



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### TERMS OF REFERENCE - EOI – 258-17/138

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<b>Post title:</b>	Programme Coordinator (Fiji National )
<b>IDEA Division:</b>	Asia & Pacific Region
<b>Duty Station:</b>	Suva, Fiji
<b>Line Manager:</b>	Senior Programme Manager, Asia & Pacific
<b>Project:</b>	Upholding Citizens' Constitutional Rights for Democratic Consolidation in Fiji
<b>Donor:</b>	European Union

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### Introduction

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that supports sustainable democracy worldwide. Its mission is to support sustainable democratic change by providing comparative knowledge, assisting in democratic reform, and influencing policies and politics.

International IDEA acts as a catalyst for democracy building; by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

The organization develops, shares and enables the use of comparative knowledge in its key areas of expertise: electoral processes, constitution building, political participation and representation, democracy and development and democracy assessments. It also addresses the important issues of gender, diversity, and conflict and security as they relate to democracy.

International IDEA is based in Stockholm, Sweden, and works worldwide through offices in New York, Brussels, The Hague, Latin America, Africa and Asia & the Pacific.

### Background

International IDEA has recently been awarded a grant by the European Commission to implement a project entitled "Upholding Citizens' Constitutional Rights for Democratic Consolidation in Fiji". The project is for a duration of two years and will be implemented by a consortium of partners. International IDEA is the lead partner alongside Fijian civil society organizations, namely Citizens' Constitutional Forum (CCF), Dialogue Fiji (DF), Pacific Centre for Peacebuilding (PCP), and Media Watch Group (MWG).

To manage the implementation of the project, International IDEA is seeking a Programme Coordinator. The role of the Programme Coordinator will be to ensure the achievement of milestones and objectives and to support and monitor the activities of partners.

### **Duties and Responsibilities**

The Consultant will have a key responsibility in the aspects of overall project management, reporting and interaction with the EU as well as consortium and state bodies partners. The Consultant will be supported by a Finance and Administrative Coordinator, who will also be based in Suva, Fiji. More specifically, the Consultant:

- Oversees the implementation of programme activities and the execution of the budget, working in close collaboration with the donor;
- Manages and provides direction to consortium partners on aspects of programming, ensuring donor requirements are met, and advocating on behalf of partners and donors;
- Represents the consortium at relevant coordination meetings and works to ensure adequate representation of the consortium and implementation of appropriate communication and visibility plans;
- Facilitates the Consortium steering and evaluation meetings;
- Manages the monitoring, reporting and evaluation of the programme, ensuring strategic and timely communication to the donor and to International IDEA's Asia & the Pacific Regional Office;
- Oversees the Finance and Administrative Coordinator, and tracks performance linked to disbursement of funds to partners and grantees;
- Works closely with the line manager, providing guidance on opportunities for synergies and linkages with consortium and state bodies partners' work plans;
- Maintains and develops relevant professional contacts and networks with key actors and stakeholders, including practitioners, policy makers and academics.
- Provides input to the Project's political and economic analysis including collecting information and analysis from stakeholders;
- Advises the Regional Director, the line manager, and other staff within the Asia & the Pacific Regional Programme on all matters pertaining to programme related developments;
- Facilitates the engagement of International IDEA staff in order to achieve project goals;
- Contributes to oversight of programme funds in accordance with donor and International IDEA regulations;
- Contributes to the procurement processes by defining, for instance, terms of reference as needed;
- Assists in the sourcing of consultants;
- Contributes to institutional planning and programme-related progress reports; and
- Leads in disseminating reports and briefings on project activities and developments.

### **General Profile**

- Combines in-depth knowledge, acquired through academic achievements, excellent skills including managerial skills and relevant experience in their field;
- Manages assigned projects throughout the project life cycle, i.e. from strategic planning and project design, funding and budgeting to project assessment and accountability; leads meetings and discussions, supervises 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 consultants;
- Fosters team-based activities; collaborates with others at International IDEA;
- Acts as a model and mentor for colleagues;
- Is expected to travel within Fiji to any geographical area involved in his/her projects;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Integrates a gender and diversity perspective in all activities.

## **Reporting Line**

- Senior Programme Manager/Officer, Asia & the Pacific Regional Programme.

## **Programmatic Knowledge**

- Has in-depth knowledge and extensive work experience in own discipline, combined with a good understanding of related disciplines in order to approach activities in a holistic manner.

## **Operational Knowledge, skills and experience**

- Integrates a results-based approach into the design, management and evaluation of all his/her programmatic activities;
- Has thorough understanding of relevant programmatic issues in the key geographical zone where his/her work is implemented;
- Is active in the search for information on donors and partners, preparation of reports and project briefs, identification of opportunities for initiation of new projects, and all other activities related to resource mobilization and partnership building;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management;
- Understands and manages the budget of his/her project(s).

## **Leadership**

- Manages a small team and consortium partners, sets team priorities and manages resources;
- Acts as a model and resource for colleagues.

## **Problem Solving**

- Will solve complex challenges, approach issues with new perspectives, and analyze situations from a multitude of intervening factors.

## **Impact**

- Has a clear impact on the programme development and delivery;
- Will also impact other teams and projects in related fields.

## **Communication and Interpersonal Skills**

- Liaises permanently with all internal and external stakeholders involved in his/her project; acts and is perceived as an initiator of relevant communication to solve issues;
- Can demonstrate excellent relationship building skills;
- 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 English, i.e. written and oral proficiency, required.

## **Education and Experience**

- Post-graduate qualifications, plus a minimum of 6 years of relevant experience in the implementation of programmes in the field of democracy support;
- At least 3 years' experience in management positions;
- Excellent demonstrated understanding of political economy of Fiji.
- Experience working with the EU desirable;
- Experience in Pacific countries, in the areas of democracy and governance will be considered an asset;
- Experience managing multi-partner consortiums and particularly EU-funded programs desired.

## **Terms of Contract**

- 2-year consultancy contract.

- Gross salary range EUR 1,400 – 1,900 per month
- Expected starting date is 1<sup>st</sup> January 2018

### **Eligibility of Applicants**

This position is open for Fijian Nationals Only or for those who have a valid working permit in Fiji.

### **Evaluation of CVs**

The CVs will be evaluated and scored against the following criteria with respective corresponding scores:

- *General qualifications and skills (25);*
- *General professional experience (25);*
- *Experience of working with International Organizations/NGOs and State Bodies in Fiji (30)*
- *Experience of working on EU funded projects (20)*

The maximum final score is 100 points.