



Chief of Party

## Description

## About Plan International

Founded over 75 years ago, Plan International is one of the oldest and largest children's development organisations in the world. They work in 51 developing countries across Africa, Asia and the Americas to promote child rights and lift millions of children out of poverty. Plan's vision is of a world in which all children realise their full potential in societies that respect people's rights and dignity.

## About the Role

Plan Liberia has an approved Country Strategic Plan (CSP) 2011-2015 which represents the outcome of a participatory planning process, including a child rights situation analysis, specific thematic studies, and consultations with several partners and stakeholders. In the implementation of this CSP, Plan Liberia is the principal recipient for the Global Fund (GF) Malaria single stream of funding (SSF) grant.

The Chief of Party of this Program is responsible for the overall coordination and management of all programmatic and financial aspects of the grant in accordance with approved documents. These documents, among others, include the proposal, monitoring and evaluation plan, performance framework, procurement and supply management plan, detailed budget, training plan, and the program management tool (PMTTool). He / She has the responsibility to develop detailed work plans and other technical documents, supervision of the execution of activities, administrative, financial and technical overall oversight. The Chief of Party manages the Global Fund grant management unit and ensures coordination and communication with the various stakeholders involved in the implementation of the program: LCM (Liberia country Coordinating Mechanism), the Global Fund Secretariat through its Fund Portfolio Manager (FPM), the Local Fund Agent (LFA), the MOHSW through its Program Coordinating Unit, the National Malaria Control Program, County Health and Social Welfare Teams, the Plan International West Africa regional office, and Plan Canada as strategic technical partner in the implementation of the grant.

## Dimensions of the Role

### **Reports to:**

Country Director.

The provisional budget for the second implementation period of Plan Liberia's SSF Malaria grant is 12.3 million USD. The COP will have a delegation of power for approximately 50,000 USD.

The COP will work closely with:

- Country Director of Plan Liberia (direct reporting relationship)
- As Direct Reports:
  - Deputy Chief of Party (DCOP)
  - M&E Coordinator
  - Malaria Program Coordinators (3)
- Functional links:
  - Project Senior Grants Account
  - Project Accounting staff
  - CMT (Country Management team) members
  - All project staff
  - Plan Canada Global Fund Unit staff
  - WARO Health Specialist
- SR partners

## Typical Responsibilities

**1. The Global Fund Malaria SSF grant staff and partners receive the adequate support to ensure the implementation of quality programs and the establishment and implementation of optimal standards of accountability, effectiveness and efficiency in the achievement of the grant terms and conditions.**

*Activities will include:*

- The Global Fund Malaria SSF grant's annual program budget is developed to high quality and its execution monitored on an ongoing basis.
- Implementation plans adequately prepared and on time.
- Ensuring that the relevant technical capacity is available for the delivery of the plans.
- The programs implemented are at the best quality with the most competitive costs; they respond to nationally and globally recognized standards as well as to Plan and Global Fund's own.
- Reporting on progress to the CMT and donor over the duration of the implementation of the CSP (Country Strategic Plan) and make recommendations for management decisions concerning programs.
- Partners' capacity is built and performance is monitored on an ongoing basis.
- Work closely with the LFA and be attentive to respecting the recommendations adopted by mutual agreement.
- Ensure active working relationship with the Ministry of Health and Social Welfare as well as the National Malaria Control Program.
- Assist the CD in communication with the LCM and any other technical partner.
- Coordinate working relationships with the various departments of Plan Liberia.

**2. The Global Fund HIV Program has an effective M&E system that generates information enabling learning and adjustment for increased impact.**

*Activities will include:*

- Ensuring that the achievement of all contractual targeted results based on contractual agreement between Plan Liberia and Global Fund.
- Work closely with the Sub-recipient partners and co-PR to ensure that the expected results are provided in a timely manner.
- Ensure coordination and communication with the various stakeholders involved in the implementation of the project.
- Submit progress reports (PUDR, EFR, annual report) to the Global Fund in a timely manner, incorporating feedback from field offices as well as Plan Canada.
- Submit detailed quarterly narrative progress reports to update senior management within Plan Liberia prior to presentation to the LCM.
- Lead program innovation and scaling-up measures.
- Support program directly by ensuring technical support through training and guidance.
- Facilitate the establishment and implementation of optimal standards of accountability, effectiveness and efficiency in the achievement of the Global Fund program framework.

**3. The Global Fund Malaria SSF program team is operating as a high performing team respected by and adding tangible value to country program.**

*Activities will include:*

- Individual and team performance is professionally managed and meets Plan's standards and procedures.
- A performing and highly motivated Global Fund Malaria SSF Program team is sustained with clear objectives and Key Performance Indicators (KPIs).
- Support and development needs identified and met for improved performance.
- Team fulfillment of Plan's core policies including Child Protection Policy; health and safety etc.

