|  |
| --- |
| **TITLE:**  Education Cannot Wait Chief of Party |
| **TEAM/PROGRAMME:** Programme Operations  | **LOCATION: Sudan – Port Sudan** |
| **GRADE**: INT4 | **CONTRACT LENGTH: 1 Year ( Renewable)** |
| **CHILD SAFEGUARDING:** Level 3:  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The ECW Chief of Party (COP) will lead the overall implementation of the Educational Cannot Wait Multi Year Resilience Programme (ECW MYRP) collaborating closely with the government, consortium partners and the respective implementing local partners (CSOs). S/he will lead the provision of education technical assistance, spearhead integrated work planning processes across implementation areas for all consortium partners by ensuring technically coordinated and sound implementation. S/he will lead technical review of state level and implementation localities technical outputs, liaise with counterparts in key governmental offices, and other relevant stakeholders implementing similar activities.The ECW Chief of Party will be the operational link for programmes under his/her remit, between partners at the field and capital levels for monitoring, reporting, representation, and information sharing. A successful Chief of Party considers the varying internal processes, capacities, needs, and ‘personalities’ of each partner, and builds up from there. S/he works closely with all parties to ensure a consistent consortium-wide approach to beneficiary selection, activities, training standards and curricula, and monitoring criteria and tools. Coordination tools utilised for programmes under his/her remit include:* + Consortium Steering Committee meetings;
	+ Technical Working Groups;
	+ Frequent field visits to all areas of intervention.
	+ Liaising with Education Cluster leads and members to keep the EiE Cluster updated and to encourage alignment of future projects with the MYRP (linked to resource mobilization)

Specifically, the ECW Chief of Party, oversees project activities and results in terms of both quality and timely delivery of programme activities. S/he is responsible for the consolidation of narrative and financial internal progress reports and external donor reports. The ECW CoP will lead capacity strengthening, and provide technical assistance to partners. S/he will also work closely with the DCD, Director of Operations, Director of education and respective area level managers- Deputy Director of Operations, Finance, MEAL and Awards teams, to ensure that activities are implemented on timely basis, meet the highest standards, are accounted for, and carries out timely data collection, documentation and reporting. S/he will establish and maintain close and effective liaison with project and government partners to facilitate flow of information concerning relevant evidence, policies, government strategic plans/guidelines program progress and to stay abreast of current trends including participation in relevant education working groups and policy fora. S/he will also ensure that, program improvements and adaptation is done continuously by incorporating evidence based approaches and lessons learnt from program evaluation or other (approved) local and global scientific evidence. |
| **SCOPE OF ROLE:** **Reports to:** Education Director**Staff reporting to this post:** **Direct:**, Consortium Managemet Unit Positons: Finance Manager, MEAL Manager, Communications Manager, Gender Specialist **Dotted:** SCI ECW Project Manager for ECW, South Kordofan Education Cluster Co-Lead The ECW Chief of Party- Education has a periodic reporting duty to the relevant Consortia Steering Committees, to account for progress and challenges.**Budget Responsibilities:**  $14.7 m **Role Dimensions**: This role entails high level of coordination, monitoring and supporting performance of partner organisations, Consortia management, managing relations and regularly communicating with SCI Members, Donor, Ministry of Education and providing regular updates to relevant Steering Committees and SCI Senior Management. |
| **KEY AREAS OF ACCOUNTABILITY :****Programme Development and Planning*** Lead the preparation of annual work plans and other deliverables in a timely and accurate manner
* Review, refine and finalise strategies, methodologies and inputs in Consortium managed grant proposals
* Review partner plans on an annual basis for operational and technical quality and provide feedback, ensuring that the programme moves as one consolidated programme, avoiding duplication and overlap
* Provide strategic guidance and report to Consortium’s implementing partners in particular in planning and implementing coherent, quality and innovative education programmes.
* Institute a practice of joint project planning and reviewing with consortium partners.
* Ensure that programmes adapt, document and facilitate the dissemination of findings, good practices and knowledge gained through implementation of innovative approaches
* Support the Consortia partners in identifying opportunities for improving the quality and scope of the programmes.

Advise the Consortia partners on effective ways of coordinating education on the basis of thorough analysis of the current practices, challenges and opportunities.Supervise project strategies and planning in a manner consistent with Save the Children’s working principles **Programme Implementation*** Overall oversight of programme implementation monitoring, and evaluation; responsible for abudget of 14.7 mil and ensure that program objectives and key indicators/results are delivered.
* Identify challenges and delays faced by partners and work collaboratively and supportively with partners and other stakeholders to identify and implement solutions
* Ensure the development and application of harmonised approaches for implementing the programmes including the development of standards and frameworks for monitoring, evaluation, accountability and learning (MEAL)
* Ensure that technical support areas of implementing consortium partners are identified and addressed to ensure quality programme delivery by the team designated for consortium management
* Coordinate the process of developing joint action plans with the involvement of all partners of the consortium
* Ensure that the Action is implemented by all partners of the consortium as per jointly developed and agreed plans, approaches and principles and intended targets met.
* Provide support to implementing partners of the consortium and ensure that they apply appropriate project implementation strategies and approaches as indicated in the project documents
* Ensure that implementation of the programme across all consortium partners is regularly monitored; and that evidences, results and lessons are documented and communicated; challenges are tracked and addressed in a timely manner
* Travel to project sites and conduct regular monitoring of projects together with project teams to ensure the set quality is met across consortium partners.
* Organise (bi-)annual joint review meeting involving all key Education in Emergencies actors and ensure that planning/implementation of projects are informed by the outcomes of the reviews.

