DFID GMAP2 Country Coordinator Terms of Reference (TOR)

This document sets out the Terms of Reference for the position of Country Coordinator under the DFID GMAP2 Lots 1 and 2 contracts.

The Country Coordinator is responsible for the following:

Contract delivery

1. Remaining informed and up-to-date with regards to the delivery of all country activities in line with the commitments made in the tender and baseline report submissions
2. Ensuring that the lead agency and sub-contracted partners in country are familiar with all aspects and obligations as laid out in sub-contract agreements.
3. Ensuring that the contract management team are made aware of any issue of substance relating to the successful delivery of the contract from either an operational or financial perspective.

In-country coordination

4. Leading the coordination of partners in country. This includes setting standardized approaches regarding data collection methodologies and the presentation of statistics on established indicators, in liaison with the contract coordination team and the contract M&E team.
5. Setting up and chairing monthly meetings with all partners to review at minimum the following agenda items: progress against targets, any changes to risk registers, any issues or concerns arising, and sharing and documenting of any lessons learned.
6. Conducting ad-hoc meetings and calls with partners as needed.
7. Retaining a register of all such meetings and calls, and maintaining a formal record through distribution of notes (including to the contract coordinator) and follow-up emails.
8. Organising visits by either DFID or Itad, establishing an appropriate itinerary and meeting schedule in coordination with the visitors, the contract management team and partner agencies.

Risk Management

9. Monitoring all existing risks to the delivery of the GMAP2 contract, and ensuring that all risk mitigation processes are adequate, using information received from multiple sources, including from sub-contracted partners.
10. Identifying any new risks that should be added to the country risk register, utilising information received from multiple sources including from sub-contracted partners.
11. Ensuring that any changes in risk mitigation plans or processes are reported to the contract management team immediately.

Reporting

12. Disseminating reporting guidance received from Contract Management Team and setting internal reporting timelines to meet contractual requirements.

13. Collating and checking all narrative, data, updates and annexes from in-country partners (including that relating to Capacity Development activities) for submission to contract management team.
14. Ensuring that monthly outputs tables are received in a timely fashion from all partners, and ultimately submitted to the contract management team.
15. Disseminating final submitted report versions to sub-contracted partners in country (as received from HQ).

Communication and External Liaison

16. Ensuring that there is minimal delay in disseminating communication related to the contract to sub-contracted partners.
17. Acting as the primary point of contact for the contract in discussion with external parties in the country.
18. Ensuring that the visibility of partners and UK Aid logos are used where appropriate in accordance with the guidance provided by DFID.
19. Flagging any security incidents that take place within the Areas of Operation, whether or not they directly impact project delivery, to the contract management team.

Country coordinators are typically the country directors or senior managers in country for the organisational Lot lead (i.e. HALO staff in Lot 1 countries and MAG staff in Lot 2 countries).

Country coordinators have been identified as key personnel in the contract documents. Any changes to key personnel, including country coordinators, must be pre-approved by DFID.