



## CARE INTERNATIONAL IN UGANDA

### JOB ADVERT

#### Consortium Manager

**Application Deadline: 6<sup>th</sup> January, 2020**

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill the position of Consortium Manager- DINU. All interested candidates, especially female staff, who meet the requirements for this position are strongly encouraged to apply.

### JOB SUMMARY

Reporting to the Program Manager WAYFIP the Consortium Manager will be responsible for;

- Managing a CARE led consortium of two International NGOs and 2 national NGOs and 1 private sector led company.
- Facilitating an integrated participatory approach in project management, supervision, coordination, planning, and implementation among Consortium members and partners, across the various locations of operation with a focus on cross-learning, 360 degrees accountability, and monitoring integration aspects.
- S/he will oversee all project management, administration, procurement, financial and human resource management according to CARE and donor rules and regulations.
- S/he will ensure effective implementation of the project's visibility and communication plan. S/he will communicate regularly with CARE Denmark, the CARE Member Partner (CMP) that will hold the donor contract for this project about progress, general coordination and any key emerging issues related to the project.
- S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The Consortium Manager will act as CARE's and the Consortium primary representative for the project in local, national, and international level fora.
- S/he will facilitate smooth coordination between the Consortium members, local implementing partners and other agencies from Government as well as the key stakeholders like UN agencies, other INGOs, active in the delivery of Food security, maternal and child nutrition and incomes interventions to avoid duplication, leverage comparative strengths, and contribute to joint advocacy.
- The Consortium Manager shall fully comply with safety and security procedures of CARE and should be accountable for it including with other relevant program implementation protocols.
- S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project

**NB: Please refer to the JD attached for more details**

## **Qualifications**

### **Required Education and Training**

#### **Required Qualifications**

- Master's degree desired but BSC Agriculture or Bachelor of Development studies, or related field and sufficient proven experience is acceptable

### **Required Experience**

- At least 5 years proven management experience of complex development programs, of which a minimum of three as Consortium Manager or leading / managing a team of partners;
- 5 year experience in Food security, access to markets and income generation is key
- Experience with gender based programming particularly gender Equity and Diversity and gender based violence programs required; ;  
Personal commitment to gender equality demonstrated by personal actions

## **Application Procedure:**

Interested internal candidates should submit their application letter and most updated CV including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by **6<sup>th</sup> January, 2020**.  
*Please indicate the job title in the email subject line.*

**CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION,  
SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.**

*Please Note that CARE does not ask any applicant payment for any recruitment process.*

*For any questions please call our office on 0312258100/150*



**CARE International in Uganda**  
**Job Description**

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**Job Title:** Consortium Manager

**Project Name:** Inclusive Market-Based Development for Smallholder Farmers in Northern Uganda (DINU)

**Program:** Women and Youth Financial Inclusion Program (WAYFIP)

**Location:** Kotido Sub-Office

**Grade :** G

**Supervisor:** Program Manager WAYFIP

**Date Employed:** January 2020

**Brief Project Background:**

CARE International in Uganda is leading a consortium of 4 partners that include; Catholic Relief Services, Gulu Agricultural Development Company, SORUDA, and Dynamic Agro-Pastoral Development Organisation (DADO). A proposal has been submitted to the Government of Uganda and European Union, Development Initiative for Northern Uganda (DINU), for the 11<sup>th</sup> European Development Fund. The proposed project aims at promoting Inclusive Market-Based Development for Smallholder Farmers in Northern Uganda covering 10 districts of Karamoja, Kaabong, Kotido, Abim, Katakwi, Napak, Nabilatuk, Nakapiripirit, Amudat and Moroto while maintaining Kitgum District as a business networking potential. The project aims at *increasing food security, improving maternal and child nutrition, and enhancing household incomes*, and will be contributing to Lot 1 of DINU, that is “improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition.” The project which will last 36 months will focus on achieving the following objectives:

1. To increase production of diversified food by women and men smallholder farmers,
2. To increase market accessibility for women and men smallholder farmers, and
3. To improve nutrition and uptake of family planning services through gender-responsive community-based approaches.

**Overall summary of position**

The Consortium Manager will be responsible for managing a CARE led consortium of two international NGOs and 2 national NGOs and 1 private sector led company. The Consortium Manager will facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among Consortium members and partners, across the various locations of operation with a focus on cross-learning, 360 degrees

accountability, and monitoring integration aspects. S/he will oversee all project management, administration, procurement, financial and human resource management according to CARE and donor rules and regulations. S/he will ensure effective implementation of the project's visibility and communication plan. S/he will communicate regularly with CARE Denmark, the CARE Member Partner (CMP) that will hold the donor contract for this project about progress, general coordination and any key emerging issues related to the project. S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The Consortium Manager will act as CARE's and the Consortium primary representative for the project in local, national, and international level fora. S/he will facilitate smooth coordination between the Consortium members, local implementing partners and other agencies from Government as well as the key stakeholders like UN agencies, other INGOs, active in the delivery of Food security, maternal and child nutrition and incomes interventions to avoid duplication, leverage comparative strengths, and contribute to joint advocacy. The Consortium Manager shall fully comply with safety and security procedures of CARE and should be accountable for it including with other relevant program implementation protocols. S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

