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| **TITLE:** Consortium Manager – ECHO Cash | |
| **TEAM/PROGRAMME: ECHO Cash Project** | **LOCATION: Akobo/ Bor Office** |
| **GRADE**: **2** | **CONTRACT LENGTH: 12 months** |
| **CHILD SAFEGUARDING:**  Level 2:  the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  Save the Children, in partnership with International Rescue Committee (IRC) and Action Against Hunger (ACF) is implementing Multipurpose Cash Assistance (MPCA) intervention programme to meet the critical humanitarian needs of flood and conflict affected populations in South Sudan by providing lifesaving multi-purpose cash assistance that is complementary to sectoral interventions and increases resilience to future shocks . The Consortium Manager is responsible for overseeing coordination of all the teams, ensuring coherence, effective communication, and translation of action points into one uniform implementation strategy. S/he The Consortium Manager will work closely with the CCD Collaborative Cash Delivery Manager to coordinate the various aspects of the project. The CM will coordinate on with Emergency Response Mechanisms, to ensure that where appropriate the project activities are harmonized with other relevant Collaborative Cash Delivery Network partners and Cash working group members. The CM reports to the Deputy Operations Director but will work closely with other members of Save the children and other support functions. | |
| **SCOPE OF ROLE:**  **Reports to:** Deputy Director of Operations with a dotted line to FSL TA  **Staff reporting to this post:** Consortium MEAL Coordinator and project officer but expected to provide coaching and mentoring. **Support to operational and other technical colleagues and local partners**  **Roles Dimensions:**   * Oversee review of reports submitted by partners for consistency and quality. * Provide feedback to ensure high quality reports and capacity building of partners. * Institute a practice of producing a harmonised quality programme implementation by consortium partners (develop relevant tools and training of staff where needed). * Ensure the production and timely submission of evidence based and high quality technical / narrative and financial reports to be submitted to the donor and shared back to consortium partners. * Keep the donor up to date with any potential irregularities, and / or obstacles which may hamper the implementation of the Action in a timely manner.   **External: ECHO, Consortium members (IRC, ACF and CCD)** State and county level government departments, Local and International NGOs and UN Agencies (WFP) in the field location. | |
| **KEY AREAS OF ACCOUNTABILITY:**  Leadership and coordination   * In coordination with the members of the consortium management unit, Steering Committee and Technical Working Groups, develop the consortium intervention strategy and Theory of Change; * Facilitate and ensure the effectiveness of different governance structures, including the Steering Committee, Country Level Technical Groups, , Advisory Groups and other ad-hoc working groups deemed necessary; * Ensure synergies and inter-communication between project governance groups and committees * Facilitate the decision-making process within the project governance structure and those actions are documented and followed-up * Ensure the timely delivery of agreed outputs of the Consortium and ensuring quality program implementation in line with the agreed strategy * Ensure the effective implementation of project activities in country through direct leadership of the country-specific governance bodies and working groups. * Supervise and coordinate the implementation of project sub-components and activities with partners * Lead the work planning process with partners and coordinate between partners to ensure complimentary activities and sequencing among activities and between projects   **Implementation and delivery:**   * Responsible for ECHO Multipurpose Cash Assistance programme and close monitoring of implementation of projects and ensuring projects are being implemented in a timely and quality manner. * Coordinate implementation of all safety net projects monitor budgets in coordination withprogramme and support to ensure there is no overspending or underspending. Responsible for quality implementation of all ECHO Cash Programmes.  Develop and maintain appropriate communication with the teams and consortium partners.\ * Proactively network with food security, nutrition, protection, gender & Cash consortium agencies to identify opportunities to collaborate. * Ensure clear internal coordination within the project teams and other support teams (Logistics, Human Resources, Finance, Base). * Provide updates during various meetings such as advisor’s and management, or any other ad hoc meetings. * Manage activities, alongside the relevant field PM and consortium partners, in order to meet the project objectives within budget and allotted time frame. * Lead the development and implementation of CCD strategy in collaboration with food safety and livelihood, protection and nutrition. * Ensure accurate and timely reporting of activities according to applicable timeframes and formats. * Leading Cash program budget preparations, reviews Planning, and monitoring as per standards. * Developing and managing internal and donor-level Safety net & Cash reporting Ensure compliance and adherence to SC Programme policies, tools and handbooks nsure activities are carried out in accordance with agreed consortium standards and timelines, as well as the Sphere Minimum Standards, SCI specific standards and Humanitarian Charter in disaster response. * Lead the development of program and project improvement plans, to ensure effective and timely implementation of the projects and Program. * Ensures the delivery of a multipurpose cash programme with demonstrable impact and is accountable for ensuring that the Program meets overall Program quality and learning standards * Manages and is accountable for Program budget including responding to high level management and variance reports. * Ensure that SCI programs are following donor contractual obligations and that all reporting is of good quality and is done in a timely manner.   **Monitoring and Evaluation** •    Support in developing and implementing the project monitoring and evaluation plan, and timely submission of reports and other document requirements. •    Provide feedback on project implementation modality and assist in achieving maximum efficiency in project delivery. •    Support the teams in undertaking regular participatory monitoring and verification visits to ensure adequate progress against action plans, outputs and ensuring that quality elements are signed off. Provide advice on any corrective action necessary.  **Coordination & Representations**   * In coordination with the members of the consortium management unit, Steering Committee and Technical Working Groups, develop the consortium intervention priorities and Theory of Change Cash Programme implementation plans. * Facilitate and ensure the effectiveness of different governance structures, including the Steering Committee, Country Level Technical Groups, , Advisory Groups and other ad-hoc working groups are functioning and making decisions; * Ensure synergies and inter-communication between project governance groups and committees. * Facilitate the decision-making process within the project/ consortium governance structure and that actions are documented and followed-up. * Ensure the timely delivery of agreed outputs of the Consortium and ensuring quality cash program implementation in line with the agreed strategy and approaches. * Ensure the effective implementation of project activities in country through direct leadership of the country-specific governance bodies and working groups. * Supervise and coordinate the implementation of project sub-components for Save the children. * Lead the work planning process with partners and coordinate between partners to ensure complimentary activities and sequencing among activities and between projects. * Work with Collaborative Cash Delivery Network partners and ensure CVA Harmonized systems are coordinated well with CCD.   **Capacity Building:**   * Identify learning and training opportunities for programme staffs and work as a mentor for less experienced staff. * Conduct training and awareness raising activities for operations and programme technical staff at field level regarding Cash and Voucher Assistance priorities and quality standards.   ***Representation & Advocacy & Organizational Learning:***   * Serve as primary Consortium representative to donor and other local and international stakeholders, responsible for addressing all project matters. * In coordination with country level TWG and relevant partner focal points, develop and maintain positive relations with relevant authorities, donors, local organizations and program partners. * Engage in and represent the consortium at the country level INGO and UN coordination architecture for cash programming, promoting the values of the consortium, coordinating with external actors and representing the consortium. Ensure that meetings are documented, and results circulated to appropriate staff, relevant partner focal points and other actors on a timely basis. * Support the development of the Consortium Advocacy Strategy and promote the use of consortium-generated knowledge and learning. * Provide strategic leadership on external communications in line with Steering Committee and AWG guidance. * Provide support to the development and roll-out of project communication strategies, including compliance with donor’s branding and marking requirements. * Assists with the coordination of visits of donors, and/or partners related to the project. * Establish project Advisory Group in coordination with consortium partners, donor and relevant stakeholders. * Lead on organizing joint consortium events, such as joint advocacy, research, project launch etc.   ***General:***   * Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.   **Working Contacts:**  **Internal:** All staff and co-ordinate with the other programme sectors to ensure an integrated approach to programmes.  **External:** Donors, MoA, local authorities, local leaders, women’s groups, children, other local & international NGOs  **Travel:** Frequent (over (12) days per month) | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * values diversity, sees it as a source of competitive strength. * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity. | |
| **QUALIFICATIONS AND EXPERIENCE**  **Essential**   * Multiple years of experience of working internationally/Nationally in humanitarian programmes * Education to BSc/BA/BEng level in a relevant subject or equivalent field * Significant experience of undertaking a CVA related role in a humanitarian context * Previous experience of managing a team and managing projects * Experience of, and commitment to working through systems of community participation and accountability * Experience in managing external partners in Cash Transfer Programming implementation. * Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations. * Experience of training and capacity building of programme managers and partners * Some experience of representation and ability to represent SC effectively in external forums. * Knowledge of institutional donors and experience of developing proposals * Ability to write clear and well-argued assessment and project reports. * Excellent communication and influencing skills. * Politically and culturally sensitive with qualities of patience, tact and diplomacy * A high level of written and spoken English. * The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances. * Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support.   **Desirable**   * Experience or knowledge of working and living in relevant regions/contexts. * Knowledge of consortia working * Experience in both implementation and design desirable. * Experience with beneficiary communications desirable. | |
| **Date of issue: 26/06/2022** | |