TERMS OF REFERENCE
Regional Finance and Logistic Coordinator, Central African Republic (CAR)/Tchad

Position Title: Regional Finance and Logistic Coordinator
Base: Paoua (in CAR) and regularly travel to Gore and N’Djamena (in Tchad)

Reporting to: MENTOR Country Director & HQ Grants Manager Tchad
Technical line management with the Country Finance Coordinator of CAR.

Duration: 1-year contract

Start date: July 2020

Background
The MENTOR Initiative (MENTOR) is a “not for profit”, charitable, non-governmental organization devoted to reducing death and suffering from malaria and other tropical diseases in humanitarian crises. MENTOR is currently providing ongoing emergency support to the most vulnerable communities in Angola, Mozambique, South Sudan, the Central African Republic (CAR), Syria and Southern Chad.

MENTOR has worked in CAR since 2008, instigating an effective and innovative community healthcare approach across the North West of the country. This approach allows for primary healthcare to be delivered in locations in the most remote rural communities. the MENTOR Initiative has been setting up networks of community health workers (CHWs) in the sub-prefectures of Paoua, Bocaranga, Koui and Ngaoundaye (Ouham Pendé prefecture) as well as in Markounda, Batangafo, Nangha Boguila and Nana Bakassa (Ouham Prefecture). Additionally, primary health structures are supported by MENTOR in all these sub-prefectures. More than 170,000 children were treated in 2017 by MENTOR teams through the provision of basic healthcare for malaria and other common diseases at community level. MENTOR’s community healthcare approach has identified several major challenges that need to be addressed, including the continued improvement of the quality of services, innovation in supervision, secondary curative care and training, all to be improved in line with new and innovative indicators.

The Republic of Chad is home to nearly 650,000 refugees, asylum seekers, internally displaced people and returnees. In August 2018, it was estimated that nearly 100,000 refugees from Central African Republic were seeking refuge in Chad, most of them settling either in refugee camps or in villages along the porous Chadian southern border. With the escalation of violence in late 2017, the pressure on the already fragile Chadian services – health services in particular – was evident in southern regions of Longone Orientale, Mandoul, Moyen Chari and Salamat. Several appeals to respond to this refugee crisis were made as these running refugees were unable to get access to basic protection, food, health and drinking water. While a considerable proportion of CAR refugees settled in defined refugee camps, those with familiar and ethnic links in Chad, ended up settling in several remote and isolated villages across the border with little to no access to basic health care.

With UNICEF and Swiss Cooperation support, MENTOR initiated a community-based project in 50 remote villages in southern Chad in Nya Pende and Monts de Lam prefectures. It is estimated that MENTOR is reaching nearly 50,000 people through a network of trained and equipped local Community Health Workers, able to provide first line treatment to simple malaria and diarrhoea cases and to support the referral of severe cases to the nearest health facility.

These CHWs are the frontline response to tackle the isolation and lack of access that local and refugee populations face, particularly in rainy season where most villages become totally isolated. It is also during this period that mosquito breeding sites increase, intensifying malaria transmission in the region. MENTOR has implemented a fully equipped network of Community Health Workers able to quickly test, diagnose and treat malaria, and to screen for and refer other patients suffering diseases or conditions such as diarrhoea, pneumonia and malnutrition.
Overall Job Purpose

The Regional Finance and Logistic Coordinator will assist the MENTOR Initiative Central African Republic and Tchad mission in achieving programme objectives in a timely manner and support the Country Director (CD) with the strategic development of responses to identified needs on the ground and donor funding opportunities. The consultant will establish, update and maintain the organisation’s standardised financial, administrative, human resource and logistic systems and processes in regional CAR and Tchad programs, and will ensure the implementation of these. In this context, the Regional Finance and Logistic Coordinator is part of the regional management team and will work closely with the Tchad and CAR coordination team.

Security

- In close collaboration with the Security focal point, coordinate and analyse security information received from the field, from team members in Paoua and Tchad and from external stakeholders
- In collaboration with the Security focal point, ensure regular updates of security guidelines for the MENTOR team members in the regional mission.

Administration

- Follow up on government demands and decrees that have direct impact on the mission’s work for Tchad and CAR regional program
- When necessary, follow-up on the MENTOR Initiative’s registration in country with the Ministry of Foreign Affairs and other local actors in Tchad and Paoua regional program.
- When necessary, assists in external meetings (administration and Human Resource cluster, NGO forum etc) to represent The MENTOR Initiative. Minutes of meetings are to be set up and shared afterwards.
- Responsible of the overall contracts of the project (offices, warehouses, vehicles, etc…) in accordance with MENTOR’s procedures for the Tchad program and all bases related directly to the regional grants.
- Ensure the proper use and respect of the finance and logistic MENTOR’s procedures.
- When necessary, assist the Regional coordination team with any other administrative tasks as required

Human Resources

- Directly responsible for all administrative aspects of local staff recruitment for the Tchad an regional project. This includes set up of non-technical job descriptions and assisting with the editing of technical job descriptions, posting adverts, organizing interviews, etc.
- Ensure compliance with all local government taxation and labour regulations concerning employment contracts related to those programs in Tchad and in CAR, in close collaboration with the Country Finance Coordinator in Bangui.
- Ensure that standard salary scale and per diem polices are in place and updated regularly upon validation from MENTOR Grants Management Team.
- Chair meetings with Tchad national staff and follow up on demands and suggestions
- If required, organise for recruitment of staff as required and following MENTOR standard recruitment procedures
- Ensure that the MENTOR code of conduct and internal rules and regulations are adhered to and respected
- In collaboration with the Country Director and other line managers, ensure that international team members respect internal rules and policies in relation to the management of national staff under their responsibility.
- Responsible for the Tchad and the regional program expat administration including the role as focal point for international flights, holiday planning and contract changes (i.e. extensions), in close collaboration with the Country Director.
• Focal point, in cooperation with the Regional coordination team, for the national labour
  inspection (including for all legal complaints issued by national staff)
• Overall responsible for salary / fee payments to all local team members including daily workers
  as required in Tchad and Paoua regional programs.

