

JOB PROFILE

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JOB TITLE: Cash Learning Partnership (CaLP) Capacity Building Officer - Asia	
DIVISION / DEPARTMENT / LOCATION: International/ Humanitarian Department (within CaLP consortium hosting arrangement) / Manila, Philippines	JOB FAMILY: Programme
SALARY: From £21,768 up to a maximum of £25,000 per annum, net	LEVEL: C2 Global
<p>OXFAM PURPOSE: To work with others to overcome poverty and suffering.</p> <p>TEAM PURPOSE: To ensure the adequate, appropriate, scaleable and multi-sectoral consideration of cash transfers in humanitarian emergency response.</p> <p>The Cash Learning Partnership (CaLP) is an interagency partnership that promotes the appropriate use of cash transfers in emergencies through capacity building, evidence based research and advocating for and engaging in developing policy around cash based programming. Founded in 2006, the CaLP has grown significantly since and from 2015 onwards, is likely to have staff strength of up to 20-25 full time staff, deployed to different parts of the world. Since 2012, CaLP has increasingly developed strategic partnerships at global and regional level and following an external review in 2013-14, a new global strategy based on a revised structure and membership of CaLP is being developed.</p> <p>In Asia, the CaLP regional support approach is hosted by one of its Steering Committee member agencies (Oxfam GB) and includes components of advocacy, capacity building and evidence-based research as well as support to coordination around cash transfer programmes (CTP). It does so by interacting with humanitarian stakeholders including the UN, NGOs, government representatives and the private sector. The Regional hub of Bangkok provides support to various country contexts within Asia (particularly the Philippines, Afghanistan, Pakistan, Myanmar and Bangladesh). The CaLP Asia Regional Capacity Building Officer will support this growth of the network from Bangkok in numerous capacities.</p> <p>See more at: www.cashlearning.org, http://www.cashlearning.org/capacity-building-and-learning/training and http://www.cashlearning.org/where-we-work/asia-1.</p> <p>JOB PURPOSE: The Capacity Builder Officer (CBO) for Asia will be hosted by Oxfam GB in Asia, namely in Manila, the Philippines Country Office but with extensive travel regionally and globally as required. In collaboration with the Regional Focal Point, the CBO will be responsible for the implementation of a regional 6 month strategy that includes capacity building, in particular: blended learning training material development (including the use of more innovative approaches), establishing rigorous training evaluation methodologies and communications in trainings. The CBO will also deliver a number of trainings and potentially Training of Trainers (ToT) in Asia and potentially other locations, as planned in the Asia donor proposals. In addition, it will support (and/ or divide its task with) the Regional Focal Point with regard to Government and Donor trainings.</p> <p>This position will also support the ongoing liaison and key functions in the region, as part of a 3-people team (the other two staff being based in Bangkok, Thailand), and contribute to the implementation of CaLP activities and objectives in Asia, in particular with regards to trainings. It will assist with the gathering and dissemination of regional learning on cash transfer responses contributing towards improved programming, and feeding into regional / global initiatives (e.g. the CaLP 'Cash Atlas', digital communications, and support for research</p>	

JOB PROFILE

H

and case studies). Additional support functions such as communications, administration and logistics will also be a component of the position.

In particular, the post-holder will work closely with the CaLP Asia Regional Focal Point and the Administration and Communications Officer in the (a) administration, budget, payments and donor commitments of its work in Asia and (b) communications, documentation, reporting and information sharing of CaLP's activities in the region to regional and global stakeholders. The post holder will also work closely with CaLPs global technical coordinator/capacity building function and colleague CBOs in East and West Africa.

In a wider sense, the post holder will support the critically ongoing work with humanitarian actors in the Asia region to ensure the continued development of a community of practice around cash transfer programming (CTP) and build capacity of interested stakeholders and partners. It will further support the building of evidence and best practice in the region through context specific research that contributes to national, regional and global learning. It will also ensure that the results from evidence and research feed into capacity building trainings, advocacy and influencing of partners and stakeholders.

REPORTING LINES:

Post holder reports to: CaLP Asia Regional Focal Point.

Staff reporting to this post: None

Other key relationships include CaLPs global technical coordinator/capacity building function and colleague CBOs in East and West Africa, CaLP regional administration staff, Oxfam regional logistics and administration staff and CaLP support and communications staff at CaLP headquarters in Oxford.

