



Buea, 19<sup>th</sup> June 2019

## **TERMS OF REFERENCE (TOR) FOR PROJECT COORDINATOR AND PROJECT ASSISTANTS**

PROJECT: EMPLOYMENT PROMOTION FOR YOUTHS AT RISK IN MEME DIVISION - EPY

### **BACKGROUND**

Since the Anglophone crisis moved from public demonstrations to strikes and violent armed exchanges leaving over 240,000 people internally displaced, Reach Out has been actively involved in providing assistance to more than 200,000 internally displaced persons and affected communities in Fako, Meme, Manyu and Ndian Division.

### **PROBLEM STATEMENT**

Mbonge Sub-Division is at the core of the Anglophone crisis, being the most populated and most affected Sub-Division of the South-West by a considerable magnitude (estimates vary between 70,000 and 200,000 internally displaced persons residing in the forests of Mbonge, REO has confirmed at least 50,000 are staying in the area around “Three Corners, Ekombe”, which is not up to 40% of the Sub-Division)

Mbonge Sub-Division, before the crisis, was a fairly developed area and an agricultural center of cocoa and palm production. Economic activities were booming, and the youths have had access to higher education in Kumba and Buea. However these youths now have very few employment and entrepreneurial options. Girls also found themselves idle and without perspectives of future, and have adopted premature sexual and social behaviours.

We believe that the lack of access to credit and employment has played a role in these harmful behaviors, and that if the situation further deteriorates Mbonge will be depleted of its youths. This project is set to mitigate and reverse these tendencies.

### **PROJECT OBJECTIVES**

**Project Goal:** Provide Decent Work in conflict-affected communities by assisting internally displaced young men and women from Kumba, Small Ekombe and Big Ekombe to create businesses and find employment.

#### **Specific objectives:**

1. Establish a sustainable orientation centre for opportunity-seeking youths of Meme that provides counselling to at least 1,000 displaced youths, directly connects at least 40 of them to employment, and outlasts the project
2. Create a microfinance fund that provides at least 60 micro-loans to internally displaced youths in the target areas within a year, with an 80% repayment rate.

## 1. SPECIFIC TASKS FOR PROJECT COORDINATOR AND ASSISTANT

Plan and Coordinate the achievement of all project targets. Namely:

- Successful stakeholder mobilization
- Set-up Orientation centre for young job-seekers and entrepreneurs in REO's office in Kumba.
- Complete online courses on project management and mentoring within the first week of employment.
- Create partnerships with private institutions that can employ youths.
- Develop database of employable job-seekers
- Develop database of loan recipients
- Develop massive SMS system with assistance from I.T. consultant
- Set-up Loan Management Committees in Small Ekombe and Ekombe Bonji
- Target loan recipients and allocate loans according to vulnerability and business plan evaluation alongside Loan Management Committee
- Ensure timely repayment of all loans
- Assist in fundraising efforts by providing stories, pictures and calls for action for individual donors.
- Assisting in Managing GlobalGiving's online profile of the organization.
- Develop reporting tools and document all project activities according to standards
- Coordinate regular project planning and evaluation meetings
- Take part in all planning and evaluation meetings
- Respect Humanitarian Principles.
- General Office Management – Kumba Office
- Integration into other activities of REO within Meme (Short Assessments, coordination meetings, other humanitarian projects)

### Desired Background

- At least Bachelor's Degree on relevant field.
- At least 2 years of experience in relevant field.
- Information Technology Skills
- Counselling Background
- Basics of Project Management
- Listening skills
- Flexibility
- Care for the organizations' mission and the people we serve
- Willingness to learn
- Communication skills



## **Reach Out**

- Ability to work under pressure
- Leadership
- Negotiation
- Ease with basic arithmetic

### **REMUNERATION**

Contract length: 6 months

### **APPLICATION PROCEDURE**

Applicants are required to submit the following:

- An application Letter stating why you consider yourself suitable for the assignment;
- Personal CV highlighting qualifications and experience in similar projects;

Send to [hireing.reachout@gmail.com](mailto:hireing.reachout@gmail.com)

### **APPLICATION DEADLINE:**

The deadline for the application is the 12<sup>th</sup> of July 2019