

## Terms of Reference

Qualified individuals can apply for the position of Resident Programme Manager Ethiopia by sending an email with CV and motivation letter to Mrs. Bo Altena, Project Manager We Are Able! Ethiopia, at [bo.altena@VNG.nl](mailto:bo.altena@VNG.nl), before **August 1<sup>st</sup>, 2021 (Georgian calendar)** under reference of “We Are Able! Ethiopia RPM”.

<p><b>Proposed function</b></p>	<p>Resident Programme Manager (RPM) We Are Able! Ethiopia programme</p>
<p><b>General information on the We Are Able! programme</b></p>	<p>The We are Able! programme strives at co-creating inclusive governance for access to basic resources that leaves no one behind. We are able! focuses on empowerment, amplifying voices and creating resilience among people (including men, women and youth) with disabilities (also referred to as PWDs) and other excluded groups, particularly those faced with food insecurity in areas of protracted crises. While PWDs are the core target group of the We are able! program, we create benefits for other excluded groups like vulnerable women, youth in general, marginalised ethnic groups and internally displaced persons (IDPs), as applicable per context.</p> <p>The programme, funded by the Dutch Ministry of Foreign Affairs, is being implemented by a consortium consisting of ZOA, the African Disability Forum, SeeYou Foundation (Light for the World), the Leprosy Mission Netherlands, VNG International and The Hague Academy for Local Governance. The programme will be implemented together with the local partners in Burundi, the Democratic Republic of Congo, Ethiopia, South Sudan, Sudan and Uganda.</p> <p>VNG International is the International Cooperation Agency of the Association of Netherlands Municipalities (VNG) and is committed to supporting democratic local government worldwide. Financed by the Netherlands Ministry of Foreign affairs, and elaborated in collaboration with the consortium and local partners, VNG International will under this program focus on lobby and advocacy and will implement and coordinate the activities under pathway 3: ‘Strengthening Public Authorities’.</p> <p>By 2025, through engagement with public authorities (formal and informal powerholders), men, women and youth with disabilities and other excluded groups, through resilient and capable local CSOs/DPOs in six fragile and conflict-affected countries, are successfully influencing laws, policies, practices and norms for improved food security for all.</p> <p>In Ethiopia, the ZOA-TLM-VNG International consortium operates in Eastern Hararghe region and in four sub-cities of Addis Ababa. For Pathway III, WaA! specifically targets Public Authorities (technical + political), CSOs/DPOs and citizens. This Pathway includes a strong capacity development component (training, action learning, technical assistance, coaching, etc.), as well as community planning and budgeting.</p>
<p><b>Aim of this assignment</b></p>	<p>For the We Are Able! (WaA!) programme, we’re looking for a full-time programme coordinator. He/she is the main contact person for VNG International in the programme.</p> <ol style="list-style-type: none"> <li>1. To represent VNG International and VNG International’s We Are Able! (WaA!) programme and network on behalf of the organization and the programme in Ethiopia;</li> <li>2. To coordinate the implementation of all VNG International activities of WaA! in Ethiopia, report on results and develop the programme further, as well as ensure alignment with other project partners;</li> <li>3. To act as expert for technical assistance for the beneficiaries in the field of good local governance and disability inclusion;</li> <li>4. To act as a master trainer on inclusive governance on behalf of The Hague Academy for Local Governance in Ethiopia.</li> </ol>

