

Trust for Democratic Education and Accountability

Terms of Reference

Annex-1

Title: Deputy Chief of Party

Reports to: Chief of Party

Project: Ambassador's Fund Grant Program (AFGP)

Job Objective:

To ensure that all programmatic procedures, systems, policies, and operations are developed and managed in compliance with USAID's requirements.

Major Responsibilities:

Programmatic Oversight

- Supervise the activity development staff and other staff involved in activity development, implementation, monitoring, evaluation, and reporting;
- Ensure procedures are established and complied with for activity development, activity worthiness, activity implementation, management, monitoring, assessment, and close-out;
- Working with the COP, improve implementation processes throughout the program;
- Serve as the COP and USAID COR primary point of contact for current information about the status of grants implementation;
- Ensure that the relevant staff use and maintain the PakInfo Database, and that data is consistent and complete;
- Under the guidance of the USAID COR and Chief of Party, contribute to the design and implementation of the Assessment system at the activity level and for ensuring that all activities are monitored and assessed in accordance with the MEL Plan;

Administration of Grants

- Ensure all grants are processed in accordance with the approved Grants Manual ensuring compliance with SOPs;
- Propose changes in the Grants Manual and Agreements with reference to any changes in USAID rules and regulations;
- Draft agreements/modifications between the Grantees and TDEA;
- Monitor administrative changes including incremental funding for grants;
- Review all grant agreements to ensure that the terms and conditions are acceptable and practicable and subsequently ensure implementation in compliance with donor rules and regulations and organization's policies and procedures;
- Supervise financial design of budgets for grant applications for ensuring that it is in line with the programmatic design of the grant projects;
- Maintain proper documentation with adequate detail about the processed grants;
- Ensure that all applications, grant agreements, budgets and amendments are circulated to appropriate staff;
- Supervise updation of GMIS on regular basis;
- Supervise pre-award assessments, financial review/monitoring, capacity building of sub-grantees including development of financial monitoring tools;
- Manage subcontractors for pre-award assessments;
- Discuss different risk management aspects of programs with technical staff and advise about risk management strategies and controls;

- Convene and minute Grants Management Committee meetings on need basis;
- Liaise with donor, auditors and grantees;

Management, Oversight, Reporting on Quality of Performance

- Develop necessary strategic documents concerning program's planning and implementation, such as policy papers, concept notes, etc.;
- Provide strategic advice, direction and direct technical input to program staff;
- Oversee the establishment of the monitoring and evaluation plan and ensure its implementation;
- Guide the development of the Program's communication strategy;
- Ensure gender is integrated and mainstreamed throughout the Program outputs;
- Develop Terms of Reference (TORs) for consultants/experts hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports;
- Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the program;
- Ensure delivery of resources and results according to planned targets;
- Ensure compliance with USAID's agreements;
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning;
- Establish and maintain partnerships with stakeholders;
- Represent the program at meetings stakeholders, as and when required;
- Any other task assigned by the COP or Chief Executive Officer

Miscellaneous

- DCOP will report to Chief of Party

Working Conditions

This position requires working late in evenings and sometimes on weekends with challenging multiple tasks. The incumbent may be required to travel as and when required.