

**Term of Reference  
Grants Coordinator  
(PKWT Modality - Bogor Based)**

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**Overall Purpose of the Position:**

Manages the process of giving grants from various donors ensuring that grantees are qualified, their projects are aligned to the purpose of the donor and supports the strategies of Samdhana in a manner that is fair, efficient, effective, financially sound, and sensitive to Indigenous People/ Local Community (IPLC).

**Role:**

Grants Coordinator

**Report to:**

Head of Grants Program

**Responsibilities:**

**Management of Funds intended for Grants**

- a. Coordinates with the Donor on the requirements of the grant fund and the details of the agreement;
- b. Ensures the projects supported by the grant fund conform with the Donor's requirements;
- c. To ensure that the grants review and selection process in a manner that is responsible, professional, fair, financially sound, participatory, and sensitive to IPLC needs, in accordance with Samdhana policies and procedures;
- d. Assist the project proponents in project development and preparation with assistance from the Finance Unit and Capacity Development Unit;
- e. Follow Samdhana's general Standard Operating Procedures (SOPs) for Grants Making process from the call for proposal, assessment of proponents, receipt of proposals review, approval, contracting, monitoring, reporting, grant project assessment and analysis;
- f. Communicate and coordinate with project proponents as needed;
- g. Ensure that grants are disbursed and received by the grantees in a timely manner and as per the contract any other requirements are received by the grantees;
- h. Occasionally checking in with Samdhana's internal project managers/ project coordinators to update the projects' implementation and/ or grant funds allocations.

**Monitoring and Evaluation**

- a. Regularly monitors the progress of the grantees, provides capacity development/ mentoring/ accompaniment on finance and project management to the grantees as needed, and reports to the Grants Program Head;
- b. Review the narrative report of the grantees to ensure the report well captured the activities supported by the grant funds and consists of data needed by the Knowledge Management Unit;
- c. Monitors and evaluates the impact of the grants on the grantees and the communities;
- d. Coordinates closely with the Knowledge Management & Resources Development Unit to ensure regular monitoring, assessment, and analysis of the grants and the project and ensure project progress is communicated to stakeholders.

**Coordination**

- a. Closely coordinate with Capacity Development Unit regarding addressing the capacity needs of the grantees;
- b. Closely coordinate with the Living Land and Seas Unit regarding areas of the units site projects where small grants can support;
- c. Closely coordinate with the Policy Support Unit regarding issues, concerns, proposals drawn from small grants assessments and analysis;

- d. Closely coordinate with the Knowledge Management & Resources Development Unit to provide assistance and inputs from small grants learnings when developing projects to raise funds;
- e. Closely coordinate with the Management Support Unit regarding the grant-making process's support requirements.

**Others**

- a. The Grants Coordinator may occasionally need to travel to monitor the grant's ground implementation, provide capacity building needs of the grantees, and/ or ensure the reporting is well equipped with the donor's requirement.
- b. Perform other tasks assigned by the Head of Unit/ Deputy Executive Director

**Working Relationships:**

Internal: DED, All Units

External: Grantees, Donors, Advisers, Consultants

**Qualifications:**

Education:

Bachelor's degree in business administration, finance, economics, or a related field. Experience in grant management in lieu of educational background is accepted.

Experiences

- o Excellent verbal and written communication skills.
- o Minimum of five years of professional work experience at national or international organizations or development organizations.
- o Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheets, data analysis (pivot tables), and database packages.

Knowledge, Skills, Abilities, and Work Attitudes:

- o Demonstrated ability to work independently, under pressure with limited guidance, take initiative, ability to manage difficult and challenging circumstances, and problem-solving.
- o Strong interpersonal communication skills and teamwork, able to work with diverse people, excellent organization, and communication skills with various stakeholders.
- o Demonstrated competence to assess priorities, managing a variety of activities in a time-sensitive environment, and meeting deadlines with attention to detail and quality.
- o Team player and able to provide flexible work manner and schedule.
- o Willing to travel to remote areas as needed.

Terms and Conditions

- o Fulltime employment after a satisfactory assessment
- o The duty station is in Bogor, Indonesia
- o Start date: immediately.

Application procedures

- o Only shortlisted candidates will be contacted.
- o Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to [hrd@samdhana.org](mailto:hrd@samdhana.org) at **the latest on 24 July 2023**.
- o Please indicate the position in the email subject line and type your cv title in the following format: (Name)\_(Position)