Terms of Reference

Private Sector Partnerships Coordinator

About ACTED

" We go the last mile. Founded in Afghanistan, against the backdrop of a forgotten crisis, Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. Millions of vulnerable people around the world need humanitarian assistance today, and hundreds of millions will need it tomorrow, in the face of the growing threat of climate change. We believe that our assistance must be conceptualised and delivered within the framework of people's natural environments, and the territories on which they depend. Therefore, Acted pursues a triple mandate as a humanitarian, environmental and development aid actor, contributing to the relief, stabilisation, and recovery of crisis-affected people in fragile areas. This vision is guided by the motto "Think Local – Act Global" - reflecting the need to rely on a deep understanding of local territories and contexts to develop and implement actions based on local knowledge, structures and capacities. This local thinking contributes to a global response - running through all Acted programming and operations - as we work together towards the building of a 3ZERO world: a world with Zero Exclusion, Zero Carbon, and Zero Poverty".

Greening strategy:

Acted's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each Acted employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

Acted PSEAH Policy:

The Private Sector Partnerships Coordinator has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). The Private Sector Partnerships Coordinator has the obligation to complete all mandatory trainings related to the Code of Conduct and the PSEA policy and report any safeguarding concern such as breaches of organisational policies or codes of conduct according to Acted's procedures. The Private Sector Partnerships Coordinator carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

Job PURPOSE

The Private Sector Partnerships Coordinator is responsible for developing and managing Acted Syria's engagement with the private sector as a core pillar of its funding strategy alongside institutional and climate funding, co-investment and support for community-centred programming. The Coordinator builds mutually beneficial business-oriented partnerships that help companies operate and grow in Syria, in line with Acted's 3ZERO strategy. The Coordinator develops partnerships with multinational and local companies, offering business-oriented solutions that help them operate and grow responsibly in Syria. Working through service agreements or other collaboration models, the Coordinator leads Acted's engagement with the private sector on areas such as community engagement, local hiring and skills, supply chains, and the local services and infrastructure that company operations depend on. Where private actors wish to implement positive projects in the areas where they operate, the Coordinator also supports them to build community acceptance, while mobilizing resources and strengthening local skills systems and economic opportunities. :. He/She leads strategic planning, business development, partnership negotiation and technical guidance in this area, and works closely with the Program Teams, the Project Development and MEAL departments, and Acted's FLATS functions. He/She proactively contributes to fundraising by identifying and converting private sector opportunities and by proposing new project ideas, approaches and strategies within his/her area of focus, in line with Acted's policies and principles.

CHAIN OF COMMAND

Under the authority of:

- Deputy Country Director – Programs

Responsible for:

- Consultants (if any)

WORKING RELATIONS

Internal Relations:

- Country Director
- Deputy Country Director - Operations
- Area Coordinators
- Project Managers
- Project Development Department
- MEAL Department
- Technical Coordination Unit (including FSL, Water and Environment and Economic Recovery & Resilience TC)
- Acted Global Technical Staff

External Relations:

- Private sector actors: companies, investors, business associations, regional and diaspora business networks
- TVET institutions, training centers and relevant authorities
- Financial service providers and microfinance institutions
- Donors and financing institutions (institutional, blended and development finance)
- Other I/NGOs, UN agencies and relevant cluster and sector working groups

OBJECTIVES

1. To develop and implement a private sector engagement and resource mobilization strategy for Acted Syria that clearly sets out what Acted offers (community acceptance and trusted access, conflict-sensitive implementation, skills and employment expertise) and what it seeks in return, and that raises Acted's profile as a credible, principled partner for responsible business in Syria.
2. To secure private sector funding, co-investment and in-kind support by building and managing a pipeline of partnerships that deliver a win-win for communities and for private partners.
3. To strengthen TVET systems and skills-to-jobs pathways in Acted's areas of, define coherent implementation modalities, tools and methodologies, provide technical support to economic recovery and climate finance projects involving private partners, and build the capacity of relevant staff.
4. To ensure every private sector partnership is community-anchored, conflict-sensitive and compliant, protecting Acted's independence and in line with Acted's policies and principles.

DUTIES AND RESPONSIBILITIES

1. Private Sector Partnerships and Resource Mobilization

1.1 Strategy Planning

- Lead the development, and annual update, of Acted Syria's private sector engagement strategy in collaboration with the Country Director, the Deputy Country Director – Program, aligned with Acteds strategic priorities and with the sector strategy on economic recovery and employment pathways.
- Map and prioritize target sectors and companies and analyze each actor's interests, risks and expectations.

1.2 Business Development and Fundraising

- Own the private sector pipeline from first contact to signed agreement: identify, approach, qualify and track prospects, and report regularly to Country Director and Deputy Country Director – Programs.
- Develop tailored pitches, concept notes and partnership proposals that show how a project serves both community needs and the partner's interests.
- Identify and pursue funding structures that combine private and institutional resources (co-financing, blended finance and development finance instruments).
- Contribute to institutional donor fundraising for the economic recovery and development portfolio (in

coordination with the relevant Technical Coordinators) by identifying new funding opportunities and proposing project ideas, approaches and strategies.

1.3 Due Diligence, Risk and Compliance

- Conduct and document due diligence and screening of prospective partners (ownership, reputation, human rights and conflict-sensitivity, sanctions and legal compliance)

2. External Positioning and Project Development

2.1 External Relations

- Act as a key Acted representative with private sector actors, TVET institutions, financial service providers and relevant authorities, and in business economic development vis-a-vis project stakeholders, including donors and partners.
- Ensure effective coordination and collaboration with NGOs, civil society organizations, community groups and government counterparts working on topics relevant to Acted programming, including TVET and skills development, MSME and enterprise development, financial inclusion and market systems development.
- Identify opportunities to collaborate with other organizations, research institutions, learning platforms and formal and informal networks.

