

Terms of Reference
 Consultant Programme Support Officer
 Conciliation Resources
 February - May 2019

A. GENERAL

Position Title: Consultant - Programme Support Officer
Location: Melbourne
Duration: 4 months (February 1st 2018 - May 31st 2019)
Total Days: 38 days (approx. 2 days per week)
Reporting to: PNG projects manager and Pacific projects manager

B. BACKGROUND

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have over 50 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

Conciliation Resources has worked in the Pacific region since 1994. The organisation first worked in Bougainville (as autonomous region of Papua New Guinea) in 2001. Currently there are three components to the Pacific Programme: 1) A small governance-related programme in Fiji; 2) an emerging regional program which works with peacebuilding partners across the region to share different practices and approaches; 3) A significant programme of work in Bougainville, Papua New Guinea. The regional programme also undertakes activities in support of the Bougainville programme.

C. POSITION OVERVIEW

The Pacific Programme Support Consultant will provide administrative, logistic, programme management, reporting and fundraising support to the Bougainville, Papua New Guinea and Regional Pacific Programmes.

D. SPECIFIC TASKS AND DELIVERABLES

Project/Activity Deliverable		Indicative Consultant Activities	Estimated number of days
1. <u>Reporting and M&E</u>: Ensure the timely and accurate submission of internal and external reports and support M&E data collection			
1.1	Provide support in drafting of donor and organisational reports	<ul style="list-style-type: none"> Collate and synthesise internal CR activity reports, partner reports, and for internal CR and donor reports Draft donor reports. Provide editing and proofreading assistance on final draft reports and feedback to CR staff as requested. 	8 days
1.2.	Ensure programme's M&E data are collected, stored and accessible.	<ul style="list-style-type: none"> Upon request, advise/assist partners in M&E methodology, collection and documentation. Review partners' M&E Reports and project documentation. 	2 days

Project/Activity Deliverable		Indicative Consultant Activities	Estimated number of days
		<ul style="list-style-type: none"> Ensure overall documentation of project and availability of information. Draft/compile M&E reports. 	
1.3	Conduct interview and conversations with programme participants and key stakeholders in Bougainville to highlight key learnings and monitor outcomes	<ul style="list-style-type: none"> Where necessary, support programme M&E data collection by conducting interview and working with partner to monitor outcomes and programme learning. 	6 days
1.4	Support the final programme evaluation	<ul style="list-style-type: none"> As necessary, support CR's Pacific programme team to conduct the end of programme evaluation. 	4 days
2. Programme's implementation			
2.1.	Help identify consultants and draft contracts for programme activities	<ul style="list-style-type: none"> Help identify consultants. Draft Terms of Reference (ToR) and contracts. 	2 days
2.2.	Provide programme implementation support to ensure smooth running of CR-led activities including logistics and communication support	<ul style="list-style-type: none"> Provide support in activity logistics, planning travel costing, coordination with London-based CR travel agent, liaison with CR staff and consultants, partners, and participants. - Keep up-to-date records of communications related to activity planning and organisation using CR systems. 	6 days
2.3	Provide administrative support to the Papua New Guinea projects manager and Pacific projects manager where required.	<ul style="list-style-type: none"> Provide written and oral feedback and observations on programming progress to the Papua New Guinea projects manager and Pacific projects manager as requested. Conduct other small administrative tasks as requested. 	4 days
2.3.	Liaise with CR Pacific programme team to ensure flow of information with CR team	<ul style="list-style-type: none"> At minimum weekly meeting with projects manager + programme meeting when available. 	2 days
3. Fundraising			
3.1	Provide assistance in drafting fundraising documents including concept notes and project proposals	<ul style="list-style-type: none"> Provide assistance in the drafting of project proposals Provide editing and proofreading assistance and feedback to CR staff as requested. 	4 days

E. SUMMARY OF PROPOSED WORK IN DAYS

Sub-project/ key activities	Total Days
1. Reporting and M&E	20
2. Programme implementation and liaison	14
3. Fundraising	4
TOTAL DAYS	38

F. PERSON SPECIFICATION

Desirable experience:

Three or more of the following:

- Experience in working in the Pacific region, preferably in Papua New Guinea.
- Implementation of projects, preferably international
- Practice or academic experience in peacebuilding
- Liaison with partners, organisation of workshops, meetings and events
- Sound writing, proofreading and copy-editing skills
- Monitoring of projects, including conducting interviews, data collection and analysis and utilising monitoring and reporting frameworks
- Report writing skills to a high standard; project proposal writing skills desirable
- Provision of strong administrative and logistical support in a team environment.

The post holder may be expected to undertake some travel to the region.

The post holder will be expected to be committed to CR's safeguarding practices and positively engage with practices which help us all to keep people safe.

G. APPLICATION PROCESS

To apply for this consultancy, please submit:

- A short narrative (one A4 page maximum) detailing your suitability for this position in response to the Terms of Reference (attached).
- your CV (two A4 pages maximum).

All proposals should be emailed to CR's recruitment email address at recruitment@c-r.org with the title 'Melbourne Pacific Programme Consultant'

The deadline for receipt of proposals is 6 February 2019. Interviews are expected to take place the week beginning 11 February 2019.

Selected candidates will be informed of the decision by the third week of February.