

TERM OF REFERENCE

Country Project Coordinator – Emergency / FSL

About Acted

Acted is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. The commitment of Acted and if our teams are guided by 4 core values: (1) Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. (2) Impact: we are committed to having the most sustainable impact on the communities and the people with whom we engage. (3) Enterprising spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. (4) Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions, and advocacy.

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 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 **FSL / Emergency Country Project Coordinator** has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). The **FSL / emergency Country Project Coordinator** has an obligation to complete all mandatory training related to the Code of Conduct and the PSEAH policy and report any safeguarding concern such as breaches of organizational policies or codes of conduct according to Acted's procedures. The Protection Advisor carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

LOCATION: IDLIB

START DATE: 15th Of November 2026

CHAIN OF COMMAND

Under the authority of:

Deputy Country Director - Operation

Line Management:

non

WORKING RELATIONS

Internal:

- FSL/Emergency Project Manager
- Capital and Base Finance, Logistics, Administration and Transparency (FLAT) Teams.
- Program Development & Reporting Department
- Monitoring, Evaluation, Accountability and Learning Unit (MEAL)

External:

- Project donor
- Ministries, Municipalities and local Authority
- Institutions
- Partner INGOs
- FSL/CWG Working Groups
- FSL/Emergency partner INGO/ Working Group

- Local / International NGOs / UN Agencies active in the area
- Related Sector

OBJECTIVES

1. Ensure Technical Quality and Compliance:

To ensure that all FSL/Emergency interventions are technically sound, contextually appropriate, and in line with humanitarian standards and organizational guidelines, including the development and review of BoQs, designs, and technical specifications.

2. Provide Technical Leadership and Support:

To offer ongoing technical guidance and support to Project Managers and field teams, ensuring consistent implementation quality across all operational areas and facilitating capacity building as needed.

3. Coordinate and Represent at Strategic Level:

To represent the organization in relevant national and sectoral coordination forums , Technical working groups (e.g., National FSL Cluster, CWG, ...) and sectors, and engage effectively with donors, government authorities, and partners to align strategies and enhance collaboration.

DUTIES AND RESPONSIBILITIES

1. Project Implementation Follow-up

1.1. Project Planning

- Ensure timely organization of project kick-off and close-out meetings
- Ensure that all projects have an implementation strategy and work plan
- Together with Area Coordinators and Project Managers, plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

1.1. Project Implementation Follow-up

- Oversee the implementation of projects ensuring that technical requirements and quality standards are considered and respected during project implementation
- Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points
- Monitor output achievement, cash burn rates and ensure a timely completion of projects through review of PMFs, BFUs and project reports
- Ensure that contractual obligations are met in terms of project deliverables

1.2. Project Quality Control

- Ensure the application of a practical field-based M&E system/plan for each project
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- Advise Area Coordinators and Project Managers to adapt projects according to monitoring and evaluation findings
- Advise on and assist with project reviews conducted by AMEU
- Together with the AMEU team, ensure capitalization of best practices and lessons learnt for projects in the area of operations

1.3. Implementing Partners

- Support the Project Managers to regularly review partnerships with implementing partners and ensure that any issues or disputes are resolved in a timely manner.

- b) Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with Acted and donor requirements
- c) Lead review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration

1.5. External Relations

- a) Establish, maintain, and improve active and regular working relationships with local authorities and obtain required authorization and buy-in for Acted's activities
- b) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project implementation
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner

2. Administrative and Operational Management of Project Implementation

2.1. Finance

- a) Review the project BFU(s) to avoid underspending
- b) Ensure accurate budget forecasting and expense planning

2.2. Logistics

- a) Contribute to the development of project procurement plans
- b) Contribute to quality checks and procurement committees to finalize suppliers' selection according to applicable scenario
- c) Ensure timely procurement and adherence to rules of origin and nationality

2.3. Administration/HR

- a) Participate in the transparent and timely recruitment of project staff (developing organigrams, ToRs, elaborating recruitment tests)
- b) Proactively support Project Managers and Area Coordinators to adapt the project staffing structure to needs and funding
- c) Ensure regular performance appraisal and career management of project teams
- d) Ensure a positive working environment and good team dynamics
- e) Manage interpersonal conflicts
- f) Ensure capacity building among project staff

2.4. Transparency/Compliance

- a) Ensure project records and documents (FLAT files, beneficiary lists, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to Acted procedures.
- b) Ensure staff awareness and respect of Acted's code of conduct and FLATS procedures

2.5. Security

- a) Together with the Security focal points, assess risks in the areas of project implementation and develop context specific MOSS and SOPs
- b) Ensure that project teams are aware of security threats and follow Acted security policies, MOSS and SOPs accordingly

2.6. Implementing Partners

- c) Support the FLATS team, Project Managers to ensure adherence to Acted's policies and procedure, arranging training and induction as required

- d) Ensure that all budgetary issues between Acted and partners are addressed and that mutually beneficial solutions are agreed upon in a timely manner
- e) In collaboration with the FLATS team, review due diligence of partners or conduct new due diligence and develop appropriate time bound organizational development workplans
- f) Oversee the development of capacity building framework and action plans with full participation of partners
- g) Ensure partners provide all project documents required by Acted and its donors in a timely manner and according to Acted standards

KEY PERFORMANCE INDICATORS

- % of projects with up-to-date and accurate Project Management Framework (PMF) and expense forecast
- % of projects completed on time without the need for an NCE
- % projects completed within budget flexibility
- % of projects with contractual targets/indicators met
- % ineligible expenses on project budget lines
- Project records and documents (beneficiary lists, donation certificates, attendance sheets, payment sheets) available for all project activities
- % positive monitoring and evaluation reports (internal and external)

QUALIFICATIONS

- Bachelor's degree in economics, Business Administration, Social Sciences, Development Studies, Humanitarian Affairs, Agriculture, Food Security, or another relevant field.
- Minimum 5 years of professional experience in humanitarian or development programming, including at least 3 years managing cash-based interventions (Cash for Food, MPCA, Cash for Work, or other Cash and Voucher Assistance programs).
- Demonstrated experience in the design, implementation, and monitoring of large-scale cash assistance programs, including beneficiary targeting, registration, verification, distribution, and post-distribution monitoring.
- Proven experience coordinating with financial service providers (FSPs), banks, money transfer agents, or electronic payment systems.
- Proven know how in managing FSL/Emergency-related activities
- Advanced proficiency in written and spoken English
- Ability to travel locally and regionally, if necessary
- Familiarity with vulnerability targeting methodologies, household assessments, and cash transfer value calculations.
- Previous experience implementing MPCA under SHF, ECHO, BHA/USAID, or similar donor-funded program.

How to Apply:

If you meet the requirements and are interested in this role, please use the link below to access and complete the application form.

[Country Project Coordinator – Emergency / FSL 14.10.2026 – Fill in form](#)