

**Terms of Reference  
Program Coordinator  
Indonesia Inclusive Livelihoods for Poor Rural Communities  
in Eastern Indonesia Project**

**BACKGROUND**

The Indonesia Inclusive Livelihoods for Poor Rural Communities in Eastern Indonesia Project aims to achieve the Project Development Objective through inclusive, community-driven livelihoods development planning, paired with strengthening local linkages to support community-led livelihoods initiatives. The Project defines livelihoods as a broad range of activities and assets people utilize to support themselves. In target villages, communities rely heavily on a limited set of livelihoods options focused on food and commodity production from natural resources. Improving livelihoods in these areas requires support to food production, access to and management of natural resources, and increases in social capital of the poorest.

In this project, The World Bank works with BaKTI (Eastern Indonesia Knowledge Exchange) as an implementing agency, and partnerships with village and district governments in Seram Bagian Timur district (Maluku Province) and Sumba Barat Daya district (NTT Province). The Project will design and implement a model for poorly connected and marginal areas that takes an inclusive, whole-of-community approach to strengthening village economies and food systems.

The Project will (i) support villages to develop livelihoods plans and directly support community groups and the poorest households, and (ii) strengthen institutional linkages between community groups and village government, district government and other local actors, to provide sustained, local support to livelihoods initiatives and sustainable landscape management practices, including through the village funds.

**PURPOSE**

To manage the project implementation, this project needs **Program Coordinator** to be the person in charge throughout the program, both internally and externally.

The Program Coordinator will manage the implementation of the project according to the design in order to achieve the expected output, outcome, and goal of the project.

**DUTIES AND RESPONSIBILITIES**

1. Ensuring an overall responsibility and accountability for project implementation and its activities, and establishing and managing processes for oversight and implementation
2. Formulating strategies and program development to meet the target of achievements and innovations in accordance with the local context and the rules that apply with all team members
3. Formulating strategic recommendations and advocating to District, Sub district, and village governments

4. Having overall oversight for safeguarding:
  - a. Implementation of SEP (Stakeholder Engagement Plan)
  - b. Implementation of LMP (Labor Management Procedures)
  - c. Stakeholder involvement
  - d. Ensure the project has applicable grievance redress mechanism
  - e. Ensure Covid-19 procedure for prevention and control is followed during project implementation
  - f. Ensure effective engagement strategy considering the project location shavecommunity who speaks different languages
  - g. Ensure staff and project personnel understand the provisions relevant to the environmental and social management risks and impacts
  - h. Monitoring, evaluation, and reporting
5. Developing strategic discussions intensively with the local government to encourage scale up and replication of the project
6. Establishing communication with development partners or other programs in Sumba Barat Daya and Seram Bagian Timur
7. Coordinating the preparation of technical and financial reports that meet the standard and in accordance with the applicable rules
8. Performing any other duties requested by The World Bank and BaKTI

#### **STARTING TIME / DURATION**

Program Coordinator is expected to start in **November 2022**. The Contract duration is 1 (one) year and extendable based on performance evaluation and project needs.

#### **LIAISON / REPORTING**

Program Coordinator will report to The Executive Director of BaKTI.

#### **QUALIFICATIONS**

1. Tertiary educations (Master degree is preferred) in economy, agro business, agronomy, environmental policy/law, natural resource management, sustainable development, development study or similar is required, small and medium business management, or a related field required.
2. A minimum of ten-year experience in related of program management in eastern Indonesia and various donor.
3. Strong understanding and experiences of communication and coordination with various stakeholder at Provincial, District, Sub district, and Village Governments.
4. Strong understanding of Provincial, District, Sub district, and Village Governments structure, approach, planning and budgeting strategy.
5. Experience of working in community based rural development and livelihood support programs
6. Experience in designing and implementing community-led empowerment initiatives
7. Leadership Skills with proven ability to deliver high quality outputs and reporting on time.

8. Ability to work with minimum supervision & willing to travel to project sites and remote areas
9. Have experience working in eastern Indonesia and have a good understanding of eastern Indonesia context
10. Excellent communication skills in Bahasa Indonesia and English
11. Well-developed interpersonal skills
12. Good team player

### **DUTY STATION**

Program Coordinator will be stationed in Makassar. He/she will be traveling to Seram Bagian Timur district (Maluku) and Sumba Barat Daya district (NTT) to carry out his/her duties.