



## **JOB DESCRIPTION – ECONOMIC RECOVERY AND MARKET SYSTEM EXPERT CONSULTATION**

### **JOB TITLE**

Economic Recovery and Market System Expert

**WORK CONTEXT/ BACKGROUND:** In response to the impact of a deteriorating humanitarian situation in Haiti, GOAL, AVSI, and CESVI will implement a multi-sector response addressing the inflation-and violence-driven economic crisis, improving WASH practices and environmental sanitation conditions to control cholera spikes; and providing protection services to those affected by the recent upsurge in gang-related violence, as well as those at high-risk. CESVI will bring its small-business promotion expertise to bear in the Livelihoods Restoration component. The project will prioritize existing small neighborhood enterprise owners with grant assistance to recapitalize their businesses, as well as slightly larger enterprises that have been similarly starved of working capital, the project will promote establishment of Village Savings and Loan Associations to generate micro-flows of capital in the most vulnerable neighborhoods of Port-au-Prince.

CESVI Haiti started its humanitarian operations in Haiti in 2009, programming is focused on food security, livelihood and economic empowerment, social protection, disaster risk reduction and emergency response. CESVI Haiti works in over 4 departments across the country. Community resilience is promoted throughout all programming. CESVