

## Preliminary job information

<b>Job Title</b>	FOOD SECURITY PROJECT MANAGER
<b>Country &amp; Base of posting</b>	NIGERIA – MAIDUGURI BASE
<b>Reports to</b>	DEPUTY FIELD COORDINATOR FOR PROGRAMS
<b>Creation / Replacement</b>	REPLACEMENT
<b>Funding ensured until (date + no. of months)</b>	COVERED UNDER CURRENTLY DEVELOPED GRANTS

## 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 on average 200 projects per year in 8 complementary sectors: health, food security, nutrition, protection, rehabilitation and construction of infrastructures, access to water, hygiene and sanitation and economic recovery. PUI is providing assistance to around 7 million people in 22 countries – in Africa, Asia, Middle East, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country) and in order to respond to the health, food security, nutrition and livelihood needs, PUI opened its Nigerian mission in 2016.

#### General Context :

With the biggest population in Africa, (between 178 and 200 million inhabitants), Nigeria is ranked as one of the first economy of the continent thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge development disparities between North and South of the country, from inequalities between rich and poor, and from a high rate of corruption, at every level of the economic and administrative system. Moreover, Nigeria experiences a great ethnic and religious diversity. Within this volatile environment, the conflict in the North-East of the country (states of Borno, Adamawa and Yobe) and the linked widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence suffered by the population following repeated attacks by the terrorist groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad). In September 2019, there were 2 019 000 internally displaced persons (IDPs) in the country and 7.1 million people were considered to be in a humanitarian emergency situation. The three long years of conflict have seriously deteriorated living conditions in three states in the north-east of the country (Borno, Adamawa and Yobe) and have depressed agricultural production, exacerbating an already very difficult situation.

#### The conflict in the North-East

In 2001, the group called Boko Haram initiated social action and education activities in response to a corrupt state that leaves out a large part of the population. Over the years, the group began to carry out violent actions and to start a real armed rebellion against the government of Nigeria. Initially, these acts of violence targeted only the Nigerian government and not the civilian population. The government's repression was very violent with numerous arrests and deadly clashes with the Nigerian security forces. The founder of this group, Mohammed Yusuf, was arrested and then killed while he was still in detention. This was the beginning of the radicalization of the movement and the conflict that still affects the region today. Since the beginning of the conflict in 2009, more than 27,000 people have been killed in Borno, Adamawa and Yobe (BAY) states, thousands of women and girls have been abducted and hundreds of children have been used as human bombs.

In 2015, the Nigerian army received military support from neighboring countries (Cameroon, Niger, Benin and Chad) and a Western military coalition (United States, France, United Kingdom) to fight radicalization and terrorism led by "Boko Haram". In the same year, the armed group declared allegiance to ISIS. In August 2016, a schism was observed between JAS (Jama'atu Ahlis Sunna Lidda'Awati Wal-Jihad - the historical branch) led by the historical member of the group: Abubakar Shekau and ISWAP, the current Caliphate province in West Africa led by Al Barnawi, appointed by Al Baghdadi of Raqqa. Since then, the state of Borno has been under the influence of these two groups who want to establish the Caliphate in West Africa and who use extreme violence to achieve this project.

Since 2015, the Government of Nigeria (Gon) and his allies in the Multinational Joint Task Force (MJTF) have succeeded in reclaiming some crucial areas of the occupied territory, starting with Maiduguri MMC and some key towns, but have suffered heavy battlefield defeats in recent months, leading to the loss of control of some of the recaptured territories, reducing humanitarian actors' access to civilians. This large-scale violence in north-eastern Nigeria and on its borders is causing massive internal displacement, particularly in Borno State, and has resulted in one of the world's largest protection crises, in which civilians face serious risks to their safety, well-being and human rights.

### **Humanitarian consequences:**

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State revealed severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

In 2019, AOG's areas of influence increased, while military reach decreased in the Northeast, according to IHS. Many LGAs are empty because people have fled to towns where there is a military presence.

