



CEPAD-WN, FHN Project 2024-2026



Terms of Reference (ToR)

- 1. Position:** Project Coordinator (Partnerships and Communications)
Organization: Community Empowerment for Peace and Development, West Nile (CEPAD-WN)
Project: Feminist Humanitarian Network National Platform Pilot
Duty Station: Arua, Uganda
Reporting to: Executive Director, CEPAD-WN
Contract Duration: 1 December 2024 –31 December 2026
Type of Contract: Full-Time

Background:

CEPAD-WN, in partnership with the Feminist Humanitarian Network (FHN), is establishing a national platform to address the humanitarian needs of diverse women and girls in Uganda while driving systemic change within the humanitarian system. This initiative relies on strategic partnerships, effective communication, and robust advocacy to achieve its objectives. The Project Coordinator (Partnerships and Communications) will play a vital role in ensuring the platform's engagement with stakeholders and the dissemination of its advocacy messages and impact.

The objective of the Role:

The Project Coordinator (Partnerships and Communications) will focus on building and managing strategic relationships with key stakeholders, coordinating advocacy campaigns, and leading communication efforts to amplify the platform's voice and impact at both national and global levels.

Scope of Work:

1. Stakeholder Engagement and Partnerships

- Build and maintain relationships with national and international partners, including donors, government agencies, UN bodies, INGOs, and WROs.
- Identify and pursue strategic partnership opportunities to strengthen the platform's advocacy and resource mobilization efforts.
- Coordinate the platform's participation in key national and international forums, ensuring alignment with project goals.

2. Communications and Advocacy

- Develop and implement a communications strategy to highlight the platform's achievements, advocacy goals, and impact.
- Create content for various audiences, including policy briefs, press releases, reports, and social media campaigns.
- Oversee the design and dissemination of advocacy materials, ensuring consistency with the FHN's feminist principles.
- Support platform members in amplifying their voices and advocacy priorities through training and mentorship in communication skills.

3. Media Engagement and Public Relations

- Serve as the platform's primary media contact, ensuring positive and accurate representation in the media.
- Build relationships with journalists, media outlets, and influencers to amplify platform activities and advocacy goals.



- Monitor media coverage and manage responses to ensure alignment with the platform's messaging.

4. Capacity Building and Support

- Provide training and guidance to platform members on effective communication and advocacy strategies.
- Support platform members in building their capacity to engage with stakeholders and advocate for change.

5. Monitoring, Documentation, and Reporting

- Track and document the platform's advocacy and communication efforts, capturing successes and lessons learned.
- Compile periodic communication and partnership progress reports for internal and donor audiences.
- Contribute to the development of the platform's final research report by providing relevant communication and advocacy insights.

6. Resource mobilization

- Conduct a comprehensive analysis of potential donors worldwide based on geographic and thematic interest and assess the feasibility of securing multiyear and thematic funding.
- Map donors' strategic areas of interest and explore opportunities for partnerships with emerging donors in coordination with the FHN global Resource Management Lead.
- Develop a plan to engage new donors (traditional and non-traditional).
- Develop objectives for fundraising, methods, strategies, and focus (bilateral, private sector, public funding, foundations).
- Recommend strategies to develop and maintain strategic partnerships and engagement with key donors.
- Draft master fundraising proposal(s) aligned with the new Strategy.
- Develop a series of fundraising materials (print and digital) to secure funding/raise the profile of CEPADWN, including website content.

Deliverables:

1. **Partnerships Established:** Strong relationships built with key stakeholders, resulting in collaborative advocacy and resource mobilization.
2. **Communications Strategy Implemented:** Effective communication materials and campaigns produced and disseminated.
3. **Advocacy Impact:** Documented influence of platform messages on national and global humanitarian policies and practices.
4. **Capacity Building:** Enhanced communication and advocacy skills among platform members.
5. **Documentation:** Comprehensive communication and advocacy reports are shared with stakeholders and donors.

Qualifications and Experience:

- **Education:** Bachelor's degree in communications, Public Relations, International Development, or a related field. Master's degree preferred.
- **Experience:**
 - Minimum of 5 years in communications, partnerships, or advocacy roles, preferably within the humanitarian or development sectors.
 - Proven track record in managing media relations and producing high-quality communication materials.
 - Experience working with feminist or women's rights organizations is an advantage.
- **Skills:**
 - Excellent verbal and written communication skills.
 - Strong relationship management and stakeholder engagement capabilities.

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- Knowledge of feminist principles and gender-sensitive communication approaches.
- Proficiency in digital communication tools and social media platforms.

