

Terms of Reference

Annex-1

Title: District Coordinator (DC)

Reports to: Project Manager (PM)

Position Location: Based in Karachi Assigned District:

Project: Citizens' Observation for Transparent and Accountable Election in Pakistan

Job Purpose

NOWCommunities is a member organization of Free and Fair Elections Network (FAFEN). Trust for Democratic Education and Accountability (TDEA), is supporting FAFEN for implementing a nationwide program entitled, "Citizens' Observation for Transparent and Accountable Election in Pakistan". This project, aims to help improve the enforcement of electoral regulations through the implementation of measures for corrective actions; and improve public access to election-related information including observation findings through the use of information technology during GE 2018.

Under guidance and supervision of the PM, the DC will be responsible for implementation of the activities of the above-mentioned program in the assigned district.

Terms of Reference:

- The Grant SOW will be elaborated in trainings provided by TDEA. DC will be responsible for implementation of activities as per these elaborations.
- Assist the PM in project implementation
- Observe and report on the areas elaborated in the grant SOW during TDEA trainings using the standardized forms and checklists on the online management information system in a timely and professional manner.
- Implement activities as per approved workplan and budget at the district level.
- Submit monthly reports, time sheets and leave record to the administration of the organization on the given format(s).
- Support TDEA with other requests for information and logistical requirements.
- Responsible for timely implementation of any changes in FAFEN's election observation methodology.
- Subject to instructions from the PM, the DC is responsible for supervision of Constituency Coordinators.

DESIRED QUALIFICATIONS:

- The DC MUST NOT be a known supporter, worker or office bearer of any political party. Must not be a part of election campaign of any candidate.
- A DC should preferably have adequate experience of working in election observation projects, and familiarity with citizen groups and/or volunteer organizations.
- Pakistani national fluent in written and spoken English and Urdu.
- Master's Degree in Social Sciences

- Familiarity with Pakistani politics and election systems at the national, provincial and local levels.
- Proficiency in use of computers, including online applications, Microsoft Word, Excel, and PowerPoint, and excellent typing skills in English.
- Knowledge of languages relevant to the geographic area of responsibility.