

Job/Role Title	Architect of Cooperation Caribbean
Division	MA Support & Development
Salary	48,648 – 58,368 USD
Location	Trinidad and Tobago
Responsible to	MA Support & Development Director
Date	April 2023

Role Purpose:

To support the growth and development of Member Associations (MAs) and Collaborative Partners (CPs).

This AoC role will focus in **gender equality/gender and diversity (and require) experience in humanitarian acute response**. This role will be oriented to the inclusion/integration of the new CP and MAs in the Caribbean, smaller islands, and a big element of Francophone alliances with Africa. Experience developing proposals and reporting is desired. The MAs served by this role are:

1. Haiti
2. Guadeloupe
3. Martinique
4. Curacao
5. Grenada (TBC)
6. Sant Vincent
7. Sant Lucía
8. Guyana

Context of role:

- Develop effective professional working relationships with Member Associations/Collaborative Partners.
- Network across the Regional and Global Secretariat team to access and deliver the best support to MAs/CPs by actively participating in and building on a global community of Architects of Cooperation (AoCs).
- Building an enabling environment to support free flow of information and contact (not acting as a gatekeeper or bottleneck).
- Role will be responsible for all MA contracting, programmatic and financial oversight.
- Ensuring the continuity of Sexual and Reproductive Health and Rights (SRHR) to all people in times of crisis by building institutional capacities of MAs operating in humanitarian prone-contexts to provide life-saving SRH services at the onset of humanitarian crises.
- Collaborate closely with other colleagues across the IPPF Secretariat and Federation including other members of the global humanitarian team, technical, strategic partnerships and program teams to ensure the sound design, development and delivery of humanitarian programs, and smooth transition between stable times, emergencies and back to stable times.

Role Deliverables:

- Create and maintain country and MA/CP profiles that capture capabilities, capacities, country contexts, audiences, opposition and competitors in support of strategy development.
- Devise links between MAs/CPs/Centres of Expertise that promotes and enables networking, learning and capacity building.
- Advise MAs/CPs on accessing service delivery platform resources in support of operational outcomes.
- Adapt global tools and frameworks for MA/CP use that reflect changes in methodologies and general sectoral advancements.
- Partner with MAs/CPs to incorporate key donor requirements and learning into business planning cycles. This

includes developing Business Plans, half-yearly reports and annual reports/updates.

- Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs and CPs in support of the wider SRHR political and social change agenda.
- Advise MAs/CPs on opportunities to work with each other that support their own outcomes, specialisations and areas of interest.
- Support MAs in leveraging timely, efficient and life-saving responses by advising, promoting and providing guidance on IPPF's Emergency Activation System, the IPPF Emergency Response Fund (Stream3), Global Surge Roster and relevant humanitarian policies, procedures, standards, technical tools and systems.
- Provide programmatic and strategic support to MAs in the preparation, implementation and monitoring of humanitarian programmes.
- Facilitate resource mobilization in support of response efforts, including through assistance to MAs to access humanitarian pooled funds, the UN CERF and other relevant mechanisms for ongoing and new and/or emerging emergencies in the regions.
- Actively participate as a member of the Global Humanitarian Team, to ensure alignment with global strategic initiatives, advocacy priorities and technical approaches related to humanitarian.
- Evaluate MAs/CPs against Performance, Learning & Impact metrics that support global SRHR commitments.
- Partner MAs through the accreditation exercises, documenting areas for improvement.
- Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework.
- Contract management for all unrestricted core funding and restricted project funding under US\$1million. This includes ensuring all deliverables (progress/financial reports) listed in the agreements are complied with and of high quality and that training on requirements is provided.
- Oversight/provision of incident co-ordination resulting from concerns raised on IPPF's SafeReport, when required.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Language requirements are English and French, Spanish is desirable.
- Technical skill requirements are set out in the Regional AOC profile.
- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.
- Applies an understanding of political, economic, social, technical/technological, legal and environmental contexts in the region and affecting our sector.
- Thorough technical knowledge of SRHR, gender and rights in humanitarian contexts, and previous experience working with a humanitarian organization would be beneficial.
- Clear understanding of the Minimum Initial Service Package (MISP) and humanitarian coordination mechanisms
- Ability to develop and encourage relationships whilst maintaining an objective perspective on performance.
 - Strong influencing skills with the ability to be flexible and adapt.
 - Demonstratable project management, planning and organisational skills.
 - Analytical with the skill to interpret and distil information to communicate effectively (in writing or verbally) with a range of audiences.
- Experienced in preparing proposals and funding plans.
- Strong ability to read and understand financial/audit reports.
- Collaborative and works well with others, remotely and across geographies.
- Excellent information management and IT skills.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others

- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.