



EMPOWERING YOUTH TOGETHER

TERMS OF REFERENCE

PROGRAMME COORDINATOR (Vacancy – Rio de Janeiro)

Deadline of submissions: 2024, April 20th

Organization: KIYO Brazil

Contract: MEI

Job starts: 2024, May 6th

Period: 01 Year

PRESENTATION

For over 20 years, KIYO is empowering children and youth in Belgium, Burundi, DR Congo, Brazil and the Philippines to contribute to a more just and sustainable world. We see youth as drivers of change because talent is universal, but opportunities are not. We do this by contributing to quality education, accessible vocational training, and active citizenship, directly and indirectly through strengthening the work of partners.

The KIYO team has around 30 staff members across the world. KIYO has a country office in Rio de Janeiro with 3 staff members. More information about KIYO can be found at www.kiyo-go.be. The Programme Coordinator (PC) reports directly to the Country Representative.

ROLE & RESPONSABILITIES

Facilitation

- Facilitates learning processes with partners (Mutual/Shared Capacity development)
- Facilitates learning processes with youth within and across the country (Youth2Youth, National Youth Advisory Board, etc).

Programme strategic planning

- Contributes to the design and development of programme strategies (DGD, EU, etc) in line with the overall KIYO strategic plan and Country strategic plan.
- Ensures that our own activities and the activities of the KIYO partners are in line with donor requirements and programme strategies to achieve programme outcomes and results.
- Coordinates the preparation and implementation of timely and cost effective operational work plans and budgets with the KIYO partners.

- Participates in the proposal development process for new projects/programmes.

Programme quality and compliance

- Coordinates the Monitoring, Evaluation, Accountability & Learning (MEAL) process with the KIYO partners.
- Reviews quarterly operational reports and annual narrative reports of the partners;
- Ensures the collation and timely submission of baseline, mid-term, end line evaluation, donor and other monitoring and evaluation related reports to the country representative as required.
- Ensures compliance with the KIYO Integrity Framework and disseminates good integrity practices to partners and the Country office.
- Conducts monitoring visits to KIYO partner activities.

Programme financial management

- Coordinates with the Finance team the effective programme financial management, including procurement, implementation, compliances, financial reporting and identification of risks.
- Supports the budget planning processes and regularly reviews budget versus actuals to ensure that programme funds are expended according to laid down procedures and plans.

MANDATORY REQUIREMENTS

- Bachelor's degree in the field of human sciences.
- 3 years' experience in managing the development of local, national or international projects and in managing relations with partners.
- Proven experience in planning, implementing and monitoring projects, writing reports, building partnerships and working with NGOs / civil society actors.
- Fluency in written and spoken English and Portuguese

OTHER QUALIFICATIONS

- Experience in quality management/monitoring.



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- Experience in project management in various locations.
- Social commitment
- Experience working on the themes of diversity, inclusion, the environment or the areas of social justice, protection of children's rights and youth.
- Coaching and Facilitation skills
- Excellent organizational skills and the ability to constantly multitask.
- Excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and community leaders.
- Willingness and receptiveness to attend meetings and partner trainings in peripheral and low-income neighborhoods in Rio de Janeiro and of the Baixada Fluminense.
- Creative and flexible problem-solving skills.
- Professionalism and diplomacy.

Product	Delivering date
Quarterly Revision of 3 partners operational reports	15/07/2024 15/10/2024 15/01/2025 15/04/2025
Revision of 03 annual narrative reports of the partners	31/01/2025
Provide inputs on the Moral Report of KIYO	15/03/2025
Develop 01 annual evaluation workshop (Reflexion workshop)	15/02/2025
Participate in 02 monthly calls with the Programme coordinators worldwide	Twice in a month
01 Follow-up meeting with each Partner	Monthly



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08 Workshops with Youth facilitating the International Exchange Youth2Youth	08 meetings in a three months trajectory
01 Integrity report + 01 risk analysis	15/03/2025

HOW TO APPLY

If you are interested in this position, **please send an email with the subject “KIYO BRA – PC Vacancy” with your CV in English, a motivation letter in English and three reference contacts to:**

marcio.costa@kiyo-ngo.be
Financial Responsible of KIYO Brazil

In case of doubts you can contact us by the email: marcio.costa@kiyo-ngo.be

You will find more information about KIYO Brazil in

[Brazil | KIYO NGO voor kinderrechten \(kiyo-ngo.be\)](#)

www.facebook.com/kiyobr