



## **Consultant Description**

### **Integrated Community Development Program, Ghana**

**Location:** Fielmuo, Upper North Region, Ghana

#### **Purpose / Project Description:**

Since 2001, the Vibrant Village Foundation has implemented an integrated development program in the community of Fielmuo, which is approximately a 150km drive north of Wa, Ghana. This community of around 20,000 suffers from acute water shortages, limited sanitation infrastructure, insufficient food supply, and poor health services. Few if any other NGOs work in this area, which borders Burkina Faso.

To date, the Foundation's program has provided clean drinking water and sanitation improvements for many communities in the Fielmuo catchment area, and is now poised to scale up its water and sanitation work, as well as expand its program offerings to include food security (via agriculture development) and expanded project offerings in livelihoods, health and education.

#### **Description**

As part of the Foundation's efforts to rebuild the Ghana program, the Consultant will lead two distinct objectives.

Objective One is to redesign the program to best serve the community's needs. This involves capturing past project accomplishments such as the work in WASH but with the goal of improving both scale of service delivery and sustainability of interventions, while searching for new project opportunities, first in food security and then in other sectors as opportunities present themselves.

Objective Two is to design the human resources and administrative systems to support Objective One. Once the programmatic strategy is determined, the Consultant will design and propose the systems and staffing required to ensure programmatic success. This will include reviewing and revising if necessary current administrative, financial and HR systems. It will include constructing a strong M&E system for capturing project accomplishments. And finally, the Consultant will lead the team building process, including terminating and recruiting staff as required.

#### **Consultant Activities**

- Meet with Vibrant Village Foundation staff to learn about program and administrative practices and policies, understand the broader foundation-level program strategy and vision and to learn about foundation resources and support functions.
- In order to fully assess and understand the current development situation in Fielmuo, and to document gaps and opportunities for intervention, the Consultant will begin a process of community conversations and assessments to inform program design. This will include but not be limited to participatory rural assessments, as well as more specific assessments around water and sanitation, food security and agricultural production, health and health care services, and livelihoods & economic development.
- Based on findings from assessments and conversations, draft comprehensive proposal which will include narrative and cost proposal (templates provided by Foundation) and include detailed logical framework & monitoring plan, and workplan.
- Upon approval of proposal, begin implementation of project activities and if time allows, prepare initial quarterly narrative and financial reports.
- Ensure that program design incorporates participation of the most vulnerable, women and persons with disabilities at both the consultative and project levels.

- Conduct audit of administrative and financial functions and systems to ensure Ghana office and programs conform to Vibrant Village Foundation policies. Revise systems as required to improve program delivery and quality.
- Identify and retain high performing staff. Recruit and orient new staff as required.
- Lead the process to reintroduce Vibrant Village Ghana's programs to broader community and government.

### **Consultant Deliverables**

- Initial report based on summary of assessments, outlining program opportunities. (Due 30 days after start)
- One-year proposal, including log frame and monitoring plan, narrative and budget. (Due 60 days after start)

**Timeframe/Schedule:** The Consultancy will last for between 3 and 6 months.

**The Consultant will report to:** Senior Director Programs & Partnerships

**The Consultant will work closely with:** Vibrant Village Foundation US based staff. Consultant will manage all staff in Ghana during the assignment.

### **Required Experience & Skills**

- 3-7 years in various capacities of NGO program management, experience in West Africa a plus.
- Experience managing program start up, including team building, assessments and scoping, program design and proposal writing, budget creation, establishment of M&E systems, financial administration and general office management.
- Experience in technical sectors such as WASH, Agriculture, Food Security and/or Public Health.
- English fluency required; Fluency in local *Dagarre* language highly encouraged.
- Strong computer literacy and ability to apply new IT applications to programmatic challenges.

### **Living Conditions:**

The position is based in Fielmuo. This is a very remote part of Ghana, with few if any basic services. Consultant must be prepared to spend majority of assignment in Fielmuo basic living conditions. However, the Consultant may choose to co-locate in Wa, which is about a 1.5 hour drive from Fielmuo. In Wa, there are basic services such as health clinics, as well as restaurants, banks and grocery stores. However, at present the closest airport is located in Tamale, a 4-hour drive from Wa. The Foundation provides basic housing in Fielmuo where the Consultant can locate during the workweek. This location has running water, electricity, internet and the option to hire a cook. The Consultant will travel using Foundation vehicle and driver during the assignment.

### **To Apply:**

Please send one-page cover letter and resume to [info@vibrantvillage.org](mailto:info@vibrantvillage.org) with the subject line: **Ghana Consultancy**. Applications will be accepted until 30 November, 2017, on a rolling basis. We will only contact those applicants chosen for an interview. Applications should last three daily rates for a consultancy. Applicants will be required to provide references of their last three consultancies if they are short-listed.

*We value a diverse workforce and extend equal opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or any other status protected by law. Reasonable accommodation may be made to enable people with disabilities to perform essential job functions.*

**Thank you for your interest!**