

TERMS OF REFERENCE – PROGRAM ASSOCIATE

POSITION:	Program Associate
# OF POSITIONS:	One (1)
DEPARTMENT:	Programs
REPORTS TO:	Chief Program Officer
LOCATION:	Montserrado <i>(with occasional travels within and outside Liberia.)</i>
SALARY RANGE:	\$350 - \$500 <i>(Depending on qualification and experience)</i>

ABOUT YOCEL

YOCEL is a social enterprise accelerator focused on empowering young people, particularly women, and girls, to engage in entrepreneurship and job creation that will boost their economic livelihood and reduce poverty. As an organization, we believe that when women and youth are trained and given adequate resources, they will create jobs, contribute to improved living standards, and reduce poverty. Our theory of change is premised on building an agency of people living in poverty and providing them with information and means to enable them to act and move out of poverty.

YOCEL has developed and is running the following core programs designed to contribute to and achieve our theory of change.

- I. **Impact Fellowship Program** is a 12months fellowship program supporting a pipeline of “early-stage and investment-ready” social enterprises that have financially sustainable business models, a business plan presentation, and pitch that demonstrate social impact, growth, and long-term financial sustainability to attract future investors to the enterprises and investment to Liberia.
- II. **Livelihood Accelerator Program** is a fast-paced incubator-style program that targets vulnerable women and youth to build their skills and economic capacity to generate income through starting small-scale businesses, acquiring jobs, or improving pre-existing small-scale ventures.
- III. **The BixBox:** is a series of social dialogues aimed at elevating business conversations and connecting entrepreneurs for social good.
- IV. **AYEESummit:** This summit shall happen in November every year, and it shall be planned to showcase the businesses and provide exposure to possible investments from local and international investors.
- V. **Entrepreneurship Traineeship:** This program is designed to promote intergenerational mentorship, learning, and exchange through a three-month-long traineeship where young entrepreneurs work with prominent businesses in their industry of interest. To have a vibrant private sector, it is essential to prepare and support those who will take over from us.
- VI. **Business Climate Analysis:** It will be a data-driven exercise that brings hardcore data to the young entrepreneur as a catalyst for improving the business environment. This will also serve as an advocacy strategy to engage stakeholders constructive at all fronts to empower young people through entrepreneurship and job creation.
- VII. **Wologizi Fund** is a funding mechanism dedicated to helping social enterprises climb the credibility hurdle and strengthen their operations to achieve lasting social impact. The way we do this is by providing social businesses and their entrepreneurs with a unique blend of financial and non-financial assistance.

POSITION SUMMARY:

The Program Associate will be responsible for working closely with the Programs Department under the supervision of the Chief Program Officer for strategic planning, coordinating, implementation, and monitoring of YOCEL’s core programs, donor-funded projects, and other assigned initiatives. Each Program Associate will be directly responsible for the planning, fundraising, execution, coordination, and reporting of **two or more core programs**. They shall also provide technical support for implementing other donor-funded projects or

similar initiatives of the programs department. The position will be at Head Office with occasional travels for programmatic activities.

RESPONSIBILITIES AND DUTIES:

Coordination & Project Management:

- Coordinate and support strategic program development under the overall lead of YOCEL program while liaising with project Stakeholders.
- Coordinate and support the implementation of program objectives. This includes the development of systems for planning, management, and review of operations
- Promote policy analysis and advocacy, which includes systems for sharing information and advocacy plans with other civil society organizations, governmental institutions, research institutions, and other active development partners.
- Contribute to exploring and developing institutional fundraising possibilities for the program.
- Select, develop, manage, and expand a portfolio of strategic partnerships that will inform the fundamental basis of the project.
- Coordinate with other partners working on various projects and represent YOCEL in various forums and interact with relevant stakeholders.

Monitoring & Evaluation:

- Provide technical guidance to monitor the program's progress and to ensure that the goals and objectives are met in an approach that gives focus to quality partnerships and addresses the needs of the project target group.
- Assist in the development of an overall M&E framework.
- Develop and maintain calendar and milestones, M&E tracking sheet, analyze data, compile, and prepare monthly update and quarterly reports, and document lessons learned and success stories.
- Support the development of staff work plans, internal reporting templates, and establish appropriate systems.
- Prepare quarterly reports and work plans to be submitted to and approved by the Chief Program Officer of YOCEL and ensure reporting and work planning by staff reporting to the position.

KEY DELIVERABLES:

The Program Associate will be required to perform the following tasks, and performance will be measured by key indicators thus:

TASKS:

- i. Conduct research into areas of interest for YOCEL programs in the Liberian context, such as youth entrepreneurship, economic empowerment of women, government procurement, etc.
- ii. Develop programs/project execution plans.
- iii. Conduct fundraising initiatives to generate revenue for each core program responsible.
- iv. Write programs/project reports and document the learning, findings, challenges, and recommendations.
- v. Develop YOCEL's annual programmatic reports.
- vi. Writing proposals and responding to EOI and other donor-funding mechanisms.

PERFORMANCE INDICATORS:

- i. # of research reports developed
- ii. Amount of revenue generated for core programs
- iii. Level of execution of donor-funded projects
- iv. # of successful proposals or EOI submitted
- v. # of grants won
- vi. # of annual programmatic reports approved and published

QUALIFICATION AND REQUIREMENTS:

- Interested candidates must hold a bachelor's degree (BSc or BA) in any social science field.
- Expertise in governance and advocacy for women and youth participation and gender inclusion.
- Must have at least two years of working experience in a similar role, preferably in project management and implementation-related activities.
- Experience in the strategic and operational management of development projects and proven ability to transfer skills, build local capacity and provide strategic recommendations to key stakeholders.
- Strong analytical skills and ability to synthesize and prepare well-written reports promptly, as well as the ability to communicate such reports to a broad audience.
- Must be computer literate and able to work in Microsoft Excel, Word, and PowerPoint.
- Experience with a flexible approach to managing and prioritizing a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Experience in proactively identifying and addressing issues.
- Ability to work with a high degree of professionalism.
- Excellent communication and interpersonal skills.
- Ability to work with and within a large team.

All interested applicant wanting to apply should send their application, including their CVs, through email to vacancy@yocel.org on or before the deadline for application **Saturday, March 11, 2022**. Only applications submitted through email will be considered! For inquiries, concerns, or any challenges experienced, please email emulbah@yocel.org. For more information on the organization, kindly visit our website, www.yocel.org.