



# TERMS OF REFERENCE

## District Coordinators, **WESTERN AREA/KENEMA.**

### 1. Background

The Government of Sierra Leone has received a grant of \$20m from the World Bank toward the cost of a Social Safety Net project (SSNP); \$51.43m from the Islamic Development Bank towards the cost of financing the Sierra Leone Community Driven-Development project (SLCDD11) “Gietrenk” Project; and a grant of € 12.3m from the German Government through KfW, the German Development Bank for the Growth for Peace Consolidation (GPC11) project. In fulfillment of the above objectives, NaCSA seeks to engage the services of **two (2) District Coordinators – Western Area / Kenema District Offices.** The Western Area District Coordinator will be funded by the World Bank while the Kenema DC will be funded by the Government of Sierra Leone.

NaCSA is a semi-autonomous institution set up by Government of Sierra Leone in 2001 with mandate under the statutory laws of Sierra Leone to provide speedy and efficient social services, including Community Driven interventions to vulnerable communities and consistent with the aims and policies articulated in the Government’s Development Programme such as The Agenda for Prosperity (A4P). As a public institution with effective and efficient strategy for mobilizing and managing resources, the Commission has been managing Government of Sierra Leone direct and indirect (funding from Donors) resources over the years for implementing social services projects including Community Driven interventions and projects for vulnerable communities in Sierra Leone. The District Coordinators are expected to work on all projects implemented by the Commission on the following terms and conditions:

### 2. NaCSA District Coordinator

The District Coordinator will be the Administrative Head and Focal Person at the District Office who oversees the preparation and implementation of all NaCSA’s projects in the district and performs such functions as:

- (i) **Executing NaCSA Performance Targets.** The District Office ensures that targets are met and reports same to HQ for consolidation and presentation to the Strategy & Policy Unit, State House.
- (ii) **Prepare District Work Plans and Budget.** The Office ensures the preparation of work plans and consolidates this into a budget for submission to HQ.
- (iii) **Coordinate implementation of Programmes.** The unit shall coordinate the implementation of all social and economic opportunities programmes on behalf of the Commission.
- (iv) **Build Network and Advocacy Relationships.** The unit shall ensure that networks and advocacy relationships are built with district level stakeholders.

- (v) **Coordinate the implementation of Technical Support to the Councils.** The unit shall coordinate the implementation of technical assistance and support to local councils.

In order to undertake the activities required by the District Offices, District Coordinators will be recruited and funded from the Grant proceeds as individual consultants.

### **3. Objectives**

The main objective of the consultant's services under this TOR is to employ experienced consultants who will assist the Commission in accomplishing the activities described above: such as manage the operations of the District Office, supervise the implementation of projects in accordance with the World Bank Financial Agreements and Consultants Guidelines and Grant provisions, the Islamic Development Bank Financial Guidelines, the Government of Sierra Leone and that of other Donor Agencies implementing projects in the District.

### **4.0 Scope of the services**

**4.1** He / She will report to the Director, Social and Economic Opportunities of the National Commission for Social Action (NaCSA) to carry out the duties required for the day-to-day functions of the District Office and take responsibility for executing and reporting on the District's Performance Targets.

**4.2** The **specific duties and responsibilities** of the successful candidate are as follows:

- To take full responsibility for executing and reporting on the NaCSA Performance Targets in the district for Regional and HQ consolidation and presentation to the Director Social and Economic Opportunities (D-SoCep);
- Prepare district work plans and budgets;
- Coordinate the implementation of social and economic opportunities programmes within the district;
- Coordinate the implementation of technical assistance activities /support to local councils;
- Lead in the Coordination/implementation of humanitarian assistance programmes in the district;
- Prepare monthly performance reports;
- Build Networking and advocacy relationships with district level stakeholders and agencies within the context of NaCSA's mandate areas;
- Protect the Commission's interest at all times;
- Perform any other duties that may be assigned by the Commissioner/Supervisor from time to time.

### **4.3 Line Management**

- Shall work directly under the supervision of the Director Social and Economic Opportunities on any other activities and tasks that are related to the World Bank funded Projects and other NaCSA Donors;

- Perform any other duties that may be assigned by the Director, Social and Economic Opportunities, Senior Director Programmes and the Commissioner.

#### **4.4. Others**

- Protect the interest of the Project, NaCSA and relevant MDAs at all times
- Perform any other duties assigned by the Commissioner of NaCSA.

#### **5. In addition to the specific duties and responsibilities outlined above, performance of the District Coordinator will be measured against the following deliverables;**

- Prepare and submit annual work plans and budgets;
- Submit quarterly Performance Targets and report on these achievements to the Regional Office and HQ;
- Prepare monthly performance reports for submission to the Programme Manager;

#### **6 Duration of the services**

The duration of the assignment is for an initial period of one (1) year beginning from March, 2017. Subject to consultants' satisfactory performance of the assignment, the Contract will be extended (based on the unit rate included in the signed contract).

#### **7.0 Qualifications**

##### **7.1 Minimum Academic Qualifications and Work Experience**

- Bachelors Degree in Social Sciences.
- Relevant Post-Graduate Diploma/Degree will be an added advantage.
- A minimum of 5 years work experience in Community Development Work

##### **7.2 Core Competencies, Values and Knowledge**

- Good planning and organizing ability
- Effective written and verbal communication
- Good analytic skills
- Commitment and devotion.
- Integrity and Accountability.
- Adherence to acceptable professional standards.
- Excellent knowledge in community development and social work.

##### **7.3 Computer Literacy**

- Effective knowledge of key Microsoft Office application packages including Word, Excel, and Power Point etc.

**Contact Person:** Interested candidates will obtain further information at the address below during the office hours 09:00 to 17:00 hours (local time). Application with updated CVs and photocopies of all certificates should be hand delivered and emailed on or before Friday 31<sup>st</sup>

March, 2017 at 4:00pm. Only shortlisted candidate (s) will be invited for interview. **Female candidates are strongly encouraged to apply**

**APPLICANTS MUST INDICATE THE JOB TITLE ON THE ENVELOPE**

**The address for submission of application is:**

**By Email: [situray@nacs.gov.sl](mailto:situray@nacs.gov.sl)**

**In person: Director, Administration & Human Resource**

**NaCSA House, 14-16 Charlotte Street, Freetown**