

## Job Description/Terms of Reference

Qualified individuals can apply for the position of Resident Programme Manager Uganda by sending an email with CV and motivation letter to Bo Altena, Project Manager IDEAL Uganda, at [bo.altena@VNG.nl](mailto:bo.altena@VNG.nl), at the latest on the 22<sup>nd</sup> of September 2019 under reference of "IDEAL Uganda RPM".

<b>Proposed function</b>	Resident Programme Manager (RPM), Uganda
<b>Background of IDEAL Programme</b>	<p>The Inclusive Decisions at Local Level programme (IDEAL 2017-2021) is a programme by VNG International that works on the involvement of citizens in local governance in seven countries facing fragility or conflict. The participation of citizens contributes to inclusive and transparent decision-making. It improves local governance and the delivery of basic services. It makes local governance more sustainable and increases welfare and stability. Our drive and expertise is to support local governments in building bridges with all their citizens - including marginalised groups.</p> <p>The programme operates in 7 countries (Burundi, Mali, Palestinian Territories, Rwanda, Somalia, South Sudan and Uganda). The programme is financed by the Dutch Ministry of Foreign Affairs.</p> <p>The programme outcomes are: 1) effective services, 2) inclusive decisions and 3) ULGA and UAAU capacity.</p>
<b>Aim of this assignment</b>	<ol style="list-style-type: none"> <li>1. To represent VNG International and VNG International's Inclusive Decisions At Local Level Programme (IDEAL) and network on behalf of the organisation and the programme in Uganda.</li> <li>2. To coordinate the implementation of all VNG International activities of IDEAL in Uganda, report on results and develop further programming based on lessons learned.</li> <li>3. To act as expert for technical assistance for the beneficiaries.</li> </ol>
<b>Activities to be performed include the following:</b>	<p><b>Representation and networking</b></p> <ol style="list-style-type: none"> <li>1. Represent VNG International and the IDEAL programme in Uganda, and participate in relevant networks;</li> <li>2. Communicate, facilitate and coordinate between representatives of VNG International, implementing partners, beneficiaries and stakeholders on a day-to-day basis;</li> </ol>

3. Cooperate and link-up with other related activities, projects and programmes, supported by the national government, the international donor community, businesses and/or NGOs in order to maximize the results of IDEAL in the country;
4. Monitor developments in the programme environment and the country context, donor programming and pipe-line and identify local government related project opportunities (e.g. calls for proposals);
5. Contribute to the formulation of project and programme proposals;
6. Ensure usage of VNG International and IDEAL's visibility materials, logo's, working formats and documents etc.

**Programme implementation, reporting and further development**

7. Develop, organize, steer and/or support the formulation of the Annual Country Work Plan;
8. 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;
9. Support beneficiaries and/or implementing organizations in the country with the implementation of their activities within the framework of the Annual Country Work Plan in order to reach the objectives of the Country Programme;
10. Regularly contact and visit the beneficiaries and stakeholders;
11. 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;
12. Coordinate and spend part of the annual budget;
13. Prepare reports for VNG International according to the agreed formats and timing;
14. Request involved LGAs and LGs to provide management responses to advice, reports etc. Such a management response can for example be the output of a meeting where the advices of the consultancy or the coach are discussed;
15. Support beneficiaries and/or implementing organizations in proper management of budgets provided by the programme;
16. Contribute to the further development of the local VNG International Uganda office;
17. Share documents and information timely amongst all partners;

	<p>18. Communicate timely and regularly with VNG Head Office; both via the monthly reports, as intermediately via email or Skype;</p> <p>19. Prepare Advisory Committee meetings;</p> <p>20. Assist (external/internal) evaluators in their tasks.</p> <p><b>Expert responsibilities</b></p> <p>21. To act as expert<sup>1</sup> for technical assistance for the beneficiary Local Governments and Local Government Associations in the field of local governance upon request.</p> <p><i>Gender equality and the safeguarding of the environment is to be ensured in the development and implementation of all activities.</i></p>
<p><b>Outputs</b></p>	<ol style="list-style-type: none"> <li>1. Monthly progress report</li> <li>2. Financial reporting</li> <li>3. Deliverables per activity (if applicable)</li> <li>4. Input for Annual Work Plan and Annual Report</li> <li>5. Visibility materials, etc.</li> <li>6. Update on VNG International opportunities in Uganda</li> </ol> <p><i>Outputs need to gender sensitive.</i></p>
<p><b>Minimum qualifications</b></p>	<p>Education:</p> <ul style="list-style-type: none"> <li>• Relevant completed higher educational background (law, political sciences, governance, public administration or an equivalent).</li> </ul> <p>Professional experience:</p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of relevant practical working experience in the local government sector in Uganda;</li> <li>• Minimum of 7 years of experience with the formulation, implementation and monitoring of donor-funded capacity development programmes for local governments;</li> <li>• Experience with working in a politically sensitive environment; experience in fragile states is considered to be an asset;</li> <li>• Experience in and able to build and sustain a network in Uganda of people, organizations, and partners in sectors relevant for the implementation of IDEAL in Uganda; already having a local government network is considered to be an asset;</li> <li>• Experience with gender and sustainability is considered to be an asset.</li> </ul>

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

	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of English;</li> <li>• Excellent Project Cycle Management and organizational skills;</li> <li>• Excellent reporting skills;</li> <li>• Excellent social, communication and networking skills, both oral as in writing;</li> <li>• Eye for conflict-sensitivity, gender-sensitivity and sustainability;</li> <li>• Pro-active and representative attitude;</li> <li>• Analytic and content-oriented;</li> <li>• Correct in administration;</li> <li>• Computer literate (Microsoft Office);</li> <li>• Able to work independently;</li> <li>• Willingness to travel within Uganda and, infrequent, outside Uganda;</li> <li>• Gender sensitive.</li> </ul>
<p><b>Approximate number of working days</b></p>	<p>The Resident Programme Manager will be financially compensated per month. Holidays and vacation, and days of illness are not considered as working days. Holidays are the national official holidays of the beneficiary country.</p>
<p><b>Period of the assignment</b></p>	<p>From 1 October 2019 – 31 December 2021 (contracts are based on calendar years).</p>
<p><b>Place of the assignment</b></p>	<p>Uganda (Kampala, with regular travel to the field and infrequent international travel).</p>
<p><b>Accountability</b></p>	<p>The Resident Programme Manager for Uganda is directly accountable to the IDEAL Country Director for Uganda at VNG International in The Hague, the Netherlands.</p>