**4. Additional responsibilities:**

- Ensure internal business planning unit in accordance with the work plan with the Global Fund, LFA, Sub Recipients and other partners involved in the fight against Malaria.
- Analyze requests for disbursements from the Sub recipients to ensure their compliance with the outcomes of the project.
- Approve requests for disbursement and ensure that they are conducted in a timely manner to beneficiaries in accordance with project objectives.
- Ensure that projects are executed by sub-recipients according to the work plans and budgets and in accordance with the guidelines and Global Fund project procedures manual.
- Ensure compliance and consistency of delivery of reports and financial management by the Sub Recipients.
- Ensure the implementation needs a plan for capacity building from the results of the evaluation of sub recipients to enhance their capabilities in the areas identified by the diagnostic.
- Perform the updates needed related to the capacity building plans of sub-recipients.
- Supervise and manage team Coordination Unit.

**5. Dealing with problems:**

The COP works under the direct supervision of the Country Director and is the key decision maker responsible for directing the improvement of the quality of services of the GF program implementation team. Developing a performing team and keeping staff on track to meet their objectives will be a main challenge for the COP and requires highest level of team building skills while at the same time requiring often hands-on management.

Advanced strategic management skills and overall oversight are needed for the COP, however, this needs to be coupled with realism and pragmatism to ensure plans are feasible and deliverable by staff and partners.

## 6. Communications and Working Relationships:

The COP will work very closely at a high level of collaboration with the following:

- The technical specialists (DCOP, M&E coordinator, Senior Grants Accountant, etc.)
- Regional Coordinators
- The Country Director
- Country Management Team members

## Knowledge, Skills, and Behaviour:

### *Knowledge:*

- Demonstrable progressive senior responsibilities working in project/program development and implementation, management, and strategic planning, monitoring and evaluation, team and office management or related field, with proven experience in a senior management position. Work experience particularly in community development is desirable.
- Master degree or equivalent experience in business or public administration, finance, accounting, law, social sciences, technical sciences, management or related disciplines.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development, particularly in public health.
- In depth knowledge of matters related to Malaria transmission and prevention, and strategies to influence policies in these domains.
- Extensive experience in management or administration of health projects, specially Malaria programmes and dealing with international partners (Global Fund, USAID, EU, DFID, WB, etc.).
- Demonstrated experience as a development professional in planning, implementing, monitoring and evaluating programs and managing pool of technical support.
- Knowledge of effective participatory M&E systems.
- Knowledge of strategic planning processes.
- Knowledge of financial management systems.
- Hands-on experience with managing Global Fund grants considered an advantage.

### *Specific skills for this position:*

- Ability to develop and monitor a dynamic partnership with organizations of civil society and decentralized government agencies and services.
- Be able to use, interpret a complex set of information for decision making.
- Ability to prepare reports, perform strategic program analysis, briefing notes and prospective short-and medium-term management.
- Be able to take responsibility, make decisions and monitor their execution in a timely manner.
- Have a demonstrated ability to work with autonomy.
- Have strong experience in coaching, training supervision and counselling.
- Ability to communicate effectively orally and in writing.
- Have proficiency in the use of computer tools (word processing, databases, Internet / Intranet).
- Availability for trips within and outside the country.
- Fluent in spoken and written English.

### *Leadership behaviours:*

- Demonstrates clear respect to all and especially children and women without discrimination.
- Strongly drives performance forward in area of the business for which s/he is responsible.
- Involves others in setting and achieving goals.
- Creates strong sense of purpose within own part of the business and with stakeholders.
- Demonstrates honesty and transparency in holding self and others to account to deliver on agreed goals and Plan's standards of behaviour.
- Makes a strong contribution to wider strategy.
- Balances future vision with practical delivery.
- Cross culturally adept.
- Acts as a team player, willing to get the best outcome overall, adjusting own priorities if necessary.
- Creates and delivers outcomes in complex partnerships, keeping key stakeholders on board.
- Sets a strong learning culture in the project/program s/he is managing.
- Uses opportunities across Plan to develop others.
- Remains calm and positive under pressure and in difficult situations.
- Sense of initiative.
- Ability to produce quality results in a timely manner.
- Good capacity to prevent and solve problems and potential conflicts.

### *Physical Environment and Demands:*

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The post holder works in a regular office. S/he will travel frequently through the fifteen counties in Liberia, especially the communities and areas where project activities are based. This position also requires trips outside the country for regional and global meetings.

**Meta Fields**