Key Relationships:

- **Internal:** National Platform Coordinator, CEPAD-WN leadership, platform members.
- **External:** FHN Secretariat, donors, media outlets, government representatives, and international advocacy networks.

Reporting Requirements:

The Project Coordinator (Partnerships and Communications) will provide:

1. **Monthly Updates:** On partnerships and communication activities.
2. **Quarterly Reports:** Summarizing advocacy campaigns, media engagement, and stakeholder feedback.
3. **End-of-Project Report:** Detailed summary of partnerships and communication efforts, including recommendations for sustainability.

2. Position: Senior Finance Officer

Organization: Community Empowerment for Peace and Development, West Nile (CEPAD-WN)

Project: Feminist Humanitarian Network National Platform Pilot

Duty Station: Arua, Uganda

Reporting to: Finance Manager, CEPAD-WN

Contract Duration: 1 December 2024 – 31 December 2026

Type of Contract: Full-Time

Background:

The Feminist Humanitarian Network National Platform Pilot in Uganda, coordinated by CEPAD-WN, aims to address the unmet humanitarian needs of diverse women and girls while influencing systemic changes within the humanitarian system. This project involves managing multiple funding streams and disbursing sub-grants to platform members. The Finance Officer will ensure sound financial management, compliance with donor regulations, and transparent reporting to support the effective implementation of the project.

The objective of the Role:

The Finance Officer will oversee the financial management of the project, including budgeting, grant disbursement, financial monitoring, and compliance with donor and organizational policies. This role is critical in ensuring accountability and the efficient use of project funds to achieve desired outcomes.

Scope of Work:

1. Financial Management

- Manage the project budget, ensuring expenditures align with approved allocations and project goals.
- Prepare monthly, quarterly, and annual financial reports by donor and CEPAD-WN requirements.
- Maintain accurate and up-to-date financial records, including cashbooks, ledgers, and reconciliations.

2. Grant Disbursement and Monitoring

- Oversee the distribution of sub-grants to platform members, ensuring compliance with feminist funding principles and donor guidelines.
- Monitor the financial performance of sub-grantees, reviewing financial reports and ensuring timely submission of supporting documents.
- Provide financial guidance and capacity-building support to platform members, including training on financial management and compliance.

3. Compliance and Risk Management

- Ensure compliance with donor and government regulations, CEPAD-WN policies, and local financial laws.

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- Identify and mitigate financial risks through regular monitoring and internal controls.
- Prepare for and support internal and external audits, ensuring prompt resolution of audit findings.

4. Budgeting and Forecasting

- Develop and manage the project's annual and multi-year budgets, ensuring alignment with programmatic objectives.
- Support the project team in preparing financial forecasts and cash flow analyses.
- Provide financial input for funding proposals and budget revisions.

5. Reporting and Communication

- Liaise with the FHN Secretariat and donors to provide timely and accurate financial reports.
- Collaborate with the Project Coordinator and National Platform Coordinator to align financial plans with project activities.
- Communicate any financial challenges or discrepancies to CEPAD-WN leadership for resolution.

Deliverables:

1. **Financial Reports:** Monthly, quarterly, and annual reports submitted on time and in compliance with donor requirements.
2. **Sub-Grant Management:** Timely and transparent disbursement of funds to platform members, with regular financial monitoring.
3. **Audit Preparedness:** Successful completion of internal and external audits with minimal findings.
4. **Compliance:** Full adherence to donor, organizational, and legal financial requirements.
5. **Capacity Building:** Enhanced financial management skills among platform members.

Qualifications and Experience:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. Professional certification (e.g., CPA, ACCA) preferred.
- **Experience:**
 - At least 5 years of experience in financial management, preferably within the NGO or humanitarian sector.
 - Proven experience managing donor-funded projects, including grant disbursement and reporting.
 - Familiarity with feminist principles and gender-sensitive financial approaches is an advantage.
- **Skills:**
 - Proficiency in accounting software (e.g., QuickBooks) and advanced Excel skills.
 - Strong analytical and problem-solving abilities.
 - Attention to detail and ability to manage multiple tasks under tight deadlines.
 - Excellent communication and capacity-building skills.

Key Relationships:

- **Internal:** Executive Director, National Platform Coordinator, Project Coordinator, MEL team, and CEPAD-WN finance team.
- **External:** FHN Secretariat, platform members, donors, auditors, and other financial stakeholders.

Reporting Requirements:

The Finance Officer will provide:

1. **Monthly Financial Reports:** Detailing expenditures, budget utilization, and fund balances.
2. **Quarterly Reports:** Consolidated financial reports aligned with donor requirements.
3. **Audit Reports:** Support documentation and responses to audit findings.



