TERMS OF REFERENCE: Projects Coordination Specialist

1 Background

Maxwell Stamp PLC (MSP) is the Consultant contracted to deliver the DFID project entitled: Community Legal Services (CLS) Programme. The objective of this requirement is the effective management of the UK-funded Community Legal Service (CLS) Fund, including its coordination with the overall Safety and Justice (S&J) Programme.

The UK, through the Department for International Development (DFID), is supporting the S&J Programme. One component of the programme is support for the expansion of a range of CLS mechanisms. The purpose of this component is to “increase access to accountable and speedy dispute resolution, legal services, crime prevention mechanisms that protect the rights of women, children, ethnic and religious minorities and marginalized communities”.

The main aim of the CLS is to help NGOs deliver more and better services for poor and marginalized people in a way that complements and stimulates government provision, will be sustainable and supports wider justice sector reforms. The objective is to improve the quality and coverage of CLS, build sustainability into CLS programmers and organizations, and improve the capacity of the formal justice sector to increase access to justice for the poor and most marginalised groups.

This document describes the Terms of Reference specific to the Projects Coordination Specialist position for this assignment and should be read in conjunction with the main contract Terms of Reference for the project.

2 Overall Responsibilities

The overall Impact of the programme is to increase access to justice and legal rights/entitlements of the poor and vulnerable in Bangladesh that potentially improves their quality of life. In order to achieve this purpose, there are four main outputs to the programme: 1) increased access to effective community legal services for the poorest and most disadvantaged groups; 2) Increased advocacy by grant partners to promote citizen participation and influence on the formal justice system; 3) evidence based research in support of CLS; and 4) Increased capacity of grant partners to deliver effective CLS, advocacy and research, and to promote lesson learning, knowledge management, and coordination within the justice sector.

The main modality of work of CLS is grant-making through national and regional Bangladeshi NGOs who will collectively contribute to the fulfillment of all four output areas of the programme. Hence, the role of the CLS management team shall be to provide support and guidance, technical assistance and capacity building for
the partner NGOs in order that their outputs would be of high quality, delivered on
time and within budget.

The Projects Coordination Specialist shall have three major responsibilities: a) assist the National Projects Coordination Manager in the supervision, guidance and monitoring of all the partner NGOs as they deliver their results in Output 1 (community legal services), Output 2 (advocacy) and Output 3 (evidence based research) and Output 4 (increased capacity of grant partners). In general, the Projects Coordination Specialist shall be primarily responsible for the following:

a) Assist the National Projects Coordination Manager in the supervision, monitoring and guidance in the performance of the operations of the partner NGOs and quality assure their work in line with CLS objectives;
b) Provide research related guidance and maintain oversight on all types of research studies including proactive research undertaken by the grantees in consultation with the Strategic Adviser for Research and Advocacy of CLS;
c) Prepare quarterly projections and updates on the targets met by partners for the quarterly Partner Coordination Meetings of CLS and also through the internal monitoring system (monthly and quarterly monitoring formats);
d) Prepare field visit reports for eliciting management response on key findings and gaps;
e) Provide technical expertise in the capacity assessment and capacity building of the partners in community legal service delivery;
f) The coordination with other components/advisers of the CLS, such as monitoring and evaluation, capacity building, research, advocacy and finance/administration, to ensure the smooth functioning and delivery of all partner NGOs.

The Projects Coordination Specialist may be requested to undertake additional activities as requested by the Team Leader. The Projects Coordination Specialist reports directly to the National Projects Coordination Manager. Timely delivery of outputs and meeting the quality requirements are essential, as the Projects Coordination Specialist.

The specific duties of the National Projects Coordination Manager, which the Projects Coordination Specialist shall assist, comprise, but are not limited to, the following:

- Oversee the operations of the partner NGOs for optimal results, based on their annual work plans, the over-all targets of CLS and their activity based budget. This oversight shall cover all the four output areas of CLS;
- Ensure that the outputs and activities of the partners are delivered on time, on budget, of high quality and within optimal/value for money parameters;
- Provide guidance to the partners in the accomplishment of their objectives, primarily on the programmatic aspects of the work;
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- Act as the initial point of contact for the partners and respond to queries by the partners, or refer such queries and issues to the proper persons within the CLS team;
- Ensure the strategic fit of partner CLS activities to the local development projects ongoing in their areas of work, especially those that are funded by DFID;
- Facilitate linkages between and among the partners and other external resource persons/ agencies, especially between legal service NGOs and development organizations;
- Ensure that the partners submit their quarterly and annual reports on time.

**Monitoring and Evaluation**
- Review the monthly partner activity reports and provide feedback to CLS partners;
- Discuss with the M&E team their analysis of the reports coming from the field, as sources of possible learning and improved interventions and guidance for future;
- Signal to the M&E team any capacity needs of the partners in the field of M&E, such as the development of case tracking, data capture, data relay and transmission; and other such M&E capabilities that need to be enhanced.

