

## Terms of Reference (ToR)

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### Program Manager

Project:	Human Development Innovation Fund (HDIF)
Reports to:	Deputy Team Leader – Grants Management
Duration:	2 Years (renewable depending on performance and at the discretion of the Employer)
Location:	Dar es Salaam, Tanzania

### Background

The Human Development Innovation Fund (HDIF) is DFID funded programme that seeks to catalyse the development, testing and scaling of innovative models of service delivery, use of Information and Communication Technologies for Development (ICT4D) and product solutions in Health, Education and WASH sectors. The intended impact of HDIF is improved human development outcomes for poor people in Tanzania, with a focus on non-state actors, and the effective utilization of public private partnerships. HDIF works in close partnership with the Tanzania Commission for Science and Technology (COSTECH) to transform the innovation eco-system by providing technical assistance and promoting active knowledge management and sharing.

### Outline of the Position

The Program Manager is responsible for nursing and managing relationships between grantees and HDIF.

### Primary Responsibilities

Under the guidance of the Deputy Team Leader, the Program Manager will be responsible nursing and managing relationships between grantees and HDIF by carrying out the following activities:

- ❏ Being the first point of contact for grantees.
- ❏ Providing overall management of the assigned portfolio.
- ❏ Review of concept notes and supporting documentation to ensure completeness, consistency and adherence to the grant terms.
- ❏ Participating in the review and assessment of business plans.
- ❏ Review of applicants' budgets to ensure that they meet the relevant requirements
- ❏ Preparation of documentation for presentation to the Independent Grants Committee (IGC)

- 🕒 Supporting grantees during and after the contracting phase and managing the contracting process after IGC approval
- 🕒 Collecting and reviewing grantee progress reports.
- 🕒 Analysing grantees' performance and recommending required action
- 🕒 Conducting field visits to assess progress in the grantee's project implementation, and preparing field reports for action.
- 🕒 Identification, procurement, and management of technical assistance for grantees; including technical assistance on fiduciary risks / finance, development impact, and viability
- 🕒 Work closely with the Communications and M&E lead to identify networking and dissemination opportunities for grantees, including events, online and offline communications.
- 🕒 Inform and recommend overall HDIF external engagements and thought leadership based on a deep understanding of the grantee programmes and possibilities for systemic change—including making regular recommendations to direct the Communications Specialist, SPA, and Team Leader engagements and HDIF thought leadership.

## Key competencies, education and professional expertise required

### Qualifications and experience

- 🕒 Relevant University Degree (Business Management, Economics, Finance, Accounting, Public Health, etc.) preferably at postgraduate level;
- 🕒 At least 5 years' experience within relevant organisations and programmes, preferably in the private sector (CSOs, NGOs, financial institutions), development partners, or donor funded programmes in Education, Health or Water and Sanitation;
- 🕒 Experience in M4P, private sector development and innovation an advantage;
- 🕒 Experience in grants management/ grants finance experience a strong advantage.
- 🕒 This position is open for Tanzanian Nationals only.

### Preferred

- 🕒 Negotiation and problem-solving skills;
- 🕒 Strong analytical skills;
- 🕒 Strong team leadership, management and interpersonal skills;
- 🕒 Ability to work effectively under pressure and to manage competing priorities;
- 🕒 Ability to liaise effectively with a range of stakeholders, including project partners, donors, private sector, NGOs, and government departments;
- 🕒 Strong results orientation and commitment to accountability and value for money;
- 🕒 Strong personal qualities, including integrity, commitment to excellence, equality, openness, inclusiveness, and collegiality;
- 🕒 Outstanding team player and willingness to learn and support learning of others;
- 🕒 Fluency in written and oral communication skills in English and Kiswahili is essential.

## Application procedure

Please apply by submitting a curriculum vitae and covering letter online to [info@hdif-tz.org](mailto:info@hdif-tz.org). Deadline for applications is **8<sup>th</sup> September 2017**.

**Note: This Position is open to Tanzanians only**