



TERMS OF REFERENCE

Project Implementation Manager (Pacific)

Project:	Democratic Development in the Pacific Project
Programme:	Asia and the Pacific Regional Programme (RAP)
Working Location:	Suva, Fiji (travel restrictions and visa entry requirements permitting)

Context

International IDEA's mission is to advance democracy worldwide, as a universal human aspiration and an enabler of sustainable development, by supporting the building, strengthening and safeguarding of democratic political institutions and processes at all levels.

International IDEA has the prospect of implementing a Pacific-wide project with an ambitious target start date in Q4-2021. The project intends to provide foundations for longer term peaceful democratic development in Pacific countries (with Melanesia as possible priority region) through research-based actions, inclusive and participatory decision-making as well as people-to-people collaboration.

To implement the project effectively, International IDEA requires the services of an expert consultant to fulfil the role of Project Implementation Manager for an approximate period of 8 – 10 months (with possible extension), to start as soon as the project is secured.

The Project Implementation Manager will be responsible for the overall direction of the Project, in coordination with International IDEA's Asia and the Pacific Regional Office. S/he will lead and coordinate the inception of the Project, the planning, implementation, quality assurance, monitoring and evaluation, and reporting of all related activities, as identified in the Description of Action (DoA) and in annual workplans, ensuring compliance with both the donor's and International IDEA's regulations and coherence of the overall Project.

Duties and Responsibilities

- Leads and coordinates the Project, its planning, implementation, quality assurance, monitoring and evaluation, and reporting of all related activities;
- Leads the development and delivery of the political economy analysis, monitoring, evaluation and learning strategy, communications and visibility strategy and of all papers relevant to the Project; works to ensure the implementation of the Project's communication and visibility plans;
- Ensures consistent and regular liaison, coordination, consultation, and engagement both with other areas of work within International IDEA's Global and Regional Programmes, and with external implementation partners, and other relevant key national and international project partners, target groups, stakeholders and international development organisations;
- Manages and provides direction, support, and feedback to project partners on aspects of programming, ensuring that donor's rules and requirements are met, and that effective capacity building is provided to the Project's target groups throughout its lifecycle;



- Facilitates the Project's Steering Committee meetings and other management and governance meetings; represents the Project and provides presentations at relevant coordination and programmatic meetings;
- Reports to, works closely and maintains regular communication with the Senior Programme Manager at International IDEA's Asia & the Pacific Regional Office;
- Manages the Monitoring and Evaluation (M&E) component of the Project, supporting their adherence with International IDEA's M&E results framework and with the donor's and International IDEA's regulations and procedures;
- Ensures strategic and timely communication and management of project-related progress, reporting to International IDEA's Asia & the Pacific Regional Office for the submission of regular programmatic reports to the donor and the production of monthly newsletters to Project stakeholders;
- Is accountable for the Project's finances and grant management, and ensures that financial planning supports the delivery of the Project's results and demonstrates value for money;
- Oversees the Project risk assessment and management, actively manages risks and regularly updates the risk management strategy in line with International IDEA's policies and procedures;
- Documents lessons learned, stories, case studies and evidence related to the delivery of the Project's results, linking to broader policy engagement, communication, publicity, and visibility efforts both locally and internationally;
- Manages and empowers the Project's Team of staff to ensure full delivery of agreed project outputs, fostering a spirit of collaboration, support and team cohesion; encourages their professional development, particularly in the areas of planning, monitoring and reporting.

General Profile

- Combines in-depth knowledge, acquired through academic achievements; excellent skills including managerial skills and experience in fields relevant to the Project;
- Provides high-quality contributions to assigned tasks, including relevant policy analysis and assessments;
- Has the capacity to work with minimum supervision and in collaboration with other programmes and external partners and stakeholders;
- Manages assigned tasks throughout the Project's lifecycle, i.e. from its inception, planning and activities design, funding and budgeting, to project assessment and accountability; leads meetings and discussions, supervises drafting of reports and publications and input from external providers;
- Has the intellectual leadership to integrate innovation into his/her field of expertise;
- Directly manages a team of contributors to the Project, including national staff members and international consultants;
- Fosters team-based activities; collaborates with other offices and programmes of the Institute;
- Acts as a model and mentor for colleagues;
- Is expected to travel to any geographical area involved in the implementation of the Project's activities;



- Follows and adheres to internal procedures to ensure high standards of performance and compliance with Institutional and project guidelines;
- Acts in accordance with International IDEA's core values; Respect, Integrity and Professionalism;
- Integrates a rights-based approach, as well as a gender and diversity perspective, in all project activities.

Management and Organisation

- The Consultant shall be supervised by and report to the Senior Programme Manager – Asia & the Pacific, who is based in Canberra, Australia
- The Consultant must work 7.5 hours per workday and the usual working hours will be from 9:00 AM to 5:00 PM local time;
- The Consultant is responsible to manage their own taxation and other local regulatory requirements brought about by International IDEA's consultancy payments.

Programmatic Knowledge

- Has in-depth knowledge and extensive work experience in project management, preferably in the areas of democracy and governance and/or parliamentary support, combined with a good understanding of related disciplines, to approach programmatic activities in a holistic manner;
- Has thorough understanding of relevant political and programmatic issues in the Pacific, particularly Melanesia; is aware of the civil society sector in general.

Operational Knowledge, Skills and Experience

- Is active in the search for information, preparation of reports and project briefs and newsletters, identification of opportunities for initiation of new projects, and all other activities related to resource mobilization and partnership building;
- Integrates a results-based approach into the design, management and evaluation of all his/her activities; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management;
- Understands and manages the Project budget.

Leadership

- Manages the Project Team, including national staff members and international consultants; sets priorities and manages resources allocated to the Project;
- Acts as a model and resource for colleagues.

Problem Solving

- Solves complex challenges, approaches issues with new perspectives and analyses situations from a multitude of intervening factors.

Impact

- Has a clear impact on the project development and delivery;
- Is able to also impact other teams and projects in related fields.

Communication and Interpersonal Skills



- Possesses strong analytical, writing and communication skills, including ability to produce high quality reports and other documents related to the Project;
- Has excellent presentation skills; including public speaking and design skills;
- Possesses strong diplomatic skills and ability to engage with high level executive and Parliament Officials, project partners and other key stakeholders;
- Liaises regularly with internal and external stakeholders involved in the Project; acts and is perceived as an initiator of relevant communication to solve issues;
- Drives projects and assignments through communicative personal energy and engagement;
- Can explain sensitive information with diplomacy, and build consensus;
- Is able to present his/her activities and represent International IDEA effectively in all professional circles;
- Fluency in written and oral English is required; Any other language in the Pacific, particularly Melanesia, would be an asset.

Education and Experience

- University degree in Social Science, Political Science, Law or other relevant discipline;
- Minimum of seven (7) years of relevant experience in project management (in a leading role), preferably in the areas of democracy and governance and/or parliamentary support, in the Pacific, including solid experience in the management of project teams;
- Excellent understanding of programming, monitoring and evaluation approaches and procedures is essential;
- Good working knowledge and practical experience in working with members of parliaments, parliamentary secretariats and committees, and experience in the development and production of parliamentary resources, tools and programming, including knowledge of parliamentary needs assessment methodologies and approaches is highly desirable;
- Knowledge and working experience on mainstreaming gender in governance and democracy and parliamentary support is considered an advantage;
- Experience with donor-funded projects and requirements, as well as familiarity with their processes and systems is considered an asset.