

Terms of Reference Field Coordinator

Programme: Increased Resilience in Morocco (IR2)

Requirement: 1 x Field Coordinator – Tangier and Tetouan, Morocco

Date of assignment: November 2022

Background

Since 2019, the British Council has been supporting hundreds of young men and women to strengthen their own resilience and that of their communities. British Council's approach is centred on empowerment and collective action, including creating 'safe spaces' for positive engagement between young people and local authorities and supporting young people and local authorities in their efforts to implement shared solutions to the problems that both have identified as being important.

Completed at the end of March 2022, the "Increased Resilience I" (IR1) project was a six-month FCDO funded project focused on the Fnideq and Martil area, where social pressures recently increased due to the migrant crisis and border closure. IR1 built on learning from earlier programmes and embedded and expanded positive connections, capacities and opportunities with an increased focus on local entrepreneurship in response to the deteriorating economic situation. It laid the foundations for a youth-led network that can work alongside local stakeholders to build skills and opportunities for young people in Northern Morocco.

"Increased Resilience II" (IR2) (2022-2025) is a new three-year programme funded by FCDO, which will continue and expand the British Council tried-and-tested approach to engaging young people in communities of Northern Morocco, to foster positive personal change and strengthen the capacity of young people and groups to address pressing social problems within their communities. The targeted outcomes of the IR2 programme will include strengthening positive social connections with increased trust, increasing opportunity, and increasing inclusive action.

What does the programme do to build resilience?

The programme:

- Engages young people in areas where there are high levels of 'social pressures' through activities that interest them, such as social work, education, local governance, culture and social enterprise.
- Helps young people to identify local issues and trains them to develop the networks and skills to respond, including with local government.
- Mentors young people as they apply their skills to design and deliver social initiatives to enhance community life.

- Trains Civil Society Organisations (CSOs) to better communicate their work to young people and develop initiatives that create opportunities to engage local youth.
- Supports young people and CSOs to communicate their experiences to their local community and beyond.

Role Purpose

The post holder is primarily responsible for providing operational field support for the project Network activity. S/he will be responsible for coordinating the field operations of the project, supporting the efficient tracking, analysis and evaluation of project performance and impact in target locations of Northern Morocco (Tangier, Tetouan and their neighbourhoods)

The post holder will be working from home in Northern Morocco (Tetouan or Tangier) with intermittent travel to other project and partner locations. S/he will work with British Council project team in Country, network members and other UK based project stakeholders including the British Council UK team, MEL/Technical Advisor and trainers. S/he will report directly to the programme manager and will be involved in all project activities in North of Morocco (Tangier, Tetouan and their neighbourhoods), including liaison with partners and other relevant stakeholders.

The post holder is required to demonstrate excellent skills in coordination, networking and relationship building for influence, youth engagement, networks and community development.

Main accountabilities

Operational Support and Coordination

- Provide operational support for the project Network activity, coordinating, consolidating, and ensuring smooth implementation of project field operations and activities.
- Ensure the effective engagement of young people and other stakeholders in the development and implementation of network strategy and Collective Action Projects.
- Assist the project team in stakeholder mapping and engagement, including Civil Society Organisations (CSOs) and Government institutions.
- Develop and strengthen working relationships with key partners in Northern Morocco as well as with other relevant partners and stakeholders (Government organisations, CSOs/NGOs, and local communities) to ensure smooth implementation of the programme.

Monitoring, Evaluation, Learning and Reporting

- Develop and implement structure for organising data generated by the programme
- Conduct field work activities (surveys, questionnaires, focus groups, interviews, trainings, and community development) with Network members (including local partner organisations and past alumni) and community participants.

- Support the M&E Lead Consultant to facilitate regular reviews of programme strategy and implementation experience
- Liaise with partners, stakeholders and project team to collect and present success stories and case studies, as well as highlight areas for improvement to be analysed during process evaluations
- Support with external research through outreach to participants
- Collate information supporting monthly/quarterly progress reports for programme activities
- Support development of lessons-learned and best practices
- Ensure proper and comprehensive documentation of the impact evaluation activities, official communication, meeting minutes, and make sure all data and corresponding documentation is properly filed.

Requirements:

Essential

- Bachelor's degree (Master's degree preferable) in a relevant subject such as: social/political science, leadership and organizational development, social work or similar.
- Experience in working on youth/community development programmes
- Experience of working with vulnerable adults in less advantaged communities
- Good understanding and proven experience engaging with and motivating hard-to-reach individuals/groups
- Demonstrable knowledge of conflict sensitive programming, youth-centred approach to programme design, and participatory approach to community development
- Ability to build effective relationships with internal and external partners and encourage an understanding of and sensitivity to youth development and youth vulnerability factors among community members and partners.
- Experience of working and building networks/relationships with government, civil society clients/partners, local Civil Society and youth groups.
- Ability to create impact, particularly with youth target audiences
- Professional use of French and English language (minimum level: C1/B2 CEFR)
- Very good written and oral communication skills in Arabic

Desirable

- Data Collection Quality Assurance
- Good understanding of M&E systems and mechanisms, and how they are central to good project management.

The post holder will work on a daily-rate consultancy basis from home in Northern Morocco (Tetouan or Tangier) with intermittent travel to other project and partner locations. The role will also involve travel to British Council Rabat (where the main office is located), and at times when events are under development, may require working long and some out of work hours during evenings or over weekends responding to or driven by programme needs. Costs of travel and expenses will be agreed and claimed separately.

Specific skills

- Technical knowledge and/or experience of a sector relevant to the programme (e.g. Civil Society and Youth)
- Relevant technical skills in analysing and interpreting quantitative and qualitative data and packaging the findings.
- Good use of relevant tools and techniques to inform programming including, vulnerability mapping, conflict analysis, power mapping, stakeholder analysis.
- Quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences.
- Presentation skills, both written and oral, with the ability to confidently communicate
- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong attention to detail and disciplined in reporting and meeting deadlines
- Self-motivated and self-managing, with the ability to manage under pressure
- Ability to develop strong team dynamics, understand and manage local dynamics and tensions.
- Self-reliant and results-oriented
- Good report writing skills
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities.

Criteria and application procedure

Successful candidates for this post will be assessed against the following attributes:

- **35% - Profile – Experience, Skills, Knowledge (CV and Supporting statement)**
- **35% - Quality – Evidence of relevant previous work**
- **30% - Commercial – Day rate represents value for money**

Applicants should submit a proposal including the following:

- Up-to-date CV
- Supporting statement (Up to 1000 words detailing how they meet the requirements of the role)
- Supporting evidence and references of previous relevant work
- Consultancy daily rate (complete Annex 1 – Pricing Approach)

Timescales

Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of TOR	03.11.2022
Deadline for clarification questions (Clarification Deadline)	13.11.2022
British Council to respond to clarification questions	16.11.2022
Deadline for submission of responses by potential suppliers (Response Deadline)	21.11.2022
Evaluation of Responses and Award Letter	25.11.2022
Contract concluded with winning supplier	30.11.2022
Contract start date	01.12.2022

To Apply

Submit all mandatory documentation to British Council's e-Tendering portal hosted at [British Council Electronic Tendering Site - Project Manage - Tender \(in-tendhost.co.uk\)](https://in-tendhost.co.uk) by the Response Deadline, as set out in the Timescales section of the TOR document. If procurement is conducted via the British Council's e-Tendering portal hosted at [British Council Electronic Tendering Site - Project Manage - Tender \(in-tendhost.co.uk\)](https://in-tendhost.co.uk) **All communication to be conducted via the correspondence tab within the project.**