

**TERMS OF REFERENCE  
FOR  
ETHIOPIA “PARTNERSHIP WITH CANADIANS BRANCH PROGRAMMING”  
COORDINATOR**

**1. Background**

Canadian voluntary sector organizations are important partners in Canada's international development programs. These organizations include non-governmental organizations (NGOs), volunteer cooperation agencies, academic and educational institutions, provincial and regional councils, membership and specialized training institutes, cooperatives, unions, and professional associations. Through the Partnerships with Canadians Branch (PWCB), the Canadian International Development Agency supports the work of nearly Canadian voluntary organizations on a cost-shared basis. In doing so, the Agency: helps build the capacity of developing country partners; increases the policy influence of the voluntary sector; leverages resources such as networks, research, funding, and volunteers; promotes knowledge-sharing at community, national, regional, and global levels; and engages Canadians in development issues.

Canadian organizations have a long history of involvement in Ethiopia. CIDA's PWCB provides funding to a large number of Canadian partners annually (anywhere from 30-50) implementing projects in Ethiopia. PWCB funding to Ethiopia is significant with annual disbursements averaging around \$5.0 over the past five years, representing 2% of CIDA PWCB programming. CIDA's PWCB provides funding to Canadian partners on a responsive basis and is approved by CIDA's HQ with extensive input from the CIDA Ethiopia field team. Approved projects currently focus on food security and agriculture, health, rule of law, urban management, and general CSO support, with important projects in other areas such as gender equality, education, rights of the disabled, and water/sanitation. Monitoring is undertaken by PWCB and the CIDA field team.

CIDA's current PWCB projects are in the following areas: community development represents 25% of the funding, followed by health (22%), agriculture and food security (18%), education (13%), democratic participation and civil society (8%), public sector management and legal/judicial reform (4%); and private sector development (4%).

**2. General Scope of Work**

The Ethiopia-Canada Cooperation Office (ECCO) has been established in Addis Ababa to support CIDA programmes in Ethiopia. It is headed by a Director who reports to the CIDA Director of the Canadian Embassy. Under the general supervision of the CIDA Director and in cooperation with ECCO Director and other CIDA consultants and advisors, the PWCB Programming Coordinator will be responsible for reviewing PWCB proposals and providing comments, maintaining a tracking database for active PWCB projects, monitoring projects, and reviewing reports to compile an annual PWCP in

Ethiopia report. The PWCB Programming Coordinator will work closely with the CIDA officer at the embassy responsible for PWCB programming.

### **3. Tasks**

#### **3.1 Project Management**

The incumbent will review all incoming PWCB proposals for Ethiopia, monitor active PWCB projects in Ethiopia, review PWCB reporting and summarize the results for the CIDA Ethiopia program, as well as maintain the mapping of PWCB partners active in Ethiopia.

- Remain well informed on organizations potentially and currently in receipt of support from PWCB and their local partners.
- Evaluate the strategic, managerial, financial and technical capacities and limitations of potential PWCB proposal for funding (and coordinate and collate input from other relevant ECCO advisors noted below) and advise the PWCB officer at the embassy accordingly.
- Seek advice and support from ECCO Gender Equality, Agriculture, Food Security, Governance and Environment specialists to appraise and evaluate potential PWCB projects.
- Ensure adequate knowledge management of PWCB sub-project files (filing system).
- Monitor PWCB project activities in accordance with an approved monitoring plan and prepare monitoring reports.
- Inform the CIDA Ethiopia program officer responsible for PWCB regarding issues noted on monitoring missions and possible linkages that could be made with other CIDA partners in Ethiopia (multilateral, bilateral and PWCB)
- If requested by CIDA, prepare briefs, results summaries or other backgrounders on PWCB projects.
- Maintain the PWCB Ethiopia tracking database for PWCB projects and the PWCB mapping documents.
- Collate reporting information obtained from PWCB officers regarding active PWCB projects in Ethiopia and prepare an annual report on PWCB results in Ethiopia.

#### **3.2 Other duties with respect to PWCB:**

- Participate in liaison with the CIDA-ECCO Gender Advisor and other CIDA program counterparts, especially in Food Security and Democratic Governance.
- Maintain ongoing communications with the Canadian Embassy PWCB focal point on the progress of PWCB projects, the results achieved and any constraints so as to keep the post well informed.
- Undertake networking with key government and NGO partners and other stakeholders as requested by the Post PWCP officer to share information on important activities and developments in programming.
- Carry out other related professional duties as requested by the CIDA Director in Ethiopia or the ECCO Director.

#### **4. REPORTING:**

The incumbent must prepare and submit: an annual work-plan at the beginning of the fiscal year for PWCB related duties; monitoring reports subsequent to monitoring trips for PWCB projects; an annual PWCB report after the end of the fiscal year. Details must be worked out with the Embassy PWCB focal point at the beginning of the contract and approval obtained in writing from CIDA with regard to format of the reports.