As of January 2019, close to 3.4 million displaced and returnees have been registered in Northern Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. According to IOM, in 2019, internal displacement continues to be very frequent and as of August 2019, IOM estimates the number of IDPs in the Borno, Adamawa, Yobe region at 2,018,513 (of which at least 1.32 million IDPs are in Borno State), showing a slight but definite upward trend. OCHA has estimated that 800,000 people are still in inaccessible areas; these are arguably the most vulnerable populations. About 55% of the displaced are children, and the number of women and child-headed households is increasing as male heads of household have either disappeared, been killed or are afraid to return to their families. Sexual and gender-based violence (SGBV) is prevalent, and many people have suffered the trauma of violent experiences. Given the active hostilities between various groups, reduced access to basic services, disruption of livelihoods and increased attacks by armed groups against civilians, internal displacement is not expected to slow down. Finally, given the recent deterioration in the overall security and humanitarian situation, further influxes into the security zones are still expected in the coming year. Millions of people in north-eastern Nigeria depend on humanitarian assistance for survival. Despite significant improvements in 2017 and 2018, the food security and nutrition situation remains fragile in the north-east, with almost 3 million people in the BAY states in need of food aid in September 2019. More than 5 million people are in need of health assistance, as two thirds of the health facilities in the BAY states have been damaged by the conflict. Basic survival needs are compounded by barriers to access and security.

Humanitarian access is often impeded or restricted due to ongoing hostilities, threats of attack, improvised explosive devices and unexploded ordnance, and impassable roads and bridges. The humanitarian community also faces movement restrictions imposed by parties to the conflict. Many areas in Borno State are considered high-risk areas for humanitarian actors, limiting access to vulnerable communities.

The Humanitarian Needs Overview (HNO) 2019 estimated that some 7.1 million people are in need of humanitarian assistance in Nigeria in the three north-eastern states (Borno, Yobe and Adamawa), with most of the needs concentrated in Borno State. In determining the scale of the response for 2019 (over US\$1 billion in consolidated appeals), humanitarian partners agreed to focus on those states assessed as most affected by violent conflict, destruction of infrastructure, massive displacement, ongoing insecurity and related factors. The most critical areas in need of humanitarian assistance are in Borno, Adamawa and Yobe States, where millions of people are in urgent need of life-saving assistance.

This conflict and the lack of basic services that preceded it have created acute humanitarian and protection needs for those affected by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Recent studies reveal severe acute malnutrition rates and very high food insecurity for people in the north-eastern part of the country in Borno State. Some landlocked geographical areas may even face starvation.

### **PUI's strategy/position in the country**

For the year 2020 our operational strategy is based on the following objectives :

- Increase basic humanitarian assistance coverage to those in need within Borno State
- Contribute to developing a deeper understanding of the humanitarian needs within communities Food and nutrition insecurity is reduced for crisis-affected populations
- Self-reliance is strengthened within accessible and safe regions
- The overall protection environment of targeted communities is enhanced
- Vulnerable and conflict-affected individuals with specific protection needs and risks can access specialized protection services
- Contribute to the reduction of morbidity and mortality especially for women, children

And the main programmatic objectives of the mission for 2020 can be synthetized as follows:

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health, Nutrition and Protection activities.
- Further develop the integrated multi-sector response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH... to the response portfolio (either directly or through coordinated approach with external actors).
- Develop the support to vulnerable populations in Monguno, through the launch of 2 Health, Nutrition and Protection projects.

### **History of the mission and current programs**

The PUI Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in Maiduguri. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II Ward in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CDCS, in line with PUI's global strategy. In 2019, PUI will further develop its comprehensive response in Maiduguri and Monguno, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community.

Configuration of the Mission	
BUDGET ESTIMATE 2020	16.2 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	24
NUMBER OF NATIONAL STAFF	296
NUMBER OF CURRENT GRANTS	4
MAIN PARTNERS	ECHO, USAID/OFDA, CDCS, USAID/FFP
ACTIVITY SECTORS	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition Protection - Community Outreach (WASH)

## Job Description

### Overall objective

Under the management of the Deputy Field Coordinator for Programs (DFCP) and the technical supervision of the Food Security and Livelihoods (FSL) Coordinator, the Food Security Project and Livelihoods Manager (FSL) is in charge of ensuring the good implementation of PUI Cash Based Intervention on Food Security activities in Maiduguri. The component under the FSL PM supervision, part of PUI integrated response to the Bolori II population needs, aims at managing and monitoring monthly provision of food assistance to the most vulnerable households of the area of intervention (Bolori II Ward of Maiduguri) through an e-voucher system. This component is covered by several grants including one which is part of a consortium with other humanitarian actors. The FSL PM main responsibilities include:

