



## TERMS OF REFERENCE

**POSITION:** Impact Manager Coordinator

**LOCATION:** Gorongosa National Park Headquarters, Sofala Province, Mozambique

**DEPARTMENT:** Program Office – Operations Department

### ABOUT THE INSTITUTION

Gorongosa National Park (GNP) was designated as a national park in 1960. During the period of the war for independence, the park lost up to 95% of its large animals. The people living near the Park also suffered. Gorongosa's ecosystems were threatened by poverty. In this context, in 2004, the Government of Mozambique invited the Carr Foundation to enter into a public-private partnership for the restoration of the park. In January 2008, the Government and the Carr Foundation signed a 20-year co-management agreement, since extended to 2043. The Gorongosa Restoration Project (GRP) is responsible for implementing this public-private partnership. GRP envisions a new style of national park, one that cares about nature and people. GRP's goals are to restore the biodiversity and ecosystem of the Park and also use the area as an economic engine for providing income, education and health services to people living in communities nearby.

### PROGRAM OFFICE

The Program Office ensures all projects are aligned with the institution's vision, strategy and five-year plan, including specific requirements demanded by each donor. The Program Office is also aligned with and contributes to the objectives of the Long-term Agreement (LTA) between the Government of Mozambique and the Carr Foundation to co-manage the Gorongosa National Park (GNP). Chapter 13 of the LTA speaks to the need to mobilize and include external contributors when financing activities related to the Park's ecological and conservation, human development and infrastructure programs. Mozambique has adopted the UN Sustainable Development Goals. The GRP strategic plan aligns with SDG 17, which encourages partnerships between governments, the private sector and civil society for the success of a global agenda. The Program Office contributes to all these objectives by promoting and strengthening relationships with a diverse network of international and national donors and partners that share the same vision.

### KEY AREAS OF WORK

- Liaise closely with all GRP departments to gather accurate information and data about programs and project activities;
- Monitor project cycle and large donor-funds management, including the effective management of financial resources in line with the project proposal,
- Work closely with the Grant Managers and Project Managers to track the use of financial resources/ status by program, donor and category (large donors in particular, such as USAID, Canada, Ireland, Norway, GEF, EU etc.);
- Work with GRP program managers to draft annual work plans for each program;
- Work closely with the M&E specialist and Knowledge Management Manager to ensure accurate and effective data presentation and graphics;
- Analyze and consolidate information on program implementation and indicators (e.g. education, agriculture, health, WASH, conservation, community-based natural resources management etc.) in order to facilitate the preparation of periodic reports to donors;
- Draft narrative reports on contributions, in compliance with specific donor requirements;

- Facilitate quarterly review meetings between the Program Office and GRP technical teams to track and discuss the progress of activities, results and lessons learned;
- Assist in providing visibility for donors' contributions to GRP;
- Assist the Operational Department and Program Office in daily tasks.

#### **PROGRAM LEADERSHIP**

- Create a thriving team of motivated and hard-working individuals;
- Understand the challenges faced by field teams, problems of implementing activities in remote areas and constraints of negotiating with donors;
- Manage narrative reporting deadlines and deliverables with a focus on solutions to challenges;
- Support the management and allocation of funds in programs;
- Identify areas for improvement and provide practical recommendations with implementation strategies.

#### **LINKAGES AND PARTNERSHIPS**

- Build strong relationships with all GRP technical departments;
- Build strong relationships within the organization to ensure an integrated operation.

#### **REPORTING**

The Impact Manager Coordinator will report to the Head of the Program Office.

#### **REQUIREMENTS**

- a) University degree in Economics, Law, International Relations, Journalism or related field;
- b) Proven English writing and editing skills;
- c) Excellent communication abilities with strong interpersonal and negotiation skills;
- d) Experience with M&E/Results-based management (BRM) related to sustainable livelihoods, education, health, community-based natural resources management;
- e) Experience in quantitative and qualitative research methods, field surveys and leading primary data collection exercises;
- f) Deep understanding of project cycle and project management, in particular project funded by Global Affairs Canada, the European Union and the Norwegian Ministry of Foreign Affairs;
- g) Effective at collaborating and influencing across departments and organizations.
- h) Experience living and working in rural areas, in particular Mozambique or other African countries;
- i) Extensive experience in tracking program activities according to budgets, with specific emphasis on budget management;
- j) Experience in financial management and preparing project and program budgets;
- k) At least five years of work experience in a similar position;
- l) Experience organizing documentation and administrative papers for donor proposals;
- m) Excellent leadership, communication, and organization skills;
- n) Excellent computer skills (Excel and databases);
- o) Willingness and ability to work in a dynamic and changing environment;
- p) Fluency in Portuguese and English (writing, reading and speaking).

**Women candidates are strongly encouraged to apply**

**To apply, please send your CV: [programoffice@gorongosa.net](mailto:programoffice@gorongosa.net)**