BUDGET RESPONSIBILITY:

Yes, direct and indirect management of budget and support to CaLP Asia RFP budget management (of a total budget of circa 500,000 - 750,000 USD).

DIMENSIONS:

- Coordinate and deliver agreed Asia Regional training plans or strategies, policy, tools and guidelines over which the job holder has some strategic input.
- The impact and influence of the job is mostly within the job holder's own programme unit (i.e country/region) but also in other parts of the organisation and/or with an external audience (large spectrum of clients, CaLP representation).
- Diverse and complex problem-solving, requiring professional knowledge, field experience and an understanding of development and humanitarian work, including demonstrated experience and understanding of cash transfer programmes.
- Advice and problem-solving often given over distance with limited information.
- Provide specialist advice or specific skills to their team or programme unit; pro-active exchanges with the other CaLP CBOs and global technical coordinator/capacity building functions.
- Develop plans and objective which contribute to country, region and broader programme strategy and can involve collaboration with other programme units (e.g. other members of CaLP CoP or colleagues in different programmes) or departments (e.g. head office).
- Manage complex and non-routine (often-high pressure) tasks within specialist unit or function.
- Analyse and communicate complex information to a wide audience.
- Take decisions that require significant levels of judgement based on technical and management experience, generally actively supported by line management or the programme team.
- Varied focus of the role but well-defined targets and/or minimum standards, both proactive and reactive.

KEY RESPONSIBILITIES:

1. Overall:

- Map existing stakeholder priorities, gaps and existing capacity building initiatives related to cash and voucher programming on a global and regional level to identify entry points for CaLP trainings.
- Develop a CaLP capacity building strategy/ implementation plan for Asia.
- Travel around Asia, as identified by needs of the Community of Practice (COP) and Regional Focal Point (RFP), to deliver key trainings ranging from CaLP Level 1, 2, ToT, donor, governments and other agency/ context/ emergency specific, as required.
- Take the lead in facilitating regional trainings for CaLP in Asia to build capacity and institutionalise good practice in the use of cash and vouchers among CaLP partners, the International Federation of RC/RC Societies (IFRC) and other key stakeholders.
- Take the lead in developing capacity building and training programme for CaLP projects in Asia (including donor and government trainings or TOTs where appropriate).
- Ensure that capacity building mechanisms are institutionalized and stakeholders are actively participating in programme planning, design, and implementation in Asia.
- Provide critical oversight, feedback, and guidance to CaLP partners with regard to capacity development needs and initiatives in Asia.
- Identify promising participants in trainings and ensure technical follow up with them, post training in Asia.
- Contribute to the CaLP capacity building activities within the relevant UN clusters across the various sectors that will contribute to Good Practice in the use of cash and vouchers in Asia.
- Develop and update capacity building products and tools based on contexts as well as sectors, and pilot these tools to meet demand across the humanitarian sector in Asia.
- Develop and manage online learning functions and develop case studies of good practice in capacity building that will be available to the wider humanitarian sector in Asia.
- In collaboration with other CaLP stakeholders develop and review relevant training modules in Asia.
- Contribute towards the development of the CaLP advanced training material (globally and in Asia).
- Interact with other Capacity Building Officers in other regions (including East Africa and West Africa) as well as with the (incoming) global Technical Coordinator/global capacity building function.

2. Strategy Development:

- Consider the Asia and global CaLP strategy (new one currently in development), in collaboration with the CaLP programme management team, and in consultation with leading agencies in training delivery, develop a longer term Asia training strategy and contribute the global CaLP training strategy, including but not limited to:
 - Identify how CaLP capacity building can contribute to the achievement of the CaLP strategy, and the development of an action plan to realise this.
 - Identify current and potential recipients of CaLP trainings, their needs and ideal training methodologies (e-learning, face to face etc),
 - Communicate and disseminate strategies to improve the utilisation of shared training materials (such as the Level 1/2 and ToT trainings) – this will be supported by the CaLP Communications Officer in Oxford,
 - Identify additional training materials such as the specialized trainings and one-day discussion guidance materials for niche groups and key stakeholders,
 - Reflection on current training methodologies and the role of blended learning,
 - Building capacity of the CaLP to increase the quality of the trainings delivered,
 - Support other agencies to institutionalise capacity building in CTP,
 - Exit strategy for trainings.
- Review the Asia strategy and contribute to update the regional and global training strategy on a quarterly basis (or more frequently if needed and as required).

