

Terms of Reference

Annex-1

Title: Project Manager

Reports to: Head of Organization

Position Location: Based in Karachi

Contractual Terms: Full-time Basis Employee

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.

Project Manager will be responsible for overall supervision of the activities of the above-mentioned program under the Grant SOW.

Terms of Reference:

1. Project Design, Coordination and Implementation:
 - Act as a focal person for all project activities.
 - Manage the implementation of all election observation activities and initiatives to ensure timely and effective results.
 - Ensure all activity reports and deliverables are timely, complete adhere to the defined quality standards and are submitted at designated online system promptly.
 - Ensure hiring/recommendation of high quality and qualified candidates for District Coordinators (DC), Master Trainers, Constituency Coordinators (CC) and their Assistants (as defined in the Grant SOW).
 - The Grant SOW will be elaborated in trainings provided by TDEA. PM will be responsible for implementation of activities as per these elaborations.
2. Management and Supervision:
 - Of DCs, CCs and their Assistants including review and approval of their deliverables and timesheets.
 - Ensure that detailed workplans are being implemented by his/her team and any changes are promptly notified to TDEA for approval.
 - Prepare the Monthly Progress Reports required by the Grant SOW, and submit it to TDEA after approval of the Head of Partner Organization.

3. Financial Management:
 - Manage budgets, expenditures and expenditure projections related to the assigned project.
 - Manage the effective implementation of the work plan as per the available budget.
4. Capacity Building:
 - Ensure performance standards as delineated by TDEA are met for all team members in designated districts/constituencies.
 - Provide logistical support for trainings on election themes as required by TDEA.
5. Monitoring and Evaluation:
 - Conduct regular visits to the assigned districts/constituencies to monitor project activities.
 - Advise the staff on areas of program strengthening and guide staff about remedial actions in a timely manner.
6. General
 - Responsible for timely implementation of any changes in FAFEN's election observation methodology.
 - Support TDEA with other requests for information and logistical requirements.

DESIRED QUALIFICATIONS:

- Not a known supporter, worker or office bearer of any political party. Must not be a part of election campaign of any candidate.
- Preferably have experience in managing (or at least working) with an election observation project.
- Familiarity with election laws and the ECP's code of conduct and procedural requirements.
- Pakistani national, fluent in written and spoken English and Urdu.
- Master's Degree in Social Sciences.
- At least 5 years' experience in project management, social mobilization, research and advocacy.
- Experience in preparing budgets for small and large scale projects and managing a diverse team of personnel.
- Proficiency in use of computers, including online applications, Microsoft Word, Excel, and PowerPoint, and excellent typing skills in English.
- Excellent communication skills and experience in writing donor reports.