- Planning all steps of monthly food cash transfer (including financial components)
- Ensuring qualitative monitoring of the projects' activities and impact
- Supervising continuous assessment of population needs (including current caseload, new arrivals and newly identified vulnerable households), in link with the Protection and Community Outreach (PCO) team, in order to integrate most vulnerable households into the projects

### Tasks and Responsibilities

1. **Project planning and implementation:** He/she ensures the proper implementation and monitoring of the food security and livelihoods activities, with a strong focus on qualitative aspects.
2. **Information sharing, assessments and referral system:** As per the Integrated Community based approach developed by PUI in the area of intervention, he/she participates to the development and follow up of the internal and external referrals system linked with Food Security activities. He/she ensures an in depth analysis of data collected by the FS teams, and shares analysis and data with the relevant departments.
3. **Team management and capacity building:** He/she supervises the 'Food Security team'. He/she supervises capacity building support to the project team as appropriate and training activities on the basis of identified needs. He/she suggests modifications in terms of FS team structuring and responsibilities' split.
4. **Capitalization, reporting and development:** He/she is responsible for the qualitative production of internal and external activities' reports. He/she supports the DFCP and/or FC and the Grants Officer in providing sufficient and detailed information for program reporting for donors and PUI HQ. He/she contributes to ongoing capitalization efforts regarding program methodologies, lessons learnt and challenges. He/she drafts specific Activity Forms as per the mission's learning strategy in direct link with the MEAL department. He/she contributes to the adjustment of current intervention or/and development of new interventions on the basis of identified needs.
5. **Representation and coordination:** She/he ensures an efficient coordination with the other departments of the base. She/he ensures field representation and coordination with local stakeholder and partners. Part of the activities managed by the FSL PM is within a consortium with other organizations. The FSL PM will support the DFCP, Field Coordinator and technical coordinators in the overall coordination aspects linked to the running of the partnership consortium.
6. **Logistics and Finance:** She/he coordinates with the Logs and Admin/Finance teams to mobilize effectively the resources allocated to the program supervised, including forecasting any adjustments needed, taking into consideration determined budget and compliance with logistics and administrative procedures. He/she is responsible for the activity budget lines of his/her project budget and for following-up on the expenditures while providing monthly budget forecast.
7. **Safety and Security:** He/she contributes to compliance with safety rules within the mission, especially by the program team under his/her management and communicates any security/safety-related information to the base Security Focal Point.

## **Specific Goals and Related Activities**

### **1. PROJECT PLANNING AND IMPLEMENTATION**

- ▶ Ensure that project action plan is prepared at the start of the project and reviewed periodically based on the feedback from the monitoring of the project. This also includes identification of support requirements from other sectors within the organization;
- ▶ Launch the implementation of the activities in a timeframe coherent with donor's requirements and other sectors activities.
  - Monthly food cash transfer to beneficiaries covering the lean season period and beyond (May to January);
  - Continuous assessment of the food security needs in link with the PCO team;
  - Close follow up of the livelihoods/IGAs component of the project
- ▶ Contribute to the definition of vulnerability criteria and monitoring and assessment methodologies allowing more accurate targeting of PUI's activities in the area of intervention;
- ▶ Take active part in the monthly Program Piloting Meeting in order to pilot the project in coordination and compliance with the other departments and in respect to the processes on both the programmatic and support aspects.
- ▶ Ensure the coherence and the homogeneity of the activities under his/her responsibility (indicators and results follow up) and implement proper monitoring mechanisms, with the support of the FSL Coordinator and DFCP and in close links with the MEAL department, in compliance with proposal and donor requirements. Lead regular field reviews and ensure best practices standards are met
- ▶ Manage RedRose platform to create requests (top up, activity, spending limits, budget allocation, and fund) and organize the cash transfers (beneficiary groups, cards management and printing...)
- ▶ Ensure that aid recipients and local populations understand the project goals and actively participate in their implementation.
- ▶ Inform His/her line manager of any relevant issue related to the project implementation.

