

Preliminary job information

Job Title	PROTECTION PROJECT MANAGER
Country & Base of posting	NIGERIA – MAIDUGURI BASE
Reports to	DEPUTY FIELD COORDINATOR FOR PROGRAMS
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS MINIMUM

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 largest population in Africa (between 178 and 200 million inhabitants), Nigeria is ranked as one of the strongest economy of the continent relying on oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from important development disparities between North and South provinces of the country, social and economic inequalities, and from a high rate of corruption at every level of the economic and administrative systems. Moreover, Nigeria is a very diverse country, hosting multiple ethnic groups and religion.

The on-going conflict in the North-East States of the country (states of Borno, Adamawa and Yobe) and widespread violence triggered a large scale humanitarian crisis. This context is exacerbated by the extreme violence from armed-opposition groups ISWAP (Islamic State's West Africa Province) and JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) targeting civilian populations in NE Nigeria. In October 2019, there were 2 019 000 internally displaced persons (IDPs) in the country according to the UNHCR and 7.1 million people were considered to be in a humanitarian emergency situation. Three years of conflict have seriously deteriorated living conditions in Borno, Adamawa and Yobe States and have depressed agricultural production, exacerbating populations' critical needs for life-saving assistance.

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. 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 support their actions against armed-opposition groups in NE Nigeria. 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 armed groups and civilian populations subject to extreme violence and the devastating consequences of the conflict.

Since 2015, the Government of Nigeria (GoN) and his allies in the Multinational Joint Task Force (MJTF) have retaken control of some of the AOGs' controlled aread, starting with Maiduguri MMC and others towns, but the conflict continues, 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 lives, 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 INSO. 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 synthesized 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

Job Description

Overall objective

Under the supervision of the Deputy Field Coordinator for Programs (DFCP), the Protection Project Manager is responsible for the timely and qualitative implementation of all PUI's protection activities in Maiduguri. Part of PUI's holistic approach in Bolori II, PUI's protection activities include a large community based protection component, of which the Protection PM is responsible.

The Protection PM main objectives are as follow:

- Continue to develop and strengthen a strong internal and external referral system, including referral identification methodology, mechanism, and pathways, in close coordination with other PUI specific departments and specialized service providers.
- Contribute to develop PUI's GBV Case management system (consultancy up-coming) and implement pilot activities in line with the GBV response in emergencies minimum standards, using a survivor-centered approach.
- Develop and strengthen PUI's individual protection assistance (IPA) to respond to immediate protection risks
- Contribute to the identification of emerging needs in the targeted areas and perform rapid protection assessments
- Develop and strengthen PUI's community based protection interventions, including: rights awareness, community network, community PSS activities, capacity building etc. following a strong community outreach approach.
- Implement sound protection monitoring activities when relevant and in line with best practices, to contribute to collect, analyze, and share reliable and purposed protection information and knowledge in order to strengthen PUI's protection and sectorial response, and inform humanitarian actors in line with PIM Principles
- Contribute to strengthen PUI's expertise in protection and contribute to learning and development in close collaboration with other PUI Protection PMs and PUI Protection Coordinator and MEAL teams.

This position will be critical to:

- Ensure a continuous grasp on the population needs
- Reinforce PUI integrated approach through the set-up of robust internal referral pathways
- Strengthen PUI reactivity responding to emerging humanitarian needs (outbreaks, new displacements in the area of intervention, etc.)
- Offer support to individuals with protection needs through individual assistance, individual case management, and integrated referral.

Tasks and Responsibilities

1. **Project planning and implementation:** She/he monitors protection program progress, including the qualitative and quantitative aspects; and enforces policies, standards & codes of conduct.
2. **Information sharing, assessments and referral system:** He/she participates to strengthen and follow up of the internal and external referrals system. He/she ensures an in depth analysis of data collected by the Protection teams, and shares a monthly protection monitoring report with relevant partners. He/she contributes to the design and supervises the implementation of multi-sector assessments and leads the relevant internal and external referrals pertaining to the needs identified.
3. **Team management and capacity building:** 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 Protection team structuring and responsibilities' split. He/She ensures protection trainings to PUI identified staff (GBV, Child Protection etc.).
4. **Capitalization, reporting and development:** He/she is responsible for the qualitative production of internal and external activities' reports. He/she supports the DFPCP 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 contributes to the adjustment of current intervention or/and development of new interventions on the basis of identified needs.