3. Position: Driver

Organization: Community Empowerment for Peace and Development, West Nile (CEPAD-WN)

Project: Feminist Humanitarian Network National Platform Pilot

Duty Station: Arua, Uganda

Reporting to: Procurement/Fleet Officer, CEPAD-WN

Contract Duration: 1 December 2024 – 31 November 2026

Type of Contract: Full-Time

Background:

CEPAD-WN, a member of the Feminist Humanitarian Network (FHN), is coordinating the establishment of a national platform in Uganda to address the unmet humanitarian needs of diverse women and girls. This platform aims to shift resources and decision-making power to Women's Rights Organizations (WROs) and drive systemic change within the humanitarian system.

The objective of the Role:

The purpose of this job is to assist the fleet officer and provide efficient and effective day to day Transport services, vehicle movement tracking, service, repairs, fuel supply, and vehicle logbook are properly recorded and send to logistics at the end of every month for analysis.

Specific Tasks to be performed by the Driver

- Maintain the vehicle in a clean, neat, and mechanically sound condition for the comfort and safety of its passengers.
- Provide monthly reports for vehicles that capture fuel consumption, repair and other related expenses that can be used by fleet officers for decision making.
- Provide a weekly vehicle movement plan for the office by Thursday and validate and all departments are informed of assigned vehicle(s) before Monday.
- Put a robust system in place to monitor and control vehicle usages in the organization.
- Supervise rented vehicles and make sure they work accordingly as per the contract.
- Inform management and departmental head of any change of vehicle plans and provide alternative options.
- Support program in planning for transportation.
- Do regular inventory for vehicle spare parts and provide a schedule for replenishing.
- Coordinate and arrange Transportation of employees and other individuals as per the transport plans, in a safe and responsible manner; this includes shuttle transportation for field work, projects, airport and distribution runs.
- Ensures the vehicle is in roadworthy and safe condition prior to use.
- Reports any damages or mechanical malfunctions and provides recommendations for repairs for Vehicles.
- Monitor the use of fuel consumption through analysis of log books and fuel gauge monthly;
- Ensure that your car always has sufficient fuel at all times and report to the line manager when fuel is at half capacity.
- Fill in the logbook accurately before and after every trip.

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- Keep proper records of transport of goods using way-bills and other forms according to CEPAD WN procedures.
 - Ensure all passengers use seat belts at all times and observe speed limit signs; Over speeding fines/penalty shall be charged to the driver.
 - No use of alcohol and/or other drugs and phone while driving and on duty.
 - Ensure the vehicle has functioning items required in the car including, phone, valid insurances and driving permit.
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- To maintain the vehicle medical box, fire extinguisher and tool box/kit at all times whilst in charge of the vehicle.
 - Ensure all none CEPAD WN staff using the vehicle have signed a waiver form that is kept in the vehicle at all times.

Experience;

- At least 3 years' driving experience, preferably with experience driving long distances.
- Practical experience working in a remote operation setting.
- Possession of a relevant and valid driving permit.
- Mechanical knowledge.
- Knowledge of safe road usage and traffic guidelines.

Qualifications,

- Should have attended driving school with Secondary level (O level) education.
- MUST have a valid driving license expiring not less than 6 months from application time.
- MUST have a driving permit with B, CM & DL classes
- Over 3+ years of driving experience with an NGO working in Uganda is preferred
- Good understanding of field routes (West Nile/Central Uganda is desired

Skills/Abilities:

- Can speak and write English. Knowledge of a local language in the assigned region is an added advantage.
- Comply with CEPAD policies, procedures, and guidelines as well as relevant laws and requirements.
- Good knowledge of Uganda Traffic Laws and Regulations.
- Ability to work independently.
- Focused with a flexible attitude, resilience, and adaptability skills.
- Highly skilled in driving both manual and automatic vehicles.
- In-depth knowledge of checking vehicles for problems and performing preemptive maintenance.

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- Ability to demonstrate a high level of professionalism to staff, volunteers, and passengers.
- Ability to provide a secure environment for passengers, staff, volunteers, and the employer while in transit.

HOW TO APPLY

CEPAD-WN is an equal opportunity and inclusive organization, with equitable treatment to all applicants without Discrimination whatsoever.

Individuals that meet the above requirements can send a motivational letter, CV and copy of academic documents as ONE PDF ATTACHMENT to hr@cepadwestnile.org indicating clearly on the email subject the position of interest (application) or hand deliver to the head office (NACWOLA premise, Abirici Cell, Onzivu Ward, Ayivu East Division P.o. Box 340358, Arua, Uganda.)

The Deadline for all applications is 13/DECEMBER/2024 at 17 hours EAT.

Only short-listed candidates will be contacted.

