



Job Description

Project Team Leader

("Mtoto Kwanza!"- ECD Policy and Programming Advocacy Project)

Programme: "Mtoto Kwanza!" Project, Tanzania

Duty Station: Dodoma, Tanzania

Reports to: Strategic Partnerships and Advocacy Manager

Start Date: October 2021

Contract Type: Fixed Term for 3-Years

Background

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Development Education (DE)/Public Engagement (PE) activities. Our vision is a compassionate world where every child can reach his or her potential. We work in partnership with local organisations in Tanzania and Ethiopia to improve the lives of the most disadvantaged young children, with a particular focus on Early Childhood Education (ECE). By improving childhood care we are changing lives and empowering young children and their communities to build a better future. In Ireland, we work through DE and PE to engage the public in issues of global justice, and through PE we also advocate for increased investment in ECE.

Children in Crossfire recently secured a major grant from the Conrad N. Hilton Foundation to deliver an ambitious three-year project championing ECD policy and programming advocacy in partnership with the Tanzania ECD Network (TECDEN) and the Union of Tanzania Press Clubs (UTPC). The project will provide leading support to the government of Tanzania and wider ECD stakeholder ecosystem to increasingly raise the profile of ECD policy and programming in Tanzania, specifically supporting the roll-out and coordinated progress monitoring of the landmark National Multisectoral ECD Programme (NM-ECDP) at national and sub-national levels. In particular the project will support civil society engagement with national monitoring mechanisms as well as establish a network of local civil society organisations across all 26 mainland regions of Tanzania to effectively engage regional and local government in ECD programming. Community engagement will be further enhanced via a network of ECD champion journalists reporting on ECD agenda across all 26 mainland regions, including working closely with community radio. The new project to be more popularly known as 'Mtoto Kwanza!', is closely aligned with wider national ECD programme commitments.

Context of the role

Reporting to Children in Crossfire Strategic Partnerships and Advocacy Manager, the *Mtoto Kwanza!* Project Team Leader will be based in the Children in Crossfire Dodoma Programme Office, and provide Children in Crossfire management-lead to the quality delivery and continuous improvements of this flagship ECD advocacy project.

Major Responsibilities

- 1) Lead Children in Crossfire engagement in national processes regarding NM-ECDP implementation and wider ECD participation;
- 2) Provide Children in Crossfire management-lead of strategic partnership with TECDEN;

- 3) Provide project support to the media-led advocacy and accountability component of the *Mtoto Kwanza!* Project;
- 4) Management-lead of *Mtoto Kwanza!* Project, ensuring successful delivery;
- 5) Work closely with the wider Children in Crossfire team providing support as and when required.

Specific Responsibilities

1) Lead Children in Crossfire engagement in national processes regarding NM-ECDP implementation and wider ECD participation:

- Lead representation and strategic positioning of the *Mtoto Kwanza!* project with national-level stakeholders across national government, development partners, and wider civil society;
- Lead representation and strategic inputs of Children in Crossfire in national coordinating mechanisms of the NM-ECDP including Secretariat function and technical participation in National ECD Technical Working Group;
- Lead representation and strategic inputs of Children in Crossfire in the National ECD Taskforce (or its rebranded equivalent) to support efficient coordination and targeted engagement of national-level civil society partners in ECD policy and programming, including Secretariat support;
- Lead positioning and representation of Children in Crossfire in wider ECD processes and activities that support NM-ECDP implementation or oversight e.g. international cause days, ECD parliamentary group, technical engagement in parallel initiatives led on by other stakeholders etc;
- Provide Children in Crossfire technical leadership in developing and supporting systemic and project mechanisms that allow for effective NM-ECDP implementation progress review at national and sub-national levels e.g. piloting scorecard initiative, leveraging ECD dashboard reporting etc.

2) Provide Children in Crossfire management-lead of strategic partnership with TECDEN:

- Provide Children in Crossfire management-lead of strategic partnership with TECDEN, including technical and administrative management support of organisational development processes;
- Provide Children in Crossfire management-lead for strategic, technical, and administrative management support and supervision of the TECDEN project team in successful delivery of the *Mtoto Kwanza!* Project;
- Dedicate management support to TECDEN project team to provide a high standard of performance management of the project network of Local CSOs to be established across all mainland regions;
- Dedicate management support to TECDEN project team to provide targeted capacity-building of the project network of Local CSOs in ECD advocacy and effective engagement with local government;
- Support developing project reporting mechanisms across Local CSOs to effectively monitor and performance manage the *Mtoto Kwanza!* project delivery at aggregated and disaggregated levels;
- Support developing meeting and report templates to enable consistent delivery of NM-ECDP biannual regional review meetings and efficient synthesis of key information for monitoring progress at regional levels;

- Work closely with TECDEN project team to nurture mentorship arrangements between Local CSOs and (inter)national organisations (INGO/NNGO) on the ECD Taskforce working in respective regions.

