

Insertion Économique, Sociale et Solidaire dans le Gouvernorat de Kairouan (IESS)

Graduation Approach in Tunisia

Terms of Reference for Ultra-Poor Graduation Initiative Associate Project Advisor

Client:	Insertion Économique, Sociale et Solidaire dans le Gouvernorat de Kairouan (IESS)
Position:	Associate Project Advisor
Location:	Tunisia (National)
Dates of Assignment:	Nov 2020-Dec 2021 (Full-time)

About BRAC Ultra Poor Graduation Initiative (UPGI)

Beginning in 2002, BRAC pioneered the Ultra-Poor Graduation Approach in Bangladesh, a comprehensive, time-bound and sequenced set of interventions designed to enable the most vulnerable and destitute households to progress along a pathway out of extreme poverty. BRAC established the Ultra-Poor Graduation Initiative (UPGI) to deliver technical assistance to agents of scale on how to adapt and implement the Graduation Approach and other holistic economic inclusion and social protection strategies. For more than a decade, BRAC has served as a leading provider of global technical assistance and advisory services for the Graduation Approach to governments, multilateral institutions, and NGOs worldwide.

Project Background

"Insertion Économique, Sociale et Solidaire dans le Gouvernorat de Kairouan" (IESS) aims to increase the social, economic and climate resilience of the poorest households in the hills of Kairouan, with a particular focus on women in the Governorate of Kairouan. IESS aims to support 33,600 direct beneficiaries including 16,800 women, i.e. 50% of beneficiaries. In order to break the poverty trap, the poorest and most vulnerable households will be coached and supported through a comprehensive set of interventions: cash transfer through the national social protection; financial inclusion; income generating activities and social empowerment. A specific focus will be put on climate awareness in order to bring to the beneficiaries graduation supports that are fully adaptive to climate change. The approach will support the project in the selection of adequate adaptive activities at household level (i.e. income-generating activities, access to water) in the context of climate change.

Description of Assignment

To support the Government of Tunisia (GOT) in the implementation of IESS, BRAC UPGI is developing an ultra-poor Graduation program that specifically targets women, is adapted to the specific context of Tunisia, and integrates the environmental pillar as an integral program component to strengthen the socio-, economic and environmental resilience of women to climate change, especially those from the poorest households. BRAC UPGI will facilitate IESS

start-up and implementation by providing tools and technical support to project staff and partners who will be in charge of implementing the Graduation process.

Scope of Work

The Associate Project Advisor is a support function on the consulting team that is designed to support the Project Advisor and the field team with the execution of administrative activities, workshops and presentations, reporting, and knowledge management and learning activities. Specific activities include:

1. Support the Project Advisor in the management of BRAC UPGI's technical assistance engagement with IESS, including implementation oversight and management, partner coordination, support in procurement and delivery, training, and input on monitoring, documentation and knowledge for the pilot;
2. Ensure proper, regular, and timely collection of monitoring data from all participants and manage the monitoring database, including cleaning, sorting, categorizing and organizing data;
3. Provide training and support to frontline staff in monitoring data collection as necessary;
4. Conduct quantitative and qualitative analysis of monitoring data to share key insights and findings with BRAC UPGI staff for reporting and to ensure program quality;
5. Assist in the production of technical assistance products including program updates, training materials, and reports.

Qualifications

- Required undergraduate degree in social sciences, international development, or another relevant field;
- Strong understanding of poverty reduction in the Tunisian context;
- Experience applying strong interpersonal skill set to support teams in a fast-paced, highly collaborative, and multicultural environment;
- Demonstrated ability supporting team members with competing priorities, showing strong time and task management capacity as well as attention to detail;
- Ability to provide administrative support on a wide range of work products through copyediting, proofreading, formatting, structuring, and report compilation.
- Solid organizational skills with a knack for identifying pressing tasks of urgency;
- Excellent writing skills and ability to communicate with internal and external audiences;
- Sense of humor and openness to learning and developing new skills;
- Creative problem solver able to easily adapt to changing workflow/team needs;
- Excellent written and spoken English language and communication skills. French and/or Arabic desirable.

How to Apply

Candidates are encouraged to apply by submitting the following:

- Resume
- Cover letter
- Three references

Please submit all documentation electronically to applications@brac-upgi.org no later than October 20, 2020 with the subject "Application for Associate Project Advisor, IESS - Candidate Name." Applications are reviewed on a rolling basis.

Only soft copy applications will be considered, and only shortlisted candidates will be contacted.