Job description for CARE DK advisor to Ghana

Job title: Civil Society and Advocacy Advisor

Background

CARE Denmark is currently contributing to the CARE Ghana “Yen Sore” programme with Danida funds under the long-term strategic framework agreement between CARE DK and Danida.

All support from Danida to Danish NGOs, incl. CARE Danmark, has to be implemented in line with the Danida Civil Society Strategy, which has the overall aim of contributing to the development of a strong, independent and diversified civil society in the developing countries. The strategy emphasizes capacity building for advocacy following a rights based approach to development. This aim is also reflected in CARE Denmark’s program strategy, which operates with a theory of change that emphasizes the important role of civil society as representative and capable change agents.

The CARE Denmark program strategy is in line with the CARE International Vision 2020, which emphasizes strong connections within and across CARE and social movements, governments, civil society, and a strong capacity for “local-to-global” advocacy.

The secondment of an international advisory position to CARE Ghana has several objectives. To ensure that CARE Denmark financed projects, especially the Danida framework funded project, are implemented in line with the CARE Denmark strategy. To build capacity of country office staff and support CARE Ghana with a valuable technical resource.

Job summary

The position is funded by Danida through the CARE DK framework agreement, and the advisor is thus primarily accountable for the CARE DK framework funded project, which is reflected in the job description.

The advisor provides programmatic support to the “Yen Sore” programme, and other initiatives funded by CARE Danmark, and his/her level of effort is primarily directed at capacity building and coaching of CARE staff, which can also benefit staff beyond the CARE DK funded projects.

The advisor ensures that projects are aligned to the CARE Danmark programme strategy, and will pay considerable attention to civil society strengthening, advocacy and monitoring.

The advisor continuously advises on strategic programme development of existing initiatives as well as actively pursues the identification of new areas of interest and initiatives that align to CARE Ghana and CARE Denmark programme priorities. The advisor will also engage in the strategic development of CARE Ghana, and support the implementation and alignment of its programme shift.

The advisor ensures that the “Yen Sore” and other project initiatives benefit from an operational M&E system that facilitates learning and enables evidence based advocacy on key policy issues as identified by the projects. In collaboration with the relevant programme coordinator, project
managers and teams, s/he is responsible for ensuring timely and quality reporting on CARE Danmark funded initiatives.

The position is a secondment to CARE Ghana, and is based in Accra, Ghana. The advisor reports to the CARE Ghana Assistant Country Director – Programme Quality (ACD-PQ), and will be a member of the CARE Ghana Senior Leadership Team (SLT). In CARE Denmark the Programme Coordinator for Ghana will be the key contact person.

**Overview of tasks and time:**

1. Technical Support, Civil Society Strengthening & Partnerships (25%)
2. Technical Support, Advocacy (25%)
3. Technical Support, M&E and Reporting (25%)
4. Project Development (20%)
5. Liaison and Networking (5%)

**Responsibilities and main tasks:**

**Technical Support, Civil Society Strengthening & Partnerships (25%):**

- Provide technical support to CARE DK projects and the overall programme focusing on civil society strengthening, including assessment, development and implementation of institutional support for strategic partners.
- Responsible for capacity development and ongoing coaching of CARE Ghana staff in relation to working in partnerships and supporting partner organizations.
- Responsible for organizing and carrying out specific training events for partner organizations based on needs assessments in relation to organizational strengthening.

**Technical Support, Advocacy (25%):**

- Provide technical support to CARE DK projects and the overall programme focusing on analysis, planning, capacity building and implementation of strategic advocacy in cooperation with our partners.
- Responsible for capacity development and ongoing coaching of CARE Ghana staff in relation to strategic advocacy.
- Responsible for organizing and carrying out specific training events for partner organizations focusing on strengthening their ability to engage in strategic advocacy.

**Technical Support, M&E and Reporting (25%):**

- Provide support for the effective implementation of the M&E system designed for the “Yen Sore” programme, and prioritize support on M/E for other CARE DK funded projects.
- Responsible for capacity development and ongoing coaching of CARE Ghana staff in relation to monitoring, evaluation and learning, including but not limited to, development of TORs.

*Job description, 20.04.2015*
for evaluations and reviews, using Outcome Mapping, analyzing progress towards change, facilitating learning and writing quality reports.

- Responsible for organizing and carrying out specific training events for partner organisations focusing on documenting results, facilitating learning, and strengthening their M/E systems.
- Responsible for providing timely quality assurance of all CARE DK projects, including progress reports to CARE DK, and ongoing project cycle management.

**Project Development & Coordination (20%):**

- Responsible for identifying new project opportunities together with CARE Ghana staff, which are in line with CARE Nepal’s strategic priorities and those of CARE Denmark. This includes e.g. progressively considering gaps in the NREL programme where strategic interventions could be designed, by assessing the strategic interests of our partners, and/or by identifying funding opportunities that can be aligned to the NREL programme.
- Leading or supporting in the design of new project proposals together with CARE Ghana, CARE Denmark and external consultants if required.
- Support the country office in implementing the P-shift (programme approach) and ensure synergy across programme initiatives.

**Liaison and Networking (5%):**

- Liaise with relevant development partners, donors in Ghana (incl. the Danish embassy, the EU and others) for strengthening CARE Ghana’s programme.
- Keep abreast with available consultants (local or international) that can be used for various tasks e.g. evaluations, capacity building and proposal design.
- Write relevant input to CARE Denmark’s communications department upon request.

**Relationships:**

The advisor is nested within the CARE Ghana organization and reports to the Assistant Country Director - Programme Quality (ACD-PQ).

Because the position is a secondment with a focus on CARE Denmark funded projects, the advisor also has a direct relationship with CARE Denmark. This is both contractual, as the advisor will be on a CARE Denmark contract, and programmatic in relation to the CARE Denmark funded projects.

This dual relationship towards both CARE Ghana and CARE Denmark is intended to give the advisor the relevant support and guidance needed.

**Key relationships:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td></td>
</tr>
<tr>
<td>CARE Ghana (ACD-PQ)</td>
<td>Day-to-day management</td>
</tr>
<tr>
<td>CARE Ghana project teams</td>
<td>Advise, support and training</td>
</tr>
<tr>
<td>CARE Denmark (programme coordinator)</td>
<td>Strategic guidance and reporting</td>
</tr>
<tr>
<td>External</td>
<td></td>
</tr>
<tr>
<td>Strategic project partners</td>
<td>Advise, support and training</td>
</tr>
<tr>
<td>Danish embassy, EU delegation, stakeholders</td>
<td>Representation and advocacy</td>
</tr>
</tbody>
</table>

*Job description, 20.04.2015*
Qualifications:

- Masters degree in social sciences or equivalent.
- Good inter-personal skills and ability to coach others
- Good training skills and ability to structure a training session
- Experience with planning and implementation of strategic advocacy campaigns.
- Experience with capacity building of civil society organizations.
- Experience with monitoring, evaluation & learning.
- Experience with proposal writing, especially to the EU.
- At least 3 years of relevant working experience.
- Knowledge of human rights, food security, agriculture and climate change would be an advantage.
- Knowledge of Nepal would be an advantage.
- Ability to write and speak Danish