5. **Representation and coordination:** Upon request from his/her supervisors, he/she ensures and coordinates the PUI's sectorial representation in the area which he/she is responsible for among partners, donors, authorities and other stakeholders and participate to the Ad Hoc relevant meetings. She/he ensures an efficient coordination with the other departments of the base.
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;
- ▶ Develop the program monitoring tools with the DFCP and the MEAL Department.
- ▶ Undertake field visits to the project locations as needed to continuously monitor the progress and the quality implementation of the protection project activities
- ▶ Launch the implementation of the activities in a timeframe coherent with donor's requirements and other sectors activities.
- ▶ Conduct continuous training of the Community Outreach Workers and Protection team, in link with the Program Technical Department
- ▶ Provide technical advice and training to all other operational departments, ensuring that protection issues and aspects are always included in other operational departments' activities (protection mainstreaming);
- ▶ Ensure the coherence and the homogeneity of the activities under his/her responsibility (indicators and results follow up) and develop proper assessment mechanisms.
- ▶ Lead regular field reviews and ensuring best practices standards are met;
- ▶ 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 other relevant Program Departments, with the support of the DFCP:

- ▶ Develop and strengthen existent tools and strategies to ensure qualitative and timely data collection, communication and analysis;
- ▶ Develop tools pertaining to multi-sector rapid needs assessments responding to identified / emerging needs in the area of intervention
- ▶ Formalize external referral pathways through MoUs with relevant partners;
- ▶ Contribute to the design and lead the management of the internal / external referral and follow up database system
- ▶ Ensure that required data protection is respected.
- ▶ Provide support to other PUI teams in communicating with the community and targeting/tracking potential beneficiaries.

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 protection teams
- ▶ 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, has 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
- ▶ 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;
- ▶ Follow the training received by the teams and gather contents for capitalization;

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;

<ul style="list-style-type: none"> ▶ Participate actively to the Protection Working Group, and other relevant Sub-Groups; participate to the elaboration of common tools and guidelines; ▶ Set up a network, coordinate and communicate to 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 Food Security, 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.
<p>6. LOGISTICS AND FINANCE</p> <ul style="list-style-type: none"> ▶ 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
<p>7. SAFETY AND SECURITY:</p> <ul style="list-style-type: none"> ▶ 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.
<p>Team Management</p> <p>Number of people to manage and their positions:</p> <ul style="list-style-type: none"> ▶ Direct management: 1 Deputy PM, 4 Supervisors, 16 Officers (national staff) ▶ Indirect management: 160 Community Outreach Workers (community volunteers with incentives)

Required Profile		
Required knowledge and skills		
EDUCATION / TRAINING	REQUIRED	DESIRABLE
EDUCATION / TRAINING	<ul style="list-style-type: none"> ▶ Relevant master degree from an accredited academic institution in relevant field (International Law, International Relations, Humanitarian Assistance, Social Work...) 	<ul style="list-style-type: none"> ▶ GBV ▶ MHPSS/ PSS ▶ Child protection
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian <ul style="list-style-type: none"> ▶ Min.2 years of experience as a manager of humanitarian projects in the protection sector ▶ Strong experience in community based protection activities / individual Protection / GBV case management ▶ Previous experience with setting up protection information management systems and knowledge of protection information management processes and activities ▶ Technical 	<ul style="list-style-type: none"> ▶ Experience in the NE Nigerian context ▶ Experience in setting up strong internal systems to support qualitative protection activities ▶ Experience in liaising with governmental authorities, other national/international institutions;
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Excellent planning and organizational skills ▶ Excellent writing skills and strong communication ▶ Solid experience in project development and management ▶ Strong capacity building, facilitation, and presentation skills ▶ Good knowledge of institutional donors regulations and policies ▶ Ability to work flexibly in a diverse team, with proven leadership skills 	<ul style="list-style-type: none"> ▶ Demonstrate ability in thinking creatively and practically to improve the quality of programming and achieve greater impact

LANGUAGES		
▶ English	X	
▶ Hausa		X
▶ French		X
SOFTWARE		
▶ Pack Office	X	
▶ Google Earth	X	
▶ QGIS		X

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

- ▶ Ability to provide/structure instructions clearly and concisely both orally and in writing
- ▶ A high sense of discretion and integrity when dealing with sensitive protection information
- ▶ High degree of responsibility, initiative, alertness, emotional stability, the ability to prioritize a heavy workload and to delegate accordingly
- ▶ Professional attitude and the ability to build successful working relationships
- ▶ Self-motivated, flexible to the needs of the team and organization
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership
- ▶ Team player: proven management ability and inter-personal skills
- ▶ Excellent communication skills
- ▶ Problem solving and leadership skills
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Sense of diplomacy and open-mindedness
- ▶ Good Analytical skills
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to live in a large community
- ▶ Ability to work in volatile and secluded contexts

Conditions

Status

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

Salary Package

- ▶ **MONTHLY GROSS INCOME:** from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Costs 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