Programme Implementation Officer for CIVIPOL's BMM Activities in Kenya, Ethiopia, Uganda and Djibouti

Terms of Reference

POSITION: Programme Implementation Officer for CIVIPOL's BMM Activities in Kenya, Ethiopia, Uganda and Djibouti

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CONTRACT: Consultancy

JOB LOCATION: Based in Kenya (Regional office in Nairobi with travels to other Kenyan counties when needed), with frequent travel to other countries of assignment (Ethiopia, Uganda and Djibouti), both in the capital cities and to the field where safety conditions allow, as well as to other possible destinations in the East and Horn of Africa regions and elsewhere according to Project needs and plans.

LIMITE DE CANDIDATURE
31 Mars 2025

DURÉE DE LA MISSION
Long Terme

ZONE GÉOGRAPHIQUE
Afrique

DURATION: 6 months, from 1st of April 2025 to 30th of September 2025 (with the possibility of renewal or extension in case of mutually satisfactory work relationship and continuation of the Programme; Phase IV of the BMM programme starting on 1st of October 2025)

THEME: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants and multi-agency approach*

PROJECT DESCRIPTION

The objective of the Better Migration Management (BMM) programme is to improve the management of safe, orderly and regular migration in the East Africa region in response to the needs identified by the African countries of the Khartoum Process, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue *Special SO2: To increase national and cross-border cooperation on trafficking and smuggling cases between law enforcement, judicial and other state and non-state actors, in coordination with existing regional initiatives and by international obligations and standards, Output 2.1 The quality and comprehensiveness of national and regional investigations of trafficking and smuggling cases is improved* and *Output 2.2 The quality of court proceedings of trafficking and smuggling cases is increased.* For such objectives, the following Specific and Output Indicators have been set:

- SOI 2.3 Number of (presumed) victims of trafficking (VoT) referred by Law Enforcement Agencies to adequate protection services via National Referral Mechanism or functionally equivalent systems/ guidelines (EURF 2.20).
- OI 2.1.2 Percentage of a sample of analysed cases files prepared by investigators show improved quality and comprehensiveness concerning the file management and sources of evidence including physical evidence.
- OI 2.1.3 Number of supported joint interagency operations/ investigations with at least x participating agencies of which x includes agencies of at least 2 countries.
- OI 2.1.4 Percentage of graduates of national police and/ or other law enforcement academies that have been trained with integrated modules on THB and SoM as part of the standard curriculum according to international standards and in alignment with gender-, human-, and child- rights principles.
- OI 2.2.2 Number of legal practitioners' training institutions that apply integrated modules on case handling of trafficking and smuggling cases as part of the standard curricula according to international standards with the support of BMM III.

For further details on the above Areas of Activity reference is made to CIVIPOL's BMM Strategic and Operational Action Plan and its possible adjustments.

In Ethiopia, Djibouti, Uganda and Kenya, activities in the above areas are to be carried out in the period between 1st of October 2022 and 30th of June 2025.

JOB DESCRIPTION

The Programme Implementation Officer will work closely with the Regional Coordinator / Team Leader and the Project Manager at CIVIPOL headquarters.

The Programme Implementation Officer will liaise with CIVIPOL experts and consultants, as well as with BMM Implementing Partners and with national stakeholders of concerned countries under the guidance of t

Under the supervision of the Regional Coordinator / Team Leader:

- He/she will be in charge of part of the logistical, administrative and financial management of the programme.
- He/she will manage and coordinate the programme activities and ensure that the timetable is respected.
- He/she will manage data and contribute to the reporting and M&E system of the programme.

Main Responsibilities:

1. **Logistical, administrative and financial management of the programme**

- Support the design of the programme budget and activity budget and document and monitor respective expenditures.

- Assist the Regional Coordinator / Team Leader whenever necessary, in particular with regard to logistical, financial and administrative issues.
- Ensure administrative and financial management and monitoring (monthly reporting to HQ) in liaison with the Regional/Kenya Project Admin Officer, the Project Officer in Ethiopia, and the Focal Points in Djibouti and Uganda.
- Supervise and check the conformity of financial/supporting documents, expenses and suppliers' quotations and invoices to CIVIPOL standards.
- Constantly liaise with CIVIPOL HQ and the Project Manager on financial and administrative tasks and requirements, including Cash & Banks and budget management and control.
- Support in preparation of Terms of Reference for required inputs in the programme (staff, individual and institutional consultancy services, procurement of goods and services, organisation of training, workshops, etc.), with expert/consultant and/or client support as required.
- Organise the working hours of Project assistants and drivers and supervise their daily work.
- In general, ensure the proper administrative and logistical management of the programme.

