

Scope of Work

Position Title: TPM Project Manager
Reference Number: 210904
Position Location: Remote Work
Timeframe: 1 year - October to October 15, 2022
Assigned Unit/Team: COAR TPMA
Supervisor: Country Director

Overview: This scope of work (SoW) outlines the TPM Project Manager position with the Center for Operational Analysis and Research (COAR). The TPM Project Manager will be expected to support COAR in the implementation phases of the TPM project. The TPM Project Manager will support with the formation of pools of sectoral and M&E experts, and potential TPM service providers in different geographies, development of their contracts and ToRs, and support COAR and the client in designing each mission action plan. Additionally, the TPM Project Manager will be required to support COAR analysts and the service providers in the development and revision of the final report to guarantee the envisioned quality.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- To maintain and develop the relationship between COAR and its client in a way that ensures the client's satisfaction and that COAR monitoring missions will answer the client's questions.
- To work in collaboration with COAR's analysts and TPM service providers to produce monitoring reports that answer the client's questions as requested in client's communications.
- To apply strong contextual and operational knowledge in uncovering issues in implemented projects and find solutions and mitigation procedures to help both the client's, and its implementing partners' strategic and programmatic goals of the intervention.

Activities:

The project manager will:

- Lead in identifying, interviewing and selecting incumbents to form a pool of sectoral experts, which in turn, will assist in designing the monitoring framework and in reviewing reports under the supervision of the TPM project manager.
- Lead in identifying, interviewing and selecting incumbents to form a pool of TPM service providers in different geographies, to include development of the selection criteria and revision with the client to ensure the selection suitability with the mission requirement.
- Determine contracts, expertise, and deliverables and any other requirements for the project implementation - in accordance with the client's list of projects and partners.
- Takes the lead in development of agreement packages with intended TPM service contracts that includes but not limited to, a contract, MOU, SOP, ToR, LTA, mission agreements, and any other binding agreements that guards COAR's interest in a smooth, flexible, and accountable monitoring, while also guarantees service provider's rights.

For every monitoring mission:

- Lead the selection of the best-fit service provider for the mission according to the pre-set criteria.
- Select sectoral experts from the pool in accordance with the mission needs.
- Support the client, service provider, and other COAR analysts during preliminary project review - as necessary.
- Maintain a strong and friendly relationship with the monitored implementing partners and make sure they are comfortable with the mission design, the visits, and receive their negative and positive feedback on both the mission and the subcontractors.
- Review the client's shared project documents and decide with the service provider and the client best action plan to include surveys, numbers of interviews, etc.,
- Support COAR and the service provider in designing general purpose questionnaires and processes, in collaboration with context and risk analysts.
- Based on shared documents and discussion with client's relevant staff, Suggest research and analysis topics to complement the contextual and operational knowledge of the client
- Review the mission report and maintain open feedback channels with both the client and the service providers.

Deliverables:

The project manager will:

- Maintained and developed client-COAR relationship
- Updated database of requests and track their progress
- Mission agreements with TPM service providers that contain all the goals required by the client for each mission
- Final reports of missions that answer client's concerns, reflect implementing partners efforts and challenges, and suggest solutions and mitigation strategies.
- Support (research and composition) on ad-hoc Requests;
- Collaborate with other COAR team members to apply contextual and operational background of the operational environment.
- Collaborate with COAR team members to ensure high-quality final reports.

Qualifications and Experience

The ideal candidate for COAR project manager will have:

- A bachelor's degree in Political Science, International Affairs/Relations, Asian Studies, Public Policy, Anthropology, Sociology, or a related field. A Master's or PhD desirable;
- Extensive experience in Third Party Monitoring and project evaluation with focus in Syria;
- Demonstrated ability and/or willingness to work under tight deadlines, and after-work hours;
- Demonstrated ability to work collaboratively and independently within a remote-based team;
- Strong presentation, reporting, and communication skills;
- Strong organizational and interpersonal skills;
- High Level of professionalism

- Commitment to discretion and confidentiality;
- Strict adherence to COAR's code of conduct and safeguarding policies at all times.

*Applicants should submit their CV and Cover Letter to **hr@coar-global.org** quoting the name of the position and Reference Number in the subject line of the email.*

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.