

Trust for Democratic Education and Accountability

Terms of Reference

Annex-1

Title: Head of Programs

Reports to: Chief Executive Officer

Project: Trust for Democratic Education and Accountability (TDEA)

The Head of Programs (HP) will lead on program conceptualization, design and implementation of all programs of the Trusts and will be responsible for providing high level of strategic and technical advice to CEO. S/he will supervise and provide mentoring to all program staff responsible for the implementation of various projects of the Trust.

S/he will be the leader of an effective and cohesive program team and demonstrating values of high ethical standards, integrity and fairness. S/he bears the responsibility to ensure that all projects meet high standards of implementation that help in achieving strategic goals and objectives of TDEA. S/he will be accountable to the CEO.

SCOPE OF WORK:

The Head of Programs is a key strategic position responsible for all aspects of the program development, monitoring and evaluation, and providing oversight, mentoring, and advice to program staff as well as other relevant stakeholders. HP will supervise all staff managing various projects and programs. More specifically, HP will be responsible for supervising the program aspects of FAFEN member organizations including but not limited to designing innovative program approaches and interventions, action research on program priority areas, monitoring and evaluation, learning and effectiveness of program results. S/he will furnish periodic inputs to the various committees set by BOT or otherwise.

KEY RESPONSIBILITIES:

Program Development & Research:

- Support the development and implementation of program development strategy
- Supervise the relevant managers in designing of innovative program approaches to implement the project and achieve results
- Review RFAs, RFPs, solicitations, and tenders for competitive proposals and advise CEO and relevant units for further action
- Keep a close eye on changing donor and funding environment in the country and build strategic relations with relevant stakeholders
- Facilitate institutional learning around both successful and less successful programs and projects
- Other responsibilities as assigned by the CEO.

Monitoring & Evaluation:

- Support the development and implementation of Monitoring & Evaluation strategies and frameworks that allow objective measurements of the progress of projects towards achieving the stipulated results.
- Supervise the implementation of the Performance management Plan including indicators and performance targets.
- Support the design and implementation of annual Monitoring & Evaluation work plans and compilation of periodic reports for the review of the BOT.
- Supervise an efficient information system that ensures efficient flow of information on various aspects of the programs to facilitate efficient decision-making.
- Support development of processes to ensure that the data is compiled, analyzed and presented in compelling ways for reporting of programs and impact to internal and external audiences in the form of reports, papers, presentations, articles, etc.
- Support development of processes to ensure best practices through the documentation and dissemination of project results.
- Explore development opportunities for program staff and ensure adequate implementation of staff development plans.