**Financial, Budget, Grant & Award Management*** Responsible for all budgets (donors and SCI’s own resources) provided to SCI and consortium partners. This may be delegated to other budget holders but overall accountability for the budgets for the Award remains with the ECW CoP.
* Lead monthly budget vs actual grant management meetings at appropriate levels with team and in close collaboration with the Country Office Awards review structure.
* Ensure timely reporting providing a variance analysis on SCI and each Partner’s budget and flag and potentials risks.
* Identify any budget challenges or issues such as over or underspends and propose solutions to line manager as soon as issues are identified. Ensure that these are identified through the monthly variance meetings and immediately addressed
* Oversee the general application and observance of financial procedures and guidelines set out in SCI’s financial manual and donors’ requirements
* Ensure grants are managed as per Save the Children’s and donors’ requirement including the quality and timely submission of reports
* In collaboration with PDQ, ensure an efficient fundraising plan is in place and implemented
* Support field teams and consortium partners to prepare annual budgets for the Area Office programme, assessing costs and budget/expenditures from projects and asset inventory
* Ensure field teams and consortium partners prepare, and submit for approval, program budgets and expenditure forecasts
* Responsible for certifying and authorizing disbursements according to SCI and donor guidelines.

**Reporting** * Oversee review of reports submitted by partners for consistency and quality; provide feedback to ensure high quality reports and capacity building of partners and provides leadership to consolidate the final reports (from SCI and all consortium partners) for final donor submission.
* Institute a practice of producing harmonised quality programme reports by consortium partners reports (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 consortia partners
* Keep the donor up to date with any potential irregularities, and/or obstacles which may hamper the implementation of the Actions in a timely manner.
* Ensure that all programmes meet donor compliance, expectations and regulations, including visibility and procurement regulations
* Facilitate the organisation of regular Steering Committee meetings for the Consortium as relevant. Provide updates/reports by synthesizing key progress and challenges; present issues that require decision making by the Steering Committee as relevant and propose actions.

**Coordination & Representation*** As a member of the SC Sudan SMT, Support the development of an organisational culture that reflects SC mandate and values; our full spectrum work from Humanitarian to Development; promotes accountability and high performance; encourages a team culture of learning, creativity and innovation; and, frees up our people to deliver outstanding results for children and excellent customer service for our members and donors.
* Chair the Programme Technical Working Group (TWG) for ECW to be held on a regular basis
* Ensure that all consortium partners both at field and Khartoum levels coordinate and regularly represent theconsortium at the coordination and technical working group meetings, and other relevant fora
* Strengthen and maintain links between Education and other thematic areas in areas of operation
* Representation of the programmes to internal and external stakeholders when relevant/opportune, including donors, partners, Steering Committee, Ministry of Education, Local Government, Save the Children member offices etc.

**Advocacy*** Ensure that evidence is adequately produced and use learning to advocate for good practices with key Education stakeholders (international agencies, local government, civil society and communities).

**Risk Management*** Where challenges or risks cannot be managed at field-level and require high-level, national attention, escalate risks
* Identify any risk of, or suspected incident of child safeguarding, sexual exploitation and abuse, fraud etc. and report
 |
| **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** * Post-graduate degree in education planning and management or a related field with additional training project planning and management techniques
 |
| **EXPERIENCE AND SKILLS****Essential*** Knowledge of current global and regional debates on quality and employment oriented education policies and models
* Strong leadership, management and coordination skills, including experience leading a large programme and team
* Recommended a minimum of **eight years** of relevant experience including at senior level
* Proven experience of developing and managing high quality, innovative and cost-effective technical education projects in complex environments, preferably in Sudan and with International NGOs
* Proven experience and skills in research and advocacy and influencing institutional, private and/or corporate donors and writing up high quality donor reports
* Experience of working with local/national governments and capacity building of systems, partners and staff
* Ability to extensively travel for project monitoring and provide on-site technical support to field teams
* Highly developed interpersonal and communication skills including influencing, negotiation, steering and coaching
* Experience in management of finance and budget monitoring and risk management.
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in
* Highly numerically articulated with a track record of data manipulation and reporting systems.
* Highly diplomatic with strong oral and written communication skills (English)
* Commitment to Save the Children values.

**Desirable*** Substantial experience of working in the Horn of Africa
* Cluster coordination training and / or experience
* Demonstrable understanding of ECW guidelines as well as other donors’ agenda including ECHO.
* Ability to coach and mentor partners.
* Ability to lead a team and bring together education program synergies for a stronger Education portfolio to meet strategic goals.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |