visit.
- ▶ Attend government, UN, NGO and donor meetings and present ongoing consortium activities;
- ▶ Ensure the visibility of the consortium amongst humanitarian, donor and government actors throughout the project;
- ▶ Effectively manage coordination with other actors (UN, NGOs) intervening in a similar sector;
- ▶ Ensure the continuum of consortium PR activities, including formal presentations, engaging media for coverage on success stories, updating project-specific and regional fact sheets, and documenting publications featuring the consortium in the media;
- ▶ Oversee the consortium's communication activities including media visits, photographer's mission, videos, etc.;
- ▶ Lead the drafting and dissemination of position papers, statements, reports and releases on the consortium's engagements and humanitarian advocacy

2. Ensure fluid communication and information sharing between partners

- ▶ Effectively manage partnerships between the different parties of the consortium to ensure smooth collaboration;
- ▶ Ensure regular and open/transparent communication between consortium partners;
- ▶ Regularly communicate with consortium focal points on project activities;
- ▶ Convene and chair regular (e.g. monthly, quarterly) consortium steering committee meetings to discuss program and financial issues, disseminate minutes and follow up on action points;
- ▶ Carry out regular catch up with consortium key focal points.
- ▶ Support the development and maintenance of a coherent consortium strategy across all partners;
- ▶ Promote harmonization of approaches and methodologies across all consortium partners by developing and monitoring use of common tools, as well as creating opportunities for experience sharing and learning;
- ▶ Coordinate the development of all technical tools related to the consortium's project (ToRs for consultants and evaluators, ad hoc reports, capitalization reports...);

3. Ensure the project is implemented in a timely and coherent manner by all partners

a) Project Planning

- ▶ Define project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization);
- ▶ Ensure harmonization of methodology and tools among consortium partners
- ▶ Organize project kick-off and close-out meetings;
- ▶ Together with the Project Managers of consortium partners, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives.

b) Project Implementation Follow-up

- ▶ Oversee and monitor the work of consortium, ensuring that technical quality and standards are considered and respected during project implementation;
- ▶ Support the Project Managers of each partner to implement all aspects of the project;
- ▶ Conduct regular follow-up of work plans, identify and address any delays in a timely and effective manner;
- ▶ Monitor output achievement, cash burn rates and ensure a timely completion of the project.

c) Project Quality Control

- ▶ Conduct periodic field visits to validate progress reports, identify problems and issues to address during Consortium Management Team meetings and make recommendations for improvement;
- ▶ Ensure the project progress is effectively monitored through regular data collection, analysis of indicators and activities and documented with proper sources of verification;
- ▶ Advise consortium Project Managers to adapt implementation of the project according to monitoring and evaluation findings;
- ▶ Advise on and assist with project reviews conducted by internal and external monitoring and evaluation team;
- ▶ Coordinate and put in place a program capitalization system in collaboration with each focal point

d) Grant Management

- ▶ Ensure that contractual obligations are met in terms of project deliverables;
- ▶ Ensure the activities are implemented according to the approved donor and partnership agreement;
- ▶ Ensure that donor rules and procedures are understood and respected by all parties, sharing information and conducting training if required on proposed systems and processes for consortium management;
- ▶ Develop a reporting schedule that is agreed by all consortium members;
- ▶ Along with PUI grants officer, ensure external reporting for all the consortium members according to donor and PUI requirements is respected by all according to agreed deadlines;
- ▶ Collect and consolidate narrative reports from consortium members for donor reporting;
- ▶ Prepare documentation for any project modifications, including budget revisions, amendments or extensions. Ensure such changes are made in close consultation with the consortium partners;
- ▶ Together with PUI Finance coordinator, manage and negotiate any budget changes in accordance with donor and PUI criteria.

4. Ensure safety and security of persons and property

- ▶ He/She ensures data collection relative to the safety on the various consortium areas of operations, and disseminates them to his/her immediate supervisor regularly or on an ad-hoc basis if urgent.
- ▶ He/She verifies that the material and human resources employed by all partners are adequate to ensure the optimal safety of teams, materials and beneficiaries.
- ▶ He/She alerts his/her immediate supervisor without delay in case of impending danger of teams or beneficiaries.
- ▶ In the event of a security incident, (regardless of whether it took place or was avoided), he/she ensures that the information is transmitted to his/her immediate supervisor without delay, and reported upon in accordance with PUI guidelines.

5. Contribute to the development of new propositions

- ▶ He/She will closely monitors the situation in the areas of operations and identify potential needs for future operations
- ▶ Along with his/her supervisor, he/she will help to draft a strategy for the consortium in 2018.
- ▶ He/she will support the Deputy Head of Mission – Programs to develop new project propositions in relation with the current activities.
- ▶ He/She will contribute to the development of the general mission's strategy for 2018

Team management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management: 0
- ▶ Under the line management of the Head of Mission

Other Interfaces

- ▶ Internal: PUI FFP PM, admin department, MEAL Manager, Grants Officer
- ▶ External: FFP representative, ZOA FFP PM, COOPI FFP PM

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Project Management 	<ul style="list-style-type: none"> ▶ Training in public health / Agriculture / Water, sanitation / other... ▶ Financial Management ▶ Logistics
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Min. 1 year ▶ Min. 2 year
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent coordination and representation skills ▶ Excellent writing skills ▶ Project Management skills ▶ Knowledge of procedures related to institutional donors (OFDA, ECHO, AAP, UN agencies ...) 	<ul style="list-style-type: none"> ▶ Understanding of USAID procedures
LANGUAGES		
<ul style="list-style-type: none"> ▶ French 		X

<ul style="list-style-type: none"> ▶ English ▶ Other (please specify) 	X	
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office 	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Ability to withstand pressure
- ▶ Sense of diplomacy
- ▶ Analytical skills
- ▶ Capacity to adapt and showing organizational flexibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ Ability to represent all organizations before any authorities or humanitarian stakeholders
- ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- ▶ Ability to work with various partners, in a spirit of openness, and with adaptable communications strategies
- ▶ Strong listening and negotiation skills
- ▶ Good communication skills
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and particularly in unstable circumstances

Other

- ▶ Mobility: Extensive travel may be required

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Cost Covered

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months