GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE
Project Coordinator

Location: Islamabad

1. Organisational Context

Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act 1860 working on protecting and promoting child rights and strengthening child protection and justice with children across Pakistan. GDP believes in a democratic and humanistic society in which the most important stakeholders-children- are acknowledged, respected, and protected from violence and discrimination. GDP

follows a holistic, creative, participatory, eco-friendly, child-focused, and human rights-based approach.

2. Role Summary

The **Project Coordinator** will oversee implementation of the designated project for the Afghan refugee community settled in Islamabad, Pakistan. They will ensure adherence to the project's work plans, and budget, assess the project's results, and measure its impact. The Project Coordinator will also provide management and donor reporting within stipulated deadlines.

3. Essential Duties and Responsibilities

The **Project Coordinator** will collaborate with the GDP team to deliver the following tasks outlined in the role summary:

Project Management

- Ensure implementation of the projects as per the project concept note, work plan & budget
- Ensure the project's expected results and specific and overall objectives are achieved.
- Update project monitoring tools every month & keep management updated on project results.
- Identify and assess potential risks that may affect project implementation and outcomes.
- Develop risk mitigation strategies and contingency plans to minimize the impact of risks.
- Follow up on events: keep updated contact lists of relevant partners, donors, and participants.
- Participate in results/impact evaluation (based on the indicators developed for the project)
- Develop/build and maintain linkages with representatives of local partners and project stakeholders, including media, line agencies, civil society and international organizations, religious clergy, and political representatives.
- Provide tailor-made technical input when requested by the Management/Partners.
- Collaboration with potential stakeholders necessary for the implementation of the project
- Develop synergies with relevant private, state institutions and community groups for the project's sustainability.
- Participate in writing concept notes/proposals of projects with the management.
- Any other official task as deemed relevant and necessary by the management.

Reporting
- Develop and implement a robust reporting system for the project, ensuring that all required reports are accurate, comprehensive, and submitted within the specified timelines.
- Collect, compile, and analyze data related to project activities, outputs, and outcomes to generate regular progress reports.

- Prepare monthly, quarterly, and annual reports detailing the project's achievements, challenges, and lessons learned, following the organization's reporting procedures and formats.
- Collaborate with relevant team members to gather information and inputs for reporting, ensuring that all relevant data is captured accurately.
- Ensure that all reports align with the project indicators and targets, providing evidence-based information on the project's impact.
- Review and verify the quality of data and information in the reports, conducting data validation exercises to ensure accuracy and reliability.
- Identify and highlight significant project accomplishments, best practices, and success stories in the reports to showcase the project's impact and effectiveness.
- Liaise with donors to fulfill reporting requirements, including submitting timely and accurate reports per their guidelines and templates.
- Coordinate with the monitoring and evaluation team to integrate monitoring data and findings into the project reports, comprehensively analyzing project performance.
- Regularly communicate the progress and findings from the reports to the management team, facilitating evidence-based decision-making and strategic planning.
- Maintain a repository of project reports and documentation, ensuring easy access and retrieval of information for internal and external stakeholders.
- Respond to any queries or requests for additional information from donors, stakeholders, or management regarding project reports.
- By fulfilling the reporting responsibilities, the Project Coordinator will ensure transparency, accountability, and effective communication regarding the project's progress, results, and impact. The reports will provide valuable monitoring, evaluation, and strategic decision-making insights.

Team Management
- Develop and maintain a detailed project timeline, ensuring activities are scheduled and executed according to the planned deadlines.
- Regularly review the project timeline to identify potential delays or bottlenecks and take proactive measures to address them.
- Prioritize tasks and activities based on their importance and urgency, ensuring efficient use of time and resources.
- Coordinate with team members and stakeholders to ensure the timely completion of deliverables and resolve any scheduling conflicts.
- Monitor and track progress against the project timeline, identifying deviations and taking corrective actions.
- Anticipate and plan for potential risks or delays in project activities, implementing contingency plans to mitigate their impact on the overall timeline.
- Regularly communicate project timelines, milestones, and deadlines to team members, ensuring everyone knows their responsibilities and timeframes.
- Conduct regular progress meetings and check-ins to assess the status of activities, address any time-related issues, and keep the project on track.
- Continuously evaluate and optimize the project schedule, adjusting, maximizing efficiency, and meeting project goals.
- Maintain accurate records of time spent on various project tasks and activities, ensuring that time is allocated effectively and efficiently.
- Keep management and stakeholders informed of any changes to the project timeline or potential delays, providing regular updates and reports on project progress.

4. QUALIFICATIONS AND SKILLS

- **Qualifications**: master's degree in social sciences/Management with a background in Project Management or an equivalent combination of education and experience
- **Experience:** 5 years in a known organization in the field of social development/NGOs
- **Skills**:
  - Excellent command of English, Urdu, and Pashto for this position is essential (written and oral).
  - Interpersonal communication skills, ability to deal with stressful and challenging situations, very autonomous and ability to conduct positive criticism and self-evaluation, result-oriented, proactive, and reactive person able to adjust quickly to cross-cultural work environments and personalities.
  - Team building abilities.
  - Excellent computer literacy
  - Gender sensitized and human rights awareness is required.
  - Experience working with Pashtoon and or Afghan communities will be an added advantage.

5. HOW TO APPLY

Interested candidates are requested to share their applications or letters of motivation (clearly mentioning the vacancy title in the email subject) and detailed CVs via hr@gdpakistan.org by 18th June 2023. We encourage women, gender-variant persons, minorities, and differently abled individuals who meet the criteria to apply. The position is based in Islamabad, and preference will be given to local candidates with the required skills and competencies.