2.2 Project Development

- Collect, analyze and disseminate primary and secondary data on labor markets, market systems and private sector development in Syria, including employer skills demand and company investment interests, to support evidence-based project development and anticipate new trends and needs. This includes mapping companies' CSR and ESG commitments, corporate foundations, and the Gulf, Turkish and diaspora investors now entering Syria, as well as private pooled funds (e.g., CoAction's PSHA) and development finance institutions (e.g., the World Bank and IFC).
- Provide technical inputs into the design of needs assessments led by program field teams and/or MEAL teams, in coordination with relevant Technical Coordinators.
- Develop and maintain standard partnership tools, including MoU and partnership agreement templates, pitch decks to enable consistent and timely engagement with private sector partners.
- Ensure alignment with Acted's private sector engagement strategy, coordinating regularly with HQ private sector colleagues on approaches, tools and partnership opportunities

3. TVET Systems Strengthening and Technical Leadership

3.1 Employer-led TVET and Skills-to-Jobs

- Lead Acted Syria's approach to TVET systems strengthening, placing private sector demand at its center: apprenticeships and work-based learning, recognized certification, placement and local hiring pathways.
- Build partnerships between TVET institutions, training centers and authorities on one side and the private actors that need skilled labor on the other, linking each partnership to community priorities and to access for vulnerable groups.
- Ensure TVET interventions integrate decent work and employment pathways and gender inclusion, and meet recognized standards.

3.2 Technical Leadership

- Identify the needs of existing businesses, such as skills, local hiring, suppliers and local services, and respond with tailored business solutions, including service contracts with local companies and multinationals.
- Work closely with the FSL Technical Coordinator, who leads Acted's wider TVET programming, so that company needs identified by this role feed into TVET projects where relevant.
- Ensure that service contracts and business solutions are delivered with sound targeting, participant selection, progress monitoring and results reporting to partners, in close collaboration with project managers and MEAL staff.
- Provide technical support for implementation modalities and methodologies of projects with TVET, enterprise development, MSME or market systems components (technical specifications, geo-targeting, registration and selection of beneficiaries, support provision schemes, progress monitoring and impact evaluation), in close collaboration with project managers and MEAL staff.
- Provide technical guidance on access-to-finance where they link to private partners, such as matching grants, revolving funds and links to microfinance institutions and financial service providers.
- Lead on investor-backed revolving fund models, where programme activity generates cash that is reinvested to expand the programme, as part of Acted's private sector engagement.Coordinate with the

FSL and Recovery & Resilience Technical Coordinator on linkages to climate adaptation, sustainable agriculture, food systems and climate finance.

- Facilitate the planning and integration of sound employment and economic development strategies into Acted's area-based programming, in coordination with relevant Technical Coordinators, to strengthen local economies and employment opportunities.
- Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events and conferences.

4. Internal Coordination and Staff Capacity Building

4.1 Coordination

- Lead Acted Syria's private sector engagement approach as part of the country strategy, ensuring every business partnership and service contract is guided by the 3ZERO lens (zero exclusion, zero carbon, zero poverty) and benefits communities inclusively.
- Work closely with the FSL/Livelihoods TC and the Resilience & Recovery TC so that business needs and opportunities identified with companies feed into our TVET, small business and market systems programming, and so that our programming can respond to them.
- Organize regular coordination with Technical Coordinators, Project Development and Area Coordinators to share private sector leads, align on approaches and agree who leads on each opportunity.

4.2 Staff Capacity Building

- Brief and train project managers and area coordinators on private sector engagement, partnership standards and TVET good practice, drawing on Acted Global and external sources.
- Collect, review and validate existing guidance and training materials, and develop new tools as needed (e.g. pitches, due diligence checklists, SOPs, and ToRs for consultants and evaluators).

KEY PERFORMANCE INDICATORS

- % annual budget increase/decrease in the private sector portfolio as compared to previous year
- Number of quality concept notes and proposals submitted, and conversion rate to signed agreements
- Number of technical documents and tools produced (strategies, guidance, checklists, methodologies), number of staff trained, and % of trained staff with improved capacity
- % of projects with private sector components meeting implementation targets (timeliness, quality and target achievement)
- Number of active strategic partnerships with the private sector and % change as compared to previous year
- Number of staff trained on private sector engagement and partnerships development

QUALIFICATIONS

- Bachelor's degree required and above; Master's degree in international development, business, economics, public policy or a related field is an advantage
- Fluent English and Arabic (written and spoken);
- Excellent writing and communication skills;
- At least 6 years' relevant professional experience in development, early recovery or social impact work, including at least 4 years in private sector engagement and partnership building;
- Demonstrated experience in project proposal development and private sector engagement
- Strong knowledge of TVET systems strengthening, including employer engagement, apprenticeships and work-based learning, curricula and certification, preferably in fragile or transitional contexts
- Proven external engagement expertise: stakeholder mapping, pitching, negotiation and representing an organization to external audiences, including businesses, donors and government counterparts
- Familiarity with the humanitarian system and coordination architecture, and ability to understand donor and governmental requirements;
- Experience providing technical guidance, capacity building and training to program teams;
- Direct experience in access-to-finance / financial inclusion programming or private sector partnership building is an advantage;
- Previous work experience in Syria and/or the MENA region is an advantage;
- Ability to work under pressure in a high-pace and multi-cultural environment;
- Good organisational and prioritisation skills;

- Strong interpersonal skills;
- Proficiency in Microsoft Office (Excel, Word and PowerPoint);
- Ability to travel across Acted's areas of operation in Syria as required;

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form: Private Sector Partnerships Coordinator 18.Nov.2026 – Fill in form