**Canada Fund for Local Initiatives (CFLI) Project Coordinator 2015-16 Requirements**

The Embassy of Canada in El Salvador is offering a service contract for a Project Coordinator to coordinate the 2015-2016 Canada Fund for Local Initiatives (CFLI) Program in El Salvador.

**General terms of contract**

Under the supervision of the Canada Fund Manager, and in constant coordination with the Embassy MCO and Ambassador, the Canadian Embassy in El Salvador is looking for a part-time Canada Fund for Local Initiatives Project Coordinator with a suggested commitment of 35-40 hours per month for a period of six months (entire project cycle). The CFLI Project Coordinator will report directly to the Embassy of Canada in El Salvador.

The CFLI Project Coordinator will need to work independently from outside the Embassy and therefore would need to have their own essential equipment, including a computer, Internet access and a cellular phone.

The CFLI Project Coordinator would also be required to visit the Embassy on a regular basis in order to effectively consult with officials, and manage and administer between 4-6 projects, worth over 50,000 CAD.

The total payment for this contract will be CAD 7,500.00 (or its equivalent in US dollars). Specific payment details will be discussed with the selected provider, but it is foreseen that the money will be paid in various installments upon completion of project milestones. Depending on the quality of the services rendered, it may be possible to renew the contract.

The service provider will be required to travel within El Salvador to visit projects, attend and monitor project activities and meet implementers and beneficiaries. A minimum of two field visit per project will be required over the implementation phase, and a final visit for closing events. All travel-related expenses should be covered by the CFLI Project Coordinator. The Embassy of Canada in El Salvador or the CFLI will not cover additional costs apart from the established contract amount.

The service provider is subject to a security clearance before initiating services for the Fund.

Tentative start date: October 2015

**Description of services to be rendered:**

The CFLI Project Coordinator will be responsible for managing all aspects of the Fund, in-line with CFLI Guidelines, including:

* Identifying local projects and agencies which could benefit from the Canada Fund for Local Initiatives, and promoting the Fund.

 Assisting local organizations prepare project proposals and supporting documentation for submission to the Embassy.

 Performing a pre-screening of project proposals in terms of their alignment with the Fund and mission priorities; potential impact on the recipient community (including women and environmental impacts); the management capacity of the implementing partner; and potential political, social and legal repercussions.

 Providing information and support to the CFLI selection committee, who makes final recommendations on project approvals.

* Preparing a Project Approval Document for each project recommended by the selection committee, for approval by the Ambassador.

 Preparing a Contribution Agreement for each project approved by the Ambassador, and facilitating

approval and signature of the document.

 Preparing all other external correspondence relating to the program.

* Preparing messages, pictures and material to feed Embassy’s social media channels to showcase good practices and Canadian support to El Salvador.
* Monitoring approved projects remotely (e-mail, telephone, etc.) on a regular basis as well as in-person (on-site visit) at least twice during the project implementation phase (October to February).

 Identifying and flagging problems with project implementation, financial management or other key aspects of the projects, making recommendations to the Embassy on corrective action, and implementing approved recommendations with the partner.

* Reviewing end-of-project reports from partners (in Spanish), and submitting them to the Embassy by the required deadlines.

 Preparing the end-of-project report for each project (in English), and submitting them to the Embassy by the required established deadlines.

 Contributing to the overall annual end-of-year Canada Fund report (in English).

* Preparing other reports as required, from time to time, on the status of the Fund.
* Preparing and presenting a final dossier containing all communications and documents related to the CFLI Program for 2015-16

 Other duties as required.

**The ideal CFLI Project Coordinator must have the following qualifications and skills:**

* Successful completion of an undergraduate university degree. Training in cooperation and development or related disciplines would be considered an asset.

 A sound knowledge of El Salvador’s challenges, as appropriate, in areas such as crime prevention and governance, particularly related to civil society, human rights and gender.

 Experience in the assessment, implementation, analysis and financial management of development projects.

 Knowledge of Canadian Government priorities on international development.

 Experience with civil society.

 Ability to work independently in an organized and well planned manner.

 Ability to prepare and write reports in proficient English.

* Great communications skills to communicate adequately with partners, beneficiaries and Canadian Embassy personnel in a kind and professional manner.

 Good knowledge of technological office tools, such as Word, Excel, Powerpoint, social media platforms and others.

 Excellent command of Spanish – oral and written.

 Proficiency in English–oral and written.

**How to apply:**

Those interested must send their CV with a cover letter **written in English only**, quoting the following information in the subject line: “CFLI CoordinatorEl Salvador 2015-16”.

The cover letter should include the following information:

1. Name, address, contact information such as: telephone, email, etc.

2. Knowledge related to the aforementioned aspects and experience in the field.

3. Previous professional experience.

4. Education and relevant training.

5. Other relevant experiences.

6. The reason why you think you are the most suitable service provider for this contract.

Closing date for applications will be **Thursday August 27th, 2015 at 11.59pm**.

Please send your application to: gracia.lopez@international.gc.ca

**Only candidates that meet ALL the above-mentioned requirements will be contacted for the next step of the selection process.**