Financial Coordination
• Ensure the overall cash management for the regional Tchad/CAR program.
• Ensure the good quality of finance and administration systems as per the standard MENTOR
  Initiative guidelines are functioning and maintained for the regional programs in CAR and
  Tchad.
• Ensure correct account management in accordance with the different grants from Tchad and
  regional program in Paoua.
• Supervise and provide training on finance and administration procedures to the concerned staff
  members in Tchad and CAR regional program.
• Supervise the use and understanding of the MENTOR accountancy software by the concerned
  staff.
• In close collaboration with the Country Finance Coordinator of CAR, ensure that all members
  of the MENTOR team are trained in and respect the MENTOR Finance and Administration
  procedures.
• Responsible of the weekly and monthly transactions checks, cash management and the data
  entries for the Tchad programs and regional programs.
• Prepare the Tchad and the Paoua regional monthly electronic expenditure against project
  budget(s) and send this to the Tchad Grant Manager and to the country Finance Coordinator
  in Bangui.
• Responsible to check on a monthly basis the paperwork in accordance with the cashbooks
  regarding the Tchad and the CAR regional programs.
• Prepare the monthly paper reports on expenditure against project budget(s).
• Prepare monthly budget forecast overviews for the projects and ensure that regular Requests
  for Cash Advances are sent to the Country Finance Coordinator in Bangui and to the Grant
  Manager for Tchad program.
• Support the Country regional coordination team with ensuring compliance to the Grant
  agreements for financial reporting and procurement.

Donors and reporting
• Advise and assist the Country Director in the creation of viable new proposals and budgets
• As part of the Regional Management Team, draft budget proposals based on current and
  planned expenditure within the donor frame works.
• As required, assist the Country Director and the Head Quarter grants manager with budget
  reporting to donors so that these are prepared and submitted in a timely manner, as per the
  grant agreements.
• Ensure that donor’s rules and procedures regarding the grants are strictly followed in
  accordance with MENTOR’s internal rules.
• Participate in the elaboration of regular internal situation reports (‘sitreps’) for subjects directly
  related to the responsibilities of the Regional Finance and Logistic Coordinator.

Programme Support
• Assist the Country Director with writing of Memorandums of Understanding
• When required, represent the MENTOR Initiative in external coordination meetings (including
  donor related meetings)
• At the request of the Country Director, provide finance/admin and/or human resources
  support during field or assessment missions.
Logistic

- Ensure that MENTOR standard procedures in terms of stock cards, waybills, stock requests, and inventories are in place for stock management of all goods stored in Tchad and for the regional program.
- Ensure that donor procedures are adhered to in terms of stock management and logistics coordination.
- Ensure all regional programme and Tchad assets are recorded and monitored / maintained.
- When necessary, coordinate and ensure the maintenance and repair of all generators, communication equipment and IT equipment.
- Support for identifying strategies to improve the MENTOR vehicle fleet in Tchad and CAR. This includes options for procuring suitable vehicles (new and/or second hand) for the mission as well as rental when appropriate.
- When necessary, coordinate and ensure the maintenance and repair of all vehicles. This includes long term solutions for quality maintenance by skilled people.
- Support the Tchad customs clearance process of all goods (including pharmaceuticals) purchased internationally.
- In collaboration with the Regional Coordination team, oversee the identification and support the set-up of new bases as required.
- If necessary, give a support of procurement and maintenance of essential items for mission bases (generator, internet, water supply, computers, communications equipment, etc.)
- In close collaboration with the Regional Coordination team, ensure security precautions are adequate for all mission bases as per context requirements.
- As required, provide logistically related information for proposals and budget designs for new grant submissions.
- Coordinate the transportation of materials for the regional programs.
- Directly responsible for all regional procurement of programme entrants and operational support items. This includes supervising that MENTOR standard procedures are applied and respected at all levels for national procurement.
- Supervise and provide training on logistics procedures to the concerned staff members in Tchad and CAR regional program.

The Regional Finance and Logistic Coordinator may be asked to support other duties in agreement with their line manager.

Job Requirements

- 2 years field experience as Finance Coordinator of which at least 1 year in emergency and insecure settings.
- Familiarity with NGO working environments and standard procedures.
- Knowledge of donor’s procedures.
- Experience working with SAGA.
- Organized and good coordination / management skills.
- Excellent communication skills.
- Fluent French essential (oral and written).
- Good English (oral and written).
- Team player.
- Proven capacity to train others.
- Flexible and willing to learn.

Send CV (with 3 references) and motivation letter to recruitment@mentor-initiative.net.