



Terms of Reference

Sub-granting Officer

Contract duration: 1 year renewable

Project duration: 36 months of which 24 remaining

Contract starting date: as soon as available, preferably immediately

Duty station: Wete, Pemba Island, Zanzibar Archipelago, Tanzania

Supervisors: Project Manager (PM)

Liaison to/in collaboration with: Senior project advisors, junior project staff, admin department

Working hours per Week: 40

Working Days per Week and Time Schedule per Day: Monday to Friday. Saturday if necessary.

General background:

Oikos East Africa, a not-for-profit conservation organisation registered in Tanzania and Zanzibar, is hiring a Sub-granting Officer to support the PURE project - Pemba Urban Resilience through Ecosystem-based Approaches. The project is funded by the European Union.

The project's overall objective is to make the main urban areas of North Pemba safe, inclusive, resilient, and sustainable. Its specific objective is to enhance urban resilience and the delivery of accessible public services, including water, sanitation, and waste management, for urban communities in Wete and Micheweni districts.

The project focuses on improving the living conditions and resilience of the urban residents of the Pemba North Region, targeting the urban wards of Wete District (population 35,000 as of the 2022 census) and the 24,000 residents (2022) of the urban wards of Micheweni, Konde, Tumbe Mashariki, and Tumbe Magharibi in Micheweni, which is the least developed district in the Zanzibar archipelago.

The project expected outputs are:

- O1: Improved capacities and facilities for the provision of water and sanitation services in Wete and Micheweni districts.
- O2: Improved capacities and facilities for urban waste management in Wete and Micheweni districts.
- O3: Improved capacities of Wete and Micheweni government authorities for urban integrated management.
- O4: Improved access to green and public spaces in Wete and Micheweni urban areas.
- O5: Increased capacities and facilities for economic development and community-based interventions in Wete and Micheweni districts.

General duties:

The Sub-granting Officer will oversee the management and coordination of the activity on **Sub-granting to grassroots organisations** under the Pemba Urban Resilience through Ecosystem-based Approaches (PURE) project. The action intends to provide financial support to local Pemba-based CSOs to increase the opportunities for economic development and jobs creation in the management of the urban local facilities and community-based interventions.

Requirements:

- A Bachelor's degree in business administration/management, accounting, or social sciences.
- Minimum five years of professional experience in grants management, partnerships, and/or capacity building of local partners.
- Experience in managing sub-grants.
- Familiarity with working in community-based development projects.
- Adaptable to various work environments, including remote, field-based, and office settings.
- Ability to travel to the project locations
- Ability to work within a team, proactively and independently
- Good personal organisational, coordination, and communication skills, including time management, and ability to meet deadlines. Ability to work with diverse stakeholders, including local CSOs, community leaders, and government authorities.
- Good knowledge of English communication skills, both written and verbal
- Good working knowledge and skill on computer especially in MS software

Responsibilities of the Sub-granting Officer:

- Collaborate closely with the Project Manager (PM) and junior project staff in the planning, coordination, and management of sub-granting activities. Ensure all processes comply with EU, Oikos, and OEA guidelines and protocols, including compliance with eligibility, evaluation, and reporting requirements.
- Prepare and widely advertise calls for proposals targeting Pemba-based civil society organisations (CSOs) and community-based organisations (CBOs), to encourage local economic development and job creation through community-based initiatives.
- Assist in mobilising CSOs and CBOs for participation in project activities, including training, workshops, and meetings related to activities design, implementation, reporting and grant management best practices.
- Coordinate the screening of subgrant proposals, ensuring eligibility checks and evaluation are conducted according to the guidelines, and present proposals to the Selection Committee.
- Lead the organisation and administration of the Selection Committee, ensuring a transparent and unbiased evaluation process, and manage all communications with applicants.
- Draft subgrant contracts, ensuring they include the required reporting obligations such as Midterm and Final Reports, financial documentation, and compliance with EU visibility guidelines.
- Provide ongoing support and guidance to subgrantees, ensuring compliance with financial and programmatic requirements, including project implementation, monitoring, and reporting.
- Contribute to the development and monitoring of project work plans and timelines related to sub-granting.
- Oversee the management of financial resources allocated to subgrantees follow proper financial management practices, including audit preparation and maintaining detailed expenditure records, ensuring they comply with the internal procedures of Oikos East Africa (OEA) and the EU's financial and administrative guidelines.



- If needed, assist in overseeing petty cash management related to project activities, ensuring accurate documentation and adherence to internal financial controls.
- Liaise with external suppliers and subcontractors to ensure the timely and cost-effective procurement of goods and services for subgrantee activities.
- Assist in monitoring and evaluation of subgrantee activities, ensuring project indicators are being met, and addressing any challenges that arise during implementation.
- Support data collection efforts to track project indicators and measure the impact of subgrant activities on the ground. Ensure the quality and timely implementation of projects.
- Report to the PM on the progress of the subgrants, including challenges and recommendations for improvement.
- Perform other duties as required by supervisors to ensure the smooth functioning of the sub-granting component within the project.

Reporting:

- Prepare regular reports on the sub-granting activities, including monthly updates, midterm, and final reports on subgrantees' progress, ensuring accuracy and clarity.
- Maintain detailed records of the sub-granting process, including application evaluations, Selection Committee decisions, and project outcomes.
- Review and consolidate field reports from the teams involved in sub-granting activities.
- Contribute to the final project report with relevant subgrant data and analysis.

Interested applicants should send their applications and a cover letter to administration@oikosea.org by the 18th of October 2024.