**Capacity Building**
- Signal to the CB team any perceived or felt needs of the partners in CB, such as governance, legal service delivery, finance and administration, M&E, or other such needs which the CB team may be able to assist;
- Coordinate with the CB team on field visits, and the conduct of CB activities such as joint learning sessions, CLAWs, COREs and the like.

**Research and Advocacy/ Communications**
- Provide feedback to the Research and Advocacy Strategic Adviser, on the deliverables and accomplishments of the partners in these areas;
- Secure the guidance of the Research and Advocacy Strategic Adviser on the content, approach and trajectory of research and advocacy activities of the programme;
- Provide leads to the Communications Team on human interest stories and other significant developments in the field that may warrant more extensive coverage and publicity.

**Finance and Administration**
- Provide feedback to the F&A team on the utilization of funds, disbursement practices and other financial/ operational issues that may arise from the monitoring and oversight of the partner NGOs;
- Signal to the F&A team issues and concerns that the partners may have on financial and administrative issues, such as budget revisions, appropriateness
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of expenditures, value for money issues, procurement, hiring of staff and the like;
- Coordinate with the F&A team in the capacity needs assessment, and learning exercises of the partners related to finance and administration such as installation of QuickBooks software, financial reporting and others.

**Team Leader**
- Provide feedback to the team leader on the progress of the work on a periodic basis and thresh out various issues and concerns that may need executive action and decision;
- Receive strategic advice from the team leader on networking, programming of the work, liaison with government agencies, donors, DFID personnel and the annual review team;
- Provide the team leader with a consolidated report on program operations on a quarterly and annual basis as an input to the quarterly/annual reports due to DFID;
- Perform other tasks which the Team Leader may assign from time to time.

### 3 Qualifications

The applicant should have at least a Master’s Degree in Law in a reputable university or an equivalent degree in related fields. At least ten years of work experience is required with at least five years in the field of community legal services in Bangladesh and demonstrated effectiveness in partnering with NGO grantees. Experience in project management, evaluation, mentoring and coaching will be an advantage. The applicant should be fluent in Bangla and English.

### 4 General Team Requirements

All team members will be required to work within a mutually supportive team environment. They will be required to work closely with other team members, contribute to other team members’ work and draw on and utilize the outputs of other team members.

It will be the responsibility of the Projects Coordination Specialist to fully appraise on progress of other team member’s work under specific deliverables, especially if their work is dependent on other’s outputs. Team members will understand that client requirements may develop in different directions as work proceeds and data availability may change the orientation of the work and they need to be flexible in this regard.

Accordingly each team member must be prepared to adjust his terms of reference to take account of such changing circumstances, recognising that such work will be contained within the original input envelope.
The Projects Coordination Specialist will be required to maintain regular communication with the Team Leader and other Strategic Advisers throughout the project, complete weekly timesheets and provide short weekly status reports identifying progress made on their terms of reference to enable project management to monitor and map progress.

5 **Representation**

The Projects Coordination Specialist is a representative of CLS Consortium in the project country. In this capacity the Projects Coordination Specialist will:

- Adhere to the highest standards of professionalism.
- Ensure that the activities are managed to the highest ethical standards.
- Ensure that project operations have no adverse environmental impact.
- Maintain an excellent and cordial relationship with the donor and clients.
- If requested by and in coordination with the Team Leader, act as a representative of the Consortium in donor, client, and government meetings, and ensure that the Consortium is perceived as professional, ethical, socially responsible, and excellent value for money.
- Protect and promote the interests of the Consortium.

6 **Reporting**

The Projects Coordination Specialist will report to the National Projects Coordination Manager for execution of these Terms of Reference.

All reports and memos should be sent in electronic format to the responsible officer. The format for reports will be in Microsoft Office Word for Windows using the supplied MSP document template.

Acceptance of all reports and deliverables by MSP/Consortium is dependent upon the approval of the Client.

All written materials identified as deliverables are to be produced in English and are to be submitted to the Client within the prescribed timeframes stated in these Terms of Reference. Written work should be clear, succinct, well-structured and duly proofread in English.

7 **Location, Duration and Salary**

The Projects Coordination Specialist will be based in Dhaka for the duration of the programme, with frequent travel to the working areas of CLS. The opening is a full time staff position, with a monthly gross salary, of BDT 60,000 to 80,000 with, festival bonus and other benefits commensurate with level of candidate competency and experience.

The duration of the work for the position shall be from June 1, 2015 (earliest start date) to July 31, 2017.
8 How to apply

Interested and qualified candidates may apply by sending hard copies only of their CV and covering letter no later than 25 May 2015 to:

The Project Team Leader
Community Legal Services Programme
House 23/B, Road 112, Gulshan 2, Dhaka 1212

Please write “Application for the post of “Projects Coordination Specialist” on the envelope.