Terms of Reference for Program Consultant

Women’s Land Right Task Force of Liberia (WLRTFL)

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Official Job Title:</th>
<th>Program Coordinator</th>
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<tr>
<td>Duty Station:</td>
<td>Monrovia, Montserrado County</td>
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<tr>
<td>Contract Duration:</td>
<td>One Year</td>
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<tr>
<td>Date</td>
<td>April 1, 2021 - March 2022</td>
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A full-time Consultant will be contracted to raise funds for and run programs of the Women’s Land Rights Taskforce of Liberia (WLRTL). The position will be a 100% position (8 hours/day).

Background:

An Independent national-level umbrella/coordinating Civil Society Organization with county-level decentralized task forces with a mission to advance women’s Land Rights in Liberia’s land reform processes with focus on the barriers that hinder women’s full participation in land governance and ownership.

General Responsibilities:

The Coordinator will lead the development of a five-year Strategic Plan of the organization through which he/she will develop an annual operational plan that identifies the goals towards which the WLRTFL will work to meet its mission and realize its vision. The Coordinator will be responsible for raising funds and upholding all donor’s financial standards and guidelines. The Coordinator is also expected to participate in advocacy and policy dialogues with decision makers and national counterparts on issues relating to Women’s Land Right Taskforce (WLRTL). The Coordinator will also be responsible for liaising with partners and donors in publicizing the work of the WLRTFL and fundraising in order to support the work plan and the five-years strategic plan.

Main Responsibilities and Deliverables

1. Manage the quality and timely implementation of any activity that the Women’s Land Rights Taskforce will undertake as specified in the milestone table.
2. Support the develop a 5-yr. strategic plan in addition to an annual operational plan to guide the work of the taskforce 3 months after taken office.
3. Ensure timely and duly management of all WLRTF activities listed in the Work Plan (WP) in accordance with agreed rules and regulations as stipulated in any Project MOU;
4. Ensure that all county taskforces are formed within 12 months of the assignment in accordance with the mandate of the central Secretariat in Monrovia, Montserrado County.
5. Recruit volunteers to work on specific activities and objectives.
6. Review all deliverables and reports from the county taskforces.
7. Prepare quarterly reports (June 30, September 30 and Dec. 31) on the activities and milestones of the WLRTF.
8. Establish a Finance and Accounting Manual for financial management and accountability, including ensuring all supporting documents are maintained in an orderly filing system is in place;
9. Liaise with Landesa throughout the one-year period, informing them on progress and obstacles in relation to their support;
10. Participate in advocacy and policy dialogues with national counterparts on Women Land Rights issues mainly pertaining to the implementation of the Women’s Land Rights Task Force five years strategy plan;
11. Represent the Women’s Land Rights Taskforce on all land sectoral coordinating bodies and ensure coordination with partners and stakeholders;
12. Maintain a close liaison with the Liberia Land Authority Gender Unit
13. Any other tasks deemed necessary to achieve the project objectives according to the request of the Women’s Land Rights Taskforce and funding partners;

Required qualifications:

The position requires work of a conceptual, analytical and advisory nature at the higher professional level related to work on Women’s Land Rights including other rights that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include an undergraduate or graduate degree and relevant experience commensurate with the job.

Required experience and educational background:

- Proven ability to coordinate and manage complex project work, with focus on women’s Land rights and other rights of women;
- Proven ability and experience in developing project proposals;
- In depth knowledge of the Women’s Land Rights and comprehensive understanding of Gender;
- Experience in recruiting, managing, guiding and motivating staff members and consultants;
- Experience with advocacy and policy dialogue on a high political and community levels;
- Experience in report writing, project implementation and monitoring of projects;
- Education on an undergraduate level or higher in the area of Gender, Land Rights;
- Strong ability to communicate in English;
- Proven ability to collaborate well with local communities specially the established Women Land Rights Taskforces in the counties and to deliver work in a timely manner.
- Charismatic and smart with the ability to help distinguish the WLRTF and set it apart.
• Must already be in the public space and identifiable by the public.
• Commands respect and has the skills to book a meeting with any high-ranking government official, public and private authority

To apply:

Qualified candidates should send a letter of application and their CV to consultants@landesa.org by close-of-business on Friday, March 26th, 2021 indicating “Program Coordinator” in the Subject line of the email. Any applications received after the deadline, March 26th, will not be considered.