

PASSAGES PROJECT COORDINATOR POSITION DESCRIPTION

Location: Kinshasa, Democratic Republic of Congo (local-DRC hire position)

Language requirements: French (proficient), English (intermediate-proficient)

ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale-up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION SUMMARY

The Institute for Reproductive Health at Georgetown University (IRH) seeks a Project Coordinator for its recently launched 5-year Passages Project, a research, intervention and technical assistance project focused on transforming social norms for sexual and reproductive health. Firmly based in social science theory on social norms and implementation science approaches that consider real-world programmatic experience, Passages will bridge the gap between science and effective policy and practice through activities in three work streams:

- 1. Research work stream:** establish evidence base on scalable social norm change intervention pilots and replication studies
- 2. Practice work stream:** assess and provide technical assistance and catalytic support for scaling social norm change interventions
- 3. Global leadership work stream:** advance knowledge dissemination and utilization of social norm change interventions

Applying implementation science principles, IRH alongside partners, FHI360, JHSPH (GEAS), PSI, Save the Children and Tearfund, aims to explain what makes interventions effective in real world contexts; address socially complex issues including gender inequality, stigma and violence related to family planning (FP), healthy timing and spacing of pregnancies (HTSP), and sexual and reproductive health (SRH), and focus on scalability, considering cost, complexity, and adaptability. In doing so, the Passages project aim is to **increase use of modern FP and improve healthy timing and spacing of pregnancies by youth and first-time parents.**

By the end of this project, Passages will have: **1) established a body of rigorous evidence on scalable interventions and social norm mechanisms to support positive SRH/FP outcomes; 2) assessed interventions and built local capacity to plan and implement scale-up; and 3) advanced knowledge and increased utilization of evidence.** Results will be achieved by building and sharing the evidence base and strengthening the capacity of the global SRH community to achieve long-lasting, widespread changes in social norms that support SRH/FP among target groups.

In Year 1 of the Passages project, two research studies will be conducted in The Democratic Republic of Congo (DRC). The two research studies being: Transforming Masculinities and Promoting Family Planning through Religious Leaders and Faith-Based Organizations (FBOs) and Gender Role Equality through School-Based Clubs and Family Engagement. Therefore, IRH is currently recruiting a Project Coordinator (PC) to support, monitor and ensure coordination on the ground through the life of the Passages project (2015-2020). The PC for DRC is the local technical resource person who will support

implementation of all ongoing projects The PC will work proactively with study managers from the consortium and will report directly to IRH/Washington. S/he will have overall responsibility for coordinating all technical, financial and reporting activities for the Passages studies in DRC.

The ideal applicant will have a background in sexual and reproductive health, with a focus on youth, gender and/or positive male involvement and gender-synchronized programming and/or gender-based violence. Moreover a technical background in scale-up, social norm intervention and measurement are highly desirable. The successful candidate will have strong skills and project management and monitoring and evaluation.

PERIOD OF PERFORMANCE

12 month contract term, with annual renewal pending performance and project funding (up to 2020)

ESSENTIAL DUTIES

1. Program Coordination (25%)

- Have a complete understanding of all components of the Passages project goal/purpose, objectives, methodology and partnerships, and apply strategic and innovative vision to overcome any obstacles concerning DRC coordination on Passages work.
- Support project coordination between project implementing partners within their specific projects, including overseeing agenda-setting, timeliness and quality of regular project coordination meetings.
- Manage organizational relationships with PSI/ASF and Tearfund senior managers in DRC (and/or HQ).
- Maintain close communication with IRH/Washington staff, serving as the 'eyes and ears' of political and program shifts in DRC as well as conferring with HQ on program management and strategy-setting.

2. Program Support, Advocacy and Leadership (25%)

- Support the development of a joint stakeholder analysis across the project
- Have project representation responsibilities with DRC Government Ministries and other relevant stakeholders. Maintain good relations and ongoing communication with relevant stakeholders, particularly the Ministry of Health, Ministry of Education, and Ministry of Gender and Youth, other government ministries where needed, USAID and other donors and FP-focused partners.
- Manage central relationships: Ensure regular meetings, capacity building efforts, and interpersonal relationships with the MOH and other government ministries where needed.
- Identify and pursue new funding opportunities and resources with consortium
- Explore opportunities to integrate the Passages package into the MOH's high impact practices.
- Seek opportunities to bring new resources to scale-up implementation and learning, coordinating Passages activities with service delivery and support activities, identifying and pursuing with consortium partners funding opportunities, and exploring opportunities to integrate the Passages package into the MOH's high impact practices.

3. Research (10%)

- Contribute to the development and submission of the IRBs for the Passages research activities.
- Provide technical input towards the Passages research activities within the DRC.
- Lead on research activities for Passages within the DRC, as necessary.

4. Monitoring, Learning and Evaluation (25%)

- Foster a learning environment and evaluation perspective among Passages consortium members in the DRC by use of evidence for decision-making.
- Act as the IRH focal person for M&E on the project within the DRC
- Monitor project activities regularly to ensure data for project indicators are collected, and provide support where needed to implementing partners.
- Document and share process results and lessons learned.
- Contribute to efforts to analyze, publish and disseminate program and research outcomes, including attending meetings and conferences as assigned.

5. Project Management and Administration (15%)

- Ensure accurate, timely financial and technical reporting on project processes and deliverables.

- Work with HQ to ensure timely payments of contractors, vendors, and contract staff.

POSITION REQUIREMENTS

- Post-graduate degree in Sociology, Anthropology, or related social sciences field, or Public Health.
- Minimum of 5 years' experience managing projects, with minimum of 3 years in applied research or service delivery research.
- Experience with project budgeting and financial project management.
- Experience with community mobilization or behavior change programs, particularly in the domain of social mobilization and sexual and reproductive health.
- Proven expertise facilitating collaborative work with project partners engaged in complex projects.
- Strong analytical skills, not just in communicating programming and data to diverse audiences, but also in navigating shifting political environments.
- Demonstrated ability to communicate effectively with partners, and colleagues with a high level of tact and diplomacy.

Please email jk438@georgetown.edu and cjm296@georgetown.edu with CV, references and cover letter addressed to Jennifer Gayles with a subject line of "Passages Project Coordinator, DRC" by November 13, 2015.

No phone calls please.