



HUMANITARIAN RESPONSE VOLUNTEER POSITION DESCRIPTION

Position Title: Needs Assessment and Grants Coordinator

Department: Field Operations

Reports To: Humanitarian Response Team Leader or respective Country Director

Time Commitment: 2-5 weeks - Volunteers can expect to deploy for a minimum of between two and five weeks, although the ability to deploy for longer is warmly welcomed.

Position Summary: The Needs Assessment and Grants Coordinator will report to the Humanitarian Response Team Leader or Country Director for the coordination of humanitarian needs assessments and grants coordination during a humanitarian response deployment.

Essential Duties and Responsibilities:

- Design and lead the conduct of data-gathering through surveys, focus groups and other means that provide the basis for humanitarian response and program design.
- Identify and explore new technologies for data collection, data analyzing, evaluations and project impact assessment.
- Specifically assess the primary, secondary, and tertiary health care needs, as well as capacities within existing healthcare structures, and identify potential partnership opportunities.
- Assess the availability of pharmaceuticals, medical technology, and medical supplies.
- With support, identify and assess potential funding mechanisms.
- Responsible for the production and review of concept papers, proposals and reports for all new and ongoing projects.
- Monitor, analyze and develop situation reports on the humanitarian situation in country for a variety of key audiences (e.g. partner organizations, Clusters, government officials and donors).
- Partner with other humanitarian agencies to gather and share data, plan and evaluate humanitarian programs for gap analysis and to ensure the latest findings, lessons learned, sociopolitical factors, and cultural and gender norms are incorporated.
- In coordination with program personnel, gather project information for the preparation of reports.
- Develop systems and standards for regular program monitoring and reporting to ensure timely and effective implementation as measured against objectives and indicators.
- Ensure regular inputs for the grants management process and compliance with MTI and donor regulations by reviewing all technical reports prepared by technical field staff and program technical advisors.

- Build and maintain relationships with UN agencies, NGOs, governmental officials, local authorities and the media to ensure the effective exchange and dissemination of current information.
- Support organizational and programmatic learning across the country program.
- See opportunities for joint needs assessments, including MIRA and inter-agency MSNAs.
- With support, assess the security situation and environmental factors affecting humanitarian access and program implementation.
- Build the capacity of program personnel's reporting and technical writing skills.
- Commitment to the values and principles of MTI.

Experience:

- Relevant post-graduate degree.
- At least five years relevant humanitarian and preferably health programming experience.
- At least three years of M&E technical expertise, including indicator development, study design, data analysis, and experience using various M&E methodologies for humanitarian programs.
- Experience working on DFID, OFDA, UNHCR, and UNICEF funded projects.
- High-level communication and people skills. Excellent writing skills, articulate, good networker, able to negotiate between different stakeholders, and to represent MTI at high level forums.
- Demonstrable field knowledge and experience in monitoring and evaluation of programs including designing and implementing surveys.
- Experience in building staff capacity especially in data collection and report writing.
- Ability to design, roll out and maintain monitoring & evaluation tools and frameworks.
- GIS skills highly regarded.
- Proven ability to work in insecure or hardship environments.
- Experience managing, mentoring, and developing capacity of national personnel.
- Demonstrated ability to work well as a part of a multi-cultural and multi-disciplinary team.