



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE

Senior Project Officer

Vacancy Code: SPO – ICT- 001

Location: Islamabad

Duration: September-December 2025

Salary: PKR 220,000 (all inclusive)

1. Organisational Context

Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child, culture & gender sensitive, eco-friendly, creative, participatory as well as evidence-based initiatives such as legal and policy reform, stakeholder engagement, technical support, capacity-building, research and service delivery.

2. Role Summary

The Project Community Coordinator will be based in Islamabad and act as the primary liaison between the project team and youth- and women-led community-based organizations (CBOs) across Pakistan. This role is central to fostering meaningful community engagement, strengthening networks like The Learning Network (TLN) and ensuring effective coordination, capacity building, and knowledge sharing throughout the project lifecycle.

The Coordinator will be responsible for designing and executing community outreach and capacity-building initiatives—including training sessions, meetups, and the closing event—while ensuring gender and inclusion principles are upheld. The role includes developing assessment tools, analyzing organizational applications, preparing a Learning Needs Assessment (LNA) report, and supporting the design and monitoring of community-led Development Impact Plans (DIPs). Additionally, the Coordinator will manage donor reporting, maintain ethical standards in engagement, support logistics for key events, and facilitate mentorship linkages through a national trainer/mentor pool. The ideal candidate will be proactive, organized, and deeply committed to youth and women empowerment at the grassroots level.

3. Key Duties and Responsibilities

The **Senior Project officer** will be delivering the tasks outlined in the role summary in collaboration with the GDP team:

- Serve as the primary focal point for coordination with Aghaaz Youth-Friendly Spaces (AYFS), and facilitate collaboration with local TLN organizations to plan and implement community events.
- Lead the planning, coordination, and implementation of all capacity-building activities, including one Training of Trainers (ToT) session, ten thematic sessions, four regional TLN meetups, and a closing event.
- Review, adapt, and enhance organizational application forms and surveys to ensure relevance and quality of data collection.
- Conduct analysis of application and survey data to shortlist eligible community-based organizations (CBOs) for participation and engagement.

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- Prepare a comprehensive Learning Needs Assessment (LNA) report, integrating findings from organizational data, prior cohort insights, and current participant feedback.
- Draft and submit high-quality donor reports, incorporating project progress, learning outcomes, and monitoring data.
- Develop and institutionalize community engagement guidelines to strengthen network cohesion and ethical participation.
- Identify, onboard, and manage a pool of qualified trainers and mentors for the delivery of online learning sessions.
- Support the mobilization of community members for Development Impact Plans (DIPs), while monitoring project implementation and overseeing grant disbursements.
- Coordinate logistics for all in-person project activities, including regional meetups and the Islamabad-based ToT.
- Promote gender equality and social inclusion in all community engagement processes, ensuring diverse and representative participation.
- Respond proactively to field-level challenges, escalating issues as necessary and upholding ethical engagement standards.

4. QUALIFICATIONS AND SKILLS

Qualifications: A bachelor degree in Social Sciences, Law, Management, or any related field is required. A Masters degree in Project Management, Public Administration, or a relevant discipline is preferred.

Experience:

- Minimum of 5 years of experience in community engagement, youth development, or working with grassroots or community-based organizations, preferably in a gender-responsive or rights-based framework.
- Proven experience coordinating events, trainings, or capacity-building activities at regional or national levels.
- Demonstrated ability to develop reports (including donor reports), analyze survey findings, and create programmatic insights such as learning needs assessments.
- Experience in managing stakeholder coordination and facilitating connections between local networks, CSOs, and implementing partners.
- Experience in grant implementation and community mobilization for small-scale initiatives (e.g., Development Impact Plans or similar).
- Strong understanding of gender equality, inclusion, and safeguarding in community programming.
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Skills:

- Ability to manage multiple community-based activities, events, and trainings simultaneously while meeting deadlines and ensuring quality delivery.
- Strong skills in mobilizing, coordinating, and sustaining engagement with youth- and women-led CBOs across diverse geographic regions.

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- Excellent written and verbal communication in English and Urdu (regional languages are a plus); adept at liaising with partners, communities, and donors.
- Knowledge of gender, human rights, and child protection frameworks is essential.
- Learning and solution-oriented
- Strong judgment in troubleshooting field challenges and escalating concerns appropriately.
- At ease with a diverse, inclusive and multigenerational environment,

5. How to apply ?

Interested candidates should send their CVs to hr@gdpakistan.org with the subject line: **SPO-ICT-001**. Applications without the correct subject line will not be considered.

We will review applications on a rolling basis and may call shortlisted candidates for interviews before the deadline. The final date to apply is **September 8, 2024**.

Women, gender-variant persons, minorities, and differently abled persons who meet the criteria are strongly encouraged to apply.