### **Specific Responsibilities/Tasks**

#### **Responsibility 1: Project Management**

- Responsible for the overall management of the project to facilitate integrated programming through the development and monitoring of a joint Detailed Implementation Plan for the project, drawn from each consortium member and implementing partner's own DIP;
- Monitor overall project implementation and propose adaptations in a timely manner to ensure objectives are met;
- Ongoing guidance to team members to fulfil the project's strategic goals and objectives.
- Ensure compliance with European Union development Fund rules and regulations both for CARE as the prime as well as consortium members and implementing partners;
- Ensure project start up and close out meetings with all consortium members, implementing partners and internal to CARE as per the donor guidelines;
- Responsible for producing quality consolidated reports including establishing joint reporting tools and mechanisms, in close cooperation with relevant staff of Consortium partners
- Model CARE Organizational values and ensure they are understood by all staff and partners in the Consortium; Also responsible for ensuring CARE's Anti-Fraud and Anti-Corruption policy, CARE's Anti-Discrimination and Sexual Harassment Policy and CARE's Sexual Exploitation and Abuse (SEA) and Child Protection policy are applied through the entire Consortium and Implementing Partners with an effective Complaints, Reporting and Feedback in place for the whole project staff and

## **Responsibility 2: program Quality and Learning**

- Provide strategic guidance in unifying approaches and models between consortium members in different geographical areas with support from Technical Specialists.
- Responsible for developing the project's integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL specialist, including a common beneficiary database that can be used by other consortia for referrals of beneficiaries;
- Ensure the project base line, MTR, end line and final evaluation are conducted in a timely and quality manner;
- Ensure measures for cross-learning, 360degrees accountability, and monitoring of integration aspects are put in place and utilized, including Shared monitoring tools and accountability minimum standards will be developed
- Ensure joint field missions to support and assess the delivery of the integrated aspects of programming
- Ensure that learning workshops are regularly held and well documented, at which field staff can share successes and seek to resolve challenges & ensure regular learning products are developed;
- Responsible for ensuring visibility across all project areas as per donor's policies.
- Responsible for gender responsiveness in all actions and decisions within Consortium (ieg.use of CARE Gender Marker , Women Empowerment Framework etc)

## **Responsibility 3: Operational, Human, Financial and Administrative Management**

- Responsible for the overall management of all the project's resources, be it human, financial and assets in line with donor and CARE relevant rules and regulations; and as well keeping in line with the donor regulations on specific aspects like financial management ; procurement and asset management.
- Directly supervise a team of CARE staff as per CARE HR Manual (setting goals, giving feedback, conducting performance assessments, coaching, mentoring) and potentially supervise staff from other consortium members seconded to CARE;
- Ensure project develops costed action plans, procurement plans, cash projections in a timely manner to allow for appropriate cash flow and goods and services timely availability; ,
- Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- Oversee flows of funds to consortium members and CARE Uganda by CARE Denmark and review reports both financial and narrative from consortium members to CARE DK, in close coordination with the CARE Head of Finance
- Oversee fund management of other consortium members and ensure compliance to donor regulations

- Ensure adherence of Consortium partners to approved budgets, regularly collect and report to the Program Management Unit and Project Steering Committee on overall burn rates, and prepare proposals (if needed) on budget reallocations with Consortium members;
- Ensure abidance by CARE and donor financial and procurement procedures with maximum cost effectiveness
- Mitigate financial risks through appropriate management of funds and supervise accounting activities
- Manage and monitor safety and security risks for project staff and assets, ensuring appropriate protocols are in place as per the risk management plan.

#### **Responsibility 4: Consortium Management and Coordination**

- Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between consortium members;
- Support effective mechanisms for information sharing and cooperation among Consortium members and other key stakeholders at all levels (national and settlement and field levels);
- Act as Chair of the Program Management Unit (PMU) and ensure regular meetings take place, are well documented and agreed upon actions followed-up;
- Ensure CARE Senior Management ( CD, PD) calls for Steering Committee meetings at Kampala levels with heads of consortium agencies; Prepare and document meetings and to follow up on agreed upon action at Steering Committee level;
- Ensure effective mechanisms for information sharing and cooperation with other complementary Consortia with which CARE's consortium will collaborate (e.g. financial services actors, agricultural actors), including organizing regular coordination meetings with them at settlement;

#### **Responsibility 5 Coordination with various authorities and other actors**

- Responsible for developing and / or strengthening excellent working relations with the Office of the Prime Minister (OPM) DINU coordination unit, , ensuring OPM is closely involved in approving and planning the intervention as well as coordinating with District level /relevant leadership teams
- Responsible for ensuring good relationships as well with Local District Government and relevant authorities;
- Responsible for closely coordinating with key stakeholders on adherence to key protection aspects; including Child Protection, General Protection and GBV and ensure the consortium is well represented in the various technical working groups on Protection and GBV at national and district level;
- Build and maintain productive working relationships with CARE Denmark who is managing the contract;

- In agreement with CARE and other consortium leadership teams, engage with ECHO Representation in Uganda to prepare monitoring visits, participate in meetings, send regular updates, etc
- Responsible for all external representation of the Consortium at meetings, events, conferences, and other for a, to key stakeholders, providing them with information about project objectives, risks, constraints and progress.

### **Required Qualifications**

- Master's degree desired but BSC Agriculture or Bachelor of Development studies, or related field and sufficient proven experience is acceptable
- At least 5 years proven management experience of complex development programs, of which a minimum of three as Consortium Manager or leading / managing a team of partners;
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### **Desired Competencies**

Timely Decision Making

Building Effective Teams

Problem Solving

Functional/ Technical Skills

Strategic Agility

Cross-Cultural Sensitivity