TERMS OF REFERENCE
Program Officer
(Resource Mobilization) – Consultant Position

Child Rights Coalition Asia (CRC Asia) is a regional network of organizations working together for the fulfillment of children’s rights. The United Nations Convention on the Rights of the Child (UN CRC) and its Optional Protocols serve as the foundation of its work.

With its member organizations coming from 13 countries in Asia, CRC Asia envisions all children living in dignity by fully enjoying and exercising their rights. By 2024, CRC Asia aims to improve the systems and policies for children to claim their rights (Child Rights Governance), ensure the strengthened protection of children from all forms of violence (Child Protection), and accelerate the enjoyment of the right of the child to be heard (Child Participation). CRC Asia strives to make these happen by providing interventions at the local, regional, and global levels.

To achieve these targets, CRC Asia is in need of a Program Officer who will join its Secretariat.

Scope of Work

The Program Officer will be responsible for coordinating the development, implementation, and evaluation of the resource mobilization strategies and programs of the organization.

The Program Officer will be under the supervision of the Regional Executive Director and will work closely with the Program Manager.

Specific Responsibilities

The Program Officer is expected to:

- Coordinate the development, implementation, and evaluation of resource mobilization strategies for the achievement of the overall fundraising targets by:
  - Developing a fundraising action plan
  - Identifying possible funding sources and strategic partnerships based on evidence-based analysis
  - Organizing resource mobilization activities and initiatives
  - Establishing and broadening relations with potential and existing donors, including through networking, updating, and liaising, among others
  - Preparing and reviewing documents and reports related to resource mobilization and donor relations
  - Providing regular updates on fundraising duties and efforts
  - Analyzing and recommending improvements on resource mobilization strategies
  - Preparing communication materials showcasing the good practices, innovations, and fundraising initiatives of CRC Asia
  - Conducting research and interviews with different stakeholders, including CRC Asia member organizations, as necessary for resource mobilization;

- Assist in the overall work of the organization by:
  - Coordinating the organization’s volunteer/internship program
  - Serving as a focal person of one of CRC Asia’s projects
  - Working in close coordination with the Program Manager in ensuring the preparation and submission of reportorial requirements to funding partners
  - Building and maintaining partnerships with targets, partners, and beneficiaries
  - Drafting agreements with CRC Asia member organizations, service providers, and other partners
  - Keeping abreast of developments on child rights, especially in areas and themes in CRC Asia’s strategic plan
  - Traveling to and from meeting venues, banks, government offices, and other establishments necessary for the performance of duties
• Represent the organization in national, regional, and international meetings and other functions by:
  o Attending face-to-face and online meetings and other functions
  o Providing inputs to documents and discussions
  o Making and delivering presentations

Qualifications

Education
• A first-level degree (Bachelor’s degree or equivalent) in development studies, communication, social science, or related field is required.

Work Experience
• At least 5 years of experience in development work is required.
• Experience in the field of child rights is required.
• Experience in developing project proposals, grants, and other fundraising efforts are required.
• Experience in writing articles is required.
• Experience in conducting research and interviews is required.
• Experience in facilitation using participatory approaches is desirable.
• Experience in working at the regional level (Asia) is desirable.
• Experience in working for a coalition is desirable.

Language
• Fluency in English – written and verbal – is required.
• Fluency in Filipino – written and verbal – is preferred.

Competencies
• Communication (Level 3): achieves a fluent conversational style by using pauses, changes in volume, and changes in emphases; presents highly complex arguments, information and ideas in an easy to understand and memorable fashion; during formal public speaking, presents in a highly engaging and informative way; holds the attention of the audience throughout to drive home the required message convincingly; anticipates and responds to the needs of an audience, adapting content and style to suit them; responds quickly and effectively to unforeseen questions or challenges; establishes credibility quickly and effectively; projects confidence and authority with highly knowledgeable audiences even when the subject matter is unfamilied or unprepared; develops points and arguments from initial simplicity to final comprehensiveness, giving the overall work a logical progression of ideas; considers the organization’s strategic objectives when formulating and delivering information
• Working with People (Level 2): considers how others’ perceptions of a situation may influence the way they behave; demonstrates an ability to interpret non-verbal or emotional signs; creates a sense of team spirit by encouraging harmony, cooperation, and communication; ensures that the contribution of others is recognized; communicates proactively and encourages others to share their views; consults others when decisions need to be made; recognizes others’ limitations and offers appropriate support, especially during difficult working periods; monitors the well-being of others and takes steps to help others deal with challenging circumstances; develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses and what may come naturally or less naturally to them.
• Drive for Results (Level 2): challenges self and own team or organizational area to achieve high levels of quality and productivity; emphasizes and systematically monitors own and others work efficiency; builds systematic and methodical processes into projects and work of self and own team; drives projects along by ensuring that team or department’s goals relating

to wider projects are consistently achieved; consistently achieves high-level results from project teams; ensures that systems and processes support the achievement of results; seeks to understand and anticipate the needs of external and internal partners; proactively engages with partners to seek their feedback; welcomes demanding goals, working through challenges to achieve success.

Considerations

The position is limited to Filipino nationals based in the Philippines.

Equal Employment Opportunity: CRC Asia follows the Philippine Labor Code and commits to equal employment opportunity. CRC Asia provides equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under national and local laws. Each person shall be evaluated on the basis of personal skill and merit.

Child Safeguarding Policy: CRC Asia is a child-safe organization and engages directly with children. CRC Asia shall not knowingly employ anyone who has been convicted or accused of crimes related to violations of human rights or child rights, including, but not limited to, committing sexual exploitation and abuse of children, child labor, child marriage, and other harmful traditional practices.

CRC Asia retains the right to review the criminal records to be submitted by the candidates, and will not consider applicants with a criminal history that conflicts with the mission, policies, and work of CRC Asia.

Duty Station

CRC Asia’s Secretariat office in Quezon City, Metro Manila, Philippines, with possibility of local and international travels

Contract Period

The contract period of this consultant post is from July 2021 until December 2021, with possibility of extension.

Compensation

Depending on qualifications, the monthly compensation for the position ranges from PHP 37,827 to PHP 46,233, inclusive of taxes.

Application Procedure

Interested applicants must submit a letter of interest, curriculum vitae, and at least two sample written materials to Amihan Abueva, Regional Executive Director of Child Rights Coalition Asia (secretariat@crcasia.org) on or before 15 May 2021.

Interviews will be scheduled starting 1 June 2021.

Please be advised that only shortlisted applicants will be contacted.