### **2. INFORMATION MANAGEMENT, ASSESSMENT AND REFERRAL SYSTEM**

In collaboration with the MEAL Department and the FSL Coordinator, and with the support of the DFCP:

- ▶ Participate to the development of tools and strategies to ensure qualitative and timely data collection, communication and analysis;
- ▶ Participate to the development of rapid food assessment tools and processes and ensure reactivity of the FS teams to assess cases referred by the PCO team;
- ▶ Ensure fluid and reactive communication with PCO team and MEAL team in all matters linked with the implementation of the Food Security Program.
- ▶ Hold regular meetings with the MEAL team on matters pertaining to the Food Security program
- ▶ Ensure regular "Sub-Ward meetings" are organized between FS teams overlooking activities in fixed geographical areas and their counterparts in the other Program teams (PCO, Nutrition, Health, WASH).

### **3. CAPITALIZATION, REPORTING AND DEVELOPMENT:**

- ▶ Ensure internal and external qualitative reporting on all activities under his/her responsibility is done in relevance to PUI internal tools and requirements
- ▶ Update and transmit on a monthly basis the PMT (Project Monitoring Tool) as a tool to follow up the implementation of the project;
- ▶ Write regular reports on all activities as requested by the DFCP;
- ▶ Produce qualitative intermediary and final reports for donors;
- ▶ Capitalize lessons learnt and good practices throughout the project;
- ▶ Participate in the writing of comprehensive Activity Forms for all major operational aspects, in direct collaboration with the MEAL teams and with his/her supervisors;
- ▶ Participate in the development of comprehensive support documents for activities implementation by the FS team
- ▶ Create/review SOPs and propose relevant improvement, under DFCP / Field Co and Technical Coordination's management;
- ▶ Participate to the operational development of the mission through active participation to the mission annual programming process.
- ▶ Contribute to the design and drafting of new proposals and budgets in collaboration with the DFCP.

### **4. TEAM MANAGEMENT AND CAPACITY BUILDING**

- ▶ Prepare job profiles for members of his/her team, have them endorsed by the Field Coordinator and the HR Manager, and participate actively in the recruitment process (interviewing, testing, etc.), as well as in any decisions related to the termination of employment contracts of team members; Pro-actively propose HR changes within his/her department to DFCP and HR Manager;
- ▶ Familiarize himself/herself with all PUI internal HR regulations, and ensure that they are known and respected by his/her team;
- ▶ Ensure that the defined appraisal system is applied for all members of his/her team. Conduct the appraisal of the staff he/she directly manage.
- ▶ Create coordination mechanisms specific to his/her team, and ensure proper supervision;
- ▶ Identify the training needs of the team and addresses them (organizational and technical support, methodology, organization of training sessions...) and interact with the HR manager in planning/conducting training;
- ▶ Design, implement, follow up and update an individual training plan for his Head of DPMs. Support the Head of DPMs in his long term evolution toward a potential PM position.
- ▶ In collaboration with HR team, propose and follow the trainings received by the teams and gather contents for capitalization.
- ▶ Validate on a monthly basis the attendance of the FS team as well as the other required tools (leave tracker, attendance follow up...).

## **5. REPRESENTATION AND COORDINATION:**

- ▶ In coordination with his/ her line manager, represent PUI in the project area with any relevant stakeholders, local, national and international partners, local community representatives in order to facilitate the implementation of the project's activities;
- ▶ Under DFCP overall external coordination supervision, set up a network, coordinate and communicate with the stakeholders acting in the same areas; ensure effective coordination and collaboration with key stakeholders and partners – NGOs, civil society organizations (CBOs), community groups;
- ▶ Work in close coordination with relevant staff in other PUI departments, including PCO, Nutrition, Health, and MEAL to ensure the strong integration of other sectors and to promote the development of new concepts/approaches/collaborations for future programming;
- ▶ In the event of visits from Donors, participate actively in the preparation and the smooth organization of the visit.
- ▶ Participate to the different internal coordination meetings in link with his/her project: weekly base meeting, food security meeting.

## **6. LOGISTICS AND FINANCE**

- ▶ Ensure budgeted action plans are prepared at the beginning of the project and that they clearly reflect the activity plan of the project;
- ▶ Be responsible for the budget lines under his/ her management, and provide forecasts on these budget lines on a monthly basis contributing to the monthly budget follow-up process;
- ▶ Comply with all logistics rules, procedures and processes, ensuring the timely supply of all logistics needs for the successful implementation of his/ her activities;
- ▶ Be responsible for the eligibility and good utilization of funds allocated to the activities under his/her management;
- ▶ Analyze and propose solutions of budgetary reallocation if needed, after receiving a monthly updated financial follow-up (FFU) from the Finance Department;
- ▶ Fill the cash forecast according to his/her budget areas as per PUI internal procedures.