<p><b>Activities to be performed</b></p>	<p>The Expert will be responsible for the following:</p> <p><b>Programme Implementation</b></p> <ol style="list-style-type: none"> <li>1. Develop, organize, steer and/or support the formulation of the Annual Country Work Plan in coordination with HQ and with ZOA (lead);</li> <li>2. Develop, organize, steer, and/or support the implementation of activities (timely delivery of inputs and outputs, writing of Terms of References, activity plans, quality control, logistics) under the Annual Country Work Plan;</li> <li>3. Assist beneficiaries in the country in the implementation of their activities of the Annual Country Work Plan and reaching the objectives of the Country Programme. Regularly contact and visit the beneficiaries and stakeholders;</li> <li>4. Ensure proper coordination and alignment with the lead organization (ZOA) and other consortium- and implementing partners. The Expert will participate in name of VNG International and seek alignment, identify activities and come up with innovative ways of working together with the other partners and key stakeholders;</li> <li>5. Provide feedback, add value, advice and issue recommendations for the improvement of the implementation of the Programme, the Annual Work Plan, the Annual Report and other relevant programme documents;</li> <li>6. Contribute to the Monitoring and Evaluation Framework and perform annual LIA (Local Inclusion Agenda)-score measurements.</li> <li>7. Coordinate and spend part of the annual budget;</li> <li>8. Prepare reports for VNG International according to the agreed formats and timing;</li> <li>9. Ensure usage of VNG International and WaA! visibility materials, logo's, working formats and documents etc.</li> <li>10. Work in close coordination with both the other WaA! consortium partners and other programmes of VNG International in Ethiopia.</li> </ol> <p><b>Expert responsibilities</b></p> <ol style="list-style-type: none"> <li>11. To act as expert<sup>1</sup> for technical assistance for the beneficiary Local Governments and Local Government Associations in the fields of local governance upon request;</li> <li>12. Be able to conduct stakeholder analyses, ensure alignment of programme to local context, including being able to adopt a gender and disability inclusion lens to programme design and implementation;</li> <li>13. Ensure the programme is inclusive for all. This may include that basic information should be available in Amharic and or Oromifa, as well as on other platforms (braille). Also, it needs to be checked if these are adequate to the local context. Examples are: Local Inclusion Agenda Document, Programme presentation etc.</li> </ol>
<p><b>Outputs</b></p>	<ol style="list-style-type: none"> <li>1. Development of action plans with local governments and other public authorities on disability inclusion, accessibility and food security</li> <li>2. Course materials and training plan, manuals for local government, presentations, etc.</li> <li>3. Prepare contributions to meetings with consortium partners and other programme stakeholders</li> <li>4. Narrative reports (see reporting requirements)</li> <li>5. Input for Annual Work Plan of WaA!</li> <li>6. Visibility materials, etc.</li> <li>7. Financial reporting together with Financial Officer</li> </ol> <p><i>Outputs need to take into account gender, conflict and disability sensitivity.</i></p>
<p><b>Reporting Requirements</b></p>	<ol style="list-style-type: none"> <li>1. The Resident Programme Manager will report directly to the Country Programme Director and Manager in The Hague (NL)</li> <li>2. Formats for the different reports will be provided by VNG International and The Hague Academy for Local Governance</li> </ol>

<sup>1</sup> Coach, Trainer, Advisor, Assessor, Facilitator

<p><b>Required profile of the expert</b></p>	<p>[Education]</p> <ul style="list-style-type: none"> <li>- Degree in Public Administration, Governance, Social Science, Gender/Conflict Studies, or other relevant field;</li> </ul> <p>[Experience]</p> <ul style="list-style-type: none"> <li>- Demonstrable knowledge and expertise with inclusion of people with a disability;</li> <li>- Affinity of working with public authorities on local and national level (woredas, kebeles) as well as civil society organisations (CSOs);</li> <li>- Minimum of 10 years of experience developing, implementing and evaluating activities in the field of good governance; experienced in Project Cycle Management</li> <li>- Minimum of 7 years of experience with the formulation, implementation and evaluation of international and donor-funded capacity development programmes for local governments;;</li> <li>- Experience with working with (organizations for) people with a disability is a great advantage;</li> <li>- Experience with working in a political sensitive environment;</li> </ul> <p>[Skills]</p> <ul style="list-style-type: none"> <li>- Excellent knowledge of English and Amharic;</li> <li>- Advantage: working knowledge of Afar Oromo;</li> <li>- Excellent reporting skills;</li> <li>- Excellent training and facilitation skills such as time-management skills, skills to guide and motivate participants and active listening skills;</li> <li>- Excellent social, communication and networking skills, both oral as in writing;</li> <li>- Eye for conflict- and gender sensitivity;</li> <li>- Pro-active and representative attitude;</li> <li>- Analytical and content-oriented;</li> <li>- Correct in administration;</li> <li>- Computer literate (Microsoft Office, MS Teams).</li> </ul> <p><b>Nothing about us without us!</b> We actively aim for the programme to include disability experience experts. We therefore actively encourage disability experience experts to apply for this opportunity.</p>
<p><b>Period of the assignment</b></p>	<p><u>Full-time position</u> <u>12 months, starting August/September 2021</u> (with the possibility of extension)</p>
<p><b>Place of the assignment</b></p>	<p>Addis Ababa with regular travel to the regions (Harari, Dire Dawa, Oromiya).</p>
<p><b>Contact details VNG International</b></p>	<p>Bo Altena, Project Manager, <a href="mailto:bo.altena@vng.nl">bo.altena@vng.nl</a></p>