2. Coordination of activities

- Support smooth implementation of all Project activities, at organisational, coordination and communication levels, by providing assistance to the Regional Coordinator / Team Leader, the consultants/experts and national staff including in the interaction with Project partners, institutional agencies and other stakeholders in Kenya, Uganda, Ethiopia, Djibouti, and other countries when applicable.
- Assist the Regional Coordinator / Team Leader in the planning, monitoring and support of the implementation of the Project plan and activities and respective budget.
- Assist the Regional Coordinator / Team Leader in the day-to-day coordination work with the programme team and partners.
- Take part in coordination meetings and other events, also replacing the Regional Coordinator / Team Leader when needed.
- Participate in the BMM III Monthly Coordination Meetings (MCMs) and provide input and reports according to needs and requests
- Travel according to needs in Kenya, Uganda, Ethiopia, Djibouti, and other countries when applicable.
- Ensure the organisation and logistical follow-up of the implementation of programme activities, events and meetings.
- Ensure the secretariat of the programme activities, events, and meetings.
- Assist the Regional Coordinator / Team Leader whenever necessary, particularly with logistical, organisational and coordination issues, as well as for monitoring and reporting.
- Facilitate the programming, organisation (logistics - hotel reservation, air ticket via HQ etc.) and smooth running of the missions of the experts deployed on the programme and of the Project activities) in liaison with the Regional/Kenya Project Admin Officer.
- Ensure the design and regular updating of the planning and implementation dashboards of the programme.

- Support the communication officer in providing input to the BMM III updates and newsletter
  - Provide technical support to the Regional Coordinator / Team Leader and Experts according to service requirements.
  - Alert the Program Manager on issues which may affect the programme in terms of timely and/or qualitative delivery.

3. Monitoring and Reporting

- Ensure, under the supervision of the Regional Coordinator / Team Leader, the regular update of the Annual Work Plans for each country, of the data about the programme activity beneficiaries, and any other monitoring and reporting task required, using the means, systems and tools foreseen in the programme.
- Proofreading/formatting of contractual reports delivered by the Regional Coordinator / Team Leader and by the Consultants/Experts.
- Prepare minutes and reports of meetings and workshops and prepare briefings as required.
- Prepare and support the preparation of Project reports and activity overview reports.
- Assist the Regional Coordinator / Team Leader to ensure that the deliverables of the consultants/experts will be received according to the schedule as indicated in the programme work plan.
- Support the Regional Coordinator / Team Leader in the review of documents prepared by the consultants/experts, i.e. presentations, work procedures, surveys, reports etc. and give any recommendations for improvement, ensuring proper editing and proofreading and adherence to publication standards and BMM communication guidelines.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The incumbent expert is expected to demonstrate the following technical and behavioural competencies/accountabilities**:**

A – Adoption of an approach which is consistent with the Work Plan elaborated by the CIVIPOL team within the BMM Programme

- Ensure that deliverables provided by consultants, experts including training materials, and technical assistance are in line with CIVIPOL's strategy and principles contained in the work plan; under the supervision of the Regional Coordinator / Team Leader
- Ensure that a human right-centred approach, gender and culturally sensitive approach and multi-agency approach are adopted in the design and implementation of the activities.

B – Liaison with local and national stakeholders for a sustainable implementation of the activities

- Under the guidance of the Regional Coordinator / Team Leader the Programme Implementation Officer will engage appropriate links with national and local authorities, state institutions, local civil society and other relevant actors and ensure sustainability and overcome the hurdles faced in the field by the relevant actors in the implementation of the activities in the BMM countries.

C – Application of standards

- Ensure that participants of Project activities are aware of relevant policy guidelines, technical standards and relevant commitments that the Government and relevant institutions have undertaken under international and Domestic Law to counter Human Trafficking;
- Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations and in line with overall anti-trafficking and victim protection Guidelines.

D – Planning, monitoring, and reporting

- Ensure design and implementation of the activities are based on proper needs and feasibility analysis, and entail needed flexibility to respond to upcoming needs for change
- Ensure the activities are properly planned, implemented and reported
- Ensure BMM communication and visibility rules are applied.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level

- Master's degree in project management, social science, humanitarian law, human rights or related discipline degree

Qualifications

- 2 to 5 years of relevant experience in Counter trafficking / Migration / Project support
- Knowledge of protection, capacity building programming
- Experience in project development, project management and reporting
- Basic knowledge of the context related to counter-trafficking and mixed migrations in the East Africa and the Horn of Africa regions
- Previous professional field experience is a plus
- Proficiency in written and spoken English and French language.
- Excellent proficiency in Windows MS Office (Word, Excel, PowerPoint)

Personal qualities

- Ability to work collaboratively with team members and with multiple stakeholders at various levels from national to sub-national and community levels.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Strong ability to adapt to a challenging environment.
- Rigour and organisational skills.
- Sense of adaptation, initiative and autonomy.
- Availability, tenacity and reliability.
- Ability to work hard.
- Ability to listen and understand a complex political and technical environment.

Application Process: Interested candidates should submit their applications, including a detailed CV and a cover letter to the contact persons or via the expert platform.

Fees for the services will be negotiated with the designated candidate.