## **7. SAFETY AND SECURITY:**

- ▶ Ensure that the safety and security rules are known and respected by his/her team;
- ▶ Contribute to data collection on safety and security issues in his/her field of operations and disseminate them to the Field Coordinator regularly or on an ad-hoc basis if urgent.
- ▶ Ensure that projects, methodologies, or selection criteria do not place beneficiaries, PUI staff or any other persons in harm's way. He/she alerts the Field Coordinator without delay, in case of impending danger to teams or beneficiaries.

### **Focus on 3 priority activities related to the context of the mission**

- ▶ Ensure the timely and accurate implementation of the FSL activities within Maiduguri
- ▶ Participate in the development of PUI Nigeria's overall livelihoods, and agriculture strategies in relation to food security
- ▶ Participate in developing an exit strategy for cash/food assistance

### **Team Management**

Number of people to manage and their positions:

- ▶ Direct management: 2 DPMs
- ▶ Indirect management: 6 Supervisors, 24 Officers (national staff)

## Required Profile

### **Required knowledge and skills**

	<b>REQUIRED</b>	<b>DESIRABLE</b>
<b>EDUCATION / TRAINING</b>	<ul style="list-style-type: none"><li>▶ Relevant master degree from an accredited academic institution preferably in Nutrition, Social Work, Agriculture, Economic Development</li><li>▶ Project management</li><li>▶ Needs assessment</li></ul>	<ul style="list-style-type: none"><li>▶ Cash Based Transfers</li><li>▶ Targeting methodologies</li></ul>

<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ Technical</li> </ul>	<ul style="list-style-type: none"> <li>▶ Min.2 years as a manager of humanitarian projects</li> <li>▶ Previous experience with Food Security interventions (at least one previous experience in cash transfers programming)</li> <li>▶ Knowledge of integrated / multi-sector approach</li> <li>▶ Previous experience with database systems</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experience in liaising with governmental authorities, other national/international institutions;</li> <li>▶ Experience of E-voucher systems</li> <li>▶ Experience and knowledge of Community Based Approaches and targeting methodologies</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>		<ul style="list-style-type: none"> <li>▶ Demonstrating good knowledge of UN and NGO mandates and programs in the humanitarian responses, post conflict construction and development/resilience</li> <li>▶ Excellent planning and organizational skills</li> <li>▶ Excellent writing skills</li> <li>▶ Very good Knowledge of project management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Knowledge of MEAL processes</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▶ English</li> <li>▶ French</li> </ul>	X	X
<b>SOFTWARE</b>	<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Google Earth</li> <li>▶ QGIS</li> <li>▶ RedRose Platform</li> </ul>	X X	X X
<b>Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)</b>			
<ul style="list-style-type: none"> <li>▶ Ability to provide/structure instructions clearly and concisely both orally and in writing</li> <li>▶ A high sense of discretion and integrity when dealing with sensitive protection information</li> <li>▶ High degree of responsibility, initiative, alertness, emotional stability, the ability to prioritize a heavy workload and to delegate accordingly</li> <li>▶ Professional attitude and the ability to build successful working relationships with contacts outside of the projects. Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of community-based protection issues in the country of operation</li> <li>▶ Self-motivated, flexible and adaptable to the needs of the team and organization</li> <li>▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership</li> <li>▶ Team player: proven management ability and inter-personal skills</li> <li>▶ Excellent communication skills</li> <li>▶ Problem solving and leadership skills</li> <li>▶ Ability to work independently while taking initiatives and showing a sense of responsibility</li> <li>▶ Sense of diplomacy</li> <li>▶ Analytical skills</li> <li>▶ Organization, rigor and ability to meet deadlines</li> <li>▶ Ability to live in a large community</li> <li>▶ Ability to work in volatile and secluded contexts</li> </ul>			

Conditions	
<b>Status</b>	▶ <b>EMPLOYED</b> with a Fixed-Term Contract
<b>Salary Package</b>	▶ <b>MONTHLY GROSS INCOME:</b> from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
<b>Costs Covered</b>	<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY:</b> 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY:</b> 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>