3) Provide project support to the media-led advocacy and accountability component of the *Mtoto Kwanza!* Project:

- Provide project management support to the Children in Crossfire and UTPC project teams in effective implementation of the media-led advocacy and accountability component, including monitoring and reporting processes;
- Ensure effective collaboration and strong partnership developed across TECDEN and UTPC in major project activities and to optimise the delivery and impact of media-led advocacy and accountability of ECD provision sub-nationally.

4) Management-lead of *Mtoto Kwanza!* Project, ensuring successful delivery:

- Lead responsibility for the project management, implementation delivery, and overall project performance of *Mtoto Kwanza!*, in line with organisational and project results frameworks, costed project workplans, and donor frameworks;
- Lead responsibility to provide project management oversight of finance performance including budget management, variance analysis and value for money, disbursements and accountabilities in line with Children in Crossfire finance policy, practices and procedures, and in full cooperation with the Children in Crossfire Finances Management staff;
- Ensure project partners collaborate effectively and leverage collective potential on activities and partnerships across different levels of project implementation (e.g. regional government, Local CSOs, NGO mentors, and journalists/community radio at regional-level);
- Ensure the project meets high technical standards both across ECD (all domains) and in advocacy approaches, demonstrating adaptation and continuous development of good practices and capacity-building across the project partnership;
- Engage closely with project monitoring, evaluation and learning (MEL) processes, including implementing an effective results-based management approach and incorporating continuous reflection, learning and action into progress review cycles;
- Work closely with senior project MEL staff and the steering committee formed to support the semi-independent qualitative evaluation of the project implementation;
- Lead responsibility for narrative reporting of the project implementation both internally to Children in Crossfire and within the project partnership, as well as externally to the donor and government;
- Implement and adhere to Children in Crossfire's safeguarding policies, practices and procedures, across all aspects of the project.

5) Work closely with the wider Children in Crossfire team providing support as and when required:

- Report to the Children in Crossfire Tanzania Strategic Partnerships and Advocacy Manager on a monthly basis or as and when required and more specifically in relation to strategic performance objectives that are developed and signed off on annual basis;

- Maintain a close technical line of reporting and mentorship with the Children in Crossfire Tanzania Country Director with a view to continually endeavouring to push the strategic growth, high quality, and transformative ambition of the project;
- Be a strong team player for Children in Crossfire both internally and externally by motivating others to become actively involved to support the organisation;
- Attend and participate fully in organisational team meetings as and when required;
- Be flexible in terms of working hours, as the role may include working at weekends and in the evenings;
- Adhere to all organisational policies, practices and procedures and implement accordingly;
- Undertake any other duties to support the operations of the organisation as and when required.

Safeguarding Risk

This role is considered to present a **medium-rating of safeguarding risk**. The role has some contact with children/vulnerable adults but not as a regular part of their work

Person Profile

- Educated to minimum of a Bachelor's degree level in relevant discipline (such as social sciences, development studies, other).
- Minimum of five years' work experience in programming targeting child development.
- Demonstrable senior-level experience in management of NGO programmes in Tanzanian context.
- Strong understanding of early childhood development (ECD) development programming and of the ECD landscape in Tanzania and familiarity with key stakeholders.
- Demonstrable experience in leading advocacy-oriented programming, including accountability mechanisms for example scorecards and progress reviews, preferably in supporting implementation of child development agenda.
- Strong understanding of government systems and programming preferably in child development, especially in providing support to institutional monitoring mechanisms of national programmes.
- Demonstrable experience of providing project management, supportive supervision and capacity-building support to local implementing partners to effectively deliver on development programmes.
- Strong understanding of results-based management processes, including effectively linking Monitoring, Evaluation, and Learning to informing ongoing project management and development.
- Demonstrable experience of effectively engaging with government ministries preferably in child development, at sectoral and coordination levels, in implementing development programmes.
- Strong understanding of working closely with local government structures, systems and strategic points of engagement to integrate programmatic priorities in local government processes.
- Experience in conducting budget advocacy of national government programmes and engaging a range of key influencers will be positively considered.
- Excellent written and oral communication skills in Swahili and English, and demonstrable experience of taking lead in donor reporting to a high standard.
- Good understanding of key principles of safeguarding and child protection, including demonstrated practice of these in a professional context.
- Ability to work to deadlines, prioritise and take initiative
- Committed to the aims and values of Children in Crossfire, and work as part of the team
- Commitment to confidentiality
- Carry out your work with integrity