- Actively disseminate CaLP training materials (Level 1 and 2, as well as ToT and/or donor/ government trainings) to other practitioners and follow up of their adoption and use and find ways to share with key other training bodies in the region (as well as attempt to incorporate some materials into broader humanitarian training curriculum in the region or globally, as required).
3. CaLP Training Material Review and Development (with regional inputs):
- Provide Asia regional-specific inputs in the review of CaLP training materials.
 - Contribute to develop further the CaLP competency framework to be more aligned to the strategy and ambitions of the CaLP, providing Asia regional-specific feedback.
 - Provide Asia regional-specific input and contribute in the development and piloting of newly developed or revised training material (CaLP and non CaLP).
 - Coordinate with other regional CBOs (East and West Africa) on material review, dissemination, cost recovery procedures and development.
4. CaLP Training Delivery and Evaluation:
- In collaboration with the Regional Focal Point develop a training calendar for CaLP training (Level 1, Level 2, Specialised training, ToT) to be delivered in Asia.
 - As and when necessary, contribute to the global training calendar.
 - Liaise with the administrator in Asia to organise the logistical and financial aspects of the trainings to be delivered in the region, which include but is not limited to:
 - Draw a provisional budget for each of the training, have it approved by the Regional Focal Point,
 - Ensure an LoA is signed with an agency in country where the training will take place,
 - Ensure the logistic is in place before the training (venue, etc),
 - Ensure payment of the partners and suppliers is done after the training,
 - Select and supervise a co-facilitator for each training (noting that an induction to each co-facilitator will be required).
 - Deliver a range of CaLP trainings for Asia (including level 1, 2 specialised and potentially ToT trainings as a co-facilitator and as required donor or government trainings). *In instances where the CBO is unable to deliver the CaLP training, the CBO should, with the collaboration of the RFP and administrator, recruit suitable trainers/consultants who can lead on such activities. The CBO will manage these additional resources and provide them with inductions and relevant materials.*
 - Ensure communication and pre-training preparations between the CBO/lead trainer and co-facilitator.
 - Select the training participants and ensure they are doing the pre training work (e-earning).
 - Implement the latest (and revised) cost recovery policy and ensure that training participants follow the required procedures.
 - Analyse the competency framework, before, during and 3 and 6 months after each training.
 - Provide a report after each training.
 - Evaluate the trainings, including co-facilitators and consultants, if used.
5. Other:
- Upon request of the Regional Focal Point (RFP), take part and/or contribute, attend and participate at the Regional Cash Working Groups and other forum CaLP is taking part of or being represented at the Asia regional level.

SKILLS AND COMPETENCE:

- Substantial experience and knowledge of cash transfer programming (particularly in Asia context).
- Substantial experience of working in a trainer or capacity builder role (with adult learners).
- Knowledge and experience to teach/train, capacity build and transfer knowledge and

JOB PROFILE

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information.

- Excellent interpersonal skills, together with the ability to remain calm under pressure and not lose sight of strategic priorities.
- Demonstrable ability to articulate complex and sometimes competing ideas and experiences simply.
- Evidence of sound judgement and proven decision making capability working with significant levels of autonomy.
- Strong representation skills and an ability to use different presentation styles to suit various audiences.
- Independent worker and ability to also work in a team geographically spread out.
- Ability to take initiative & respond to a wide variety of demands relating to the CaLP work.
- Excellent influencing and negotiating skills, and an ability to lead and develop others.
- Good communication - verbal, oral, written - in English and another Asian language.
- Familiarity with the use of audio and visual technologies
- High level of energy and creativity.
- Cultural (in particular Asian) sensitivity and ability to work in a multi-cultural and multi-sectoral team.
- A substantial amount of relevant work experience, preferably in the humanitarian sector.
- Desirable to have a Postgraduate level qualification in a relevant discipline.

OTHER:

This job profile is intended as a guide and should not be viewed as an inflexible specification, as it may be varied from time to time in light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievements of the key responsibilities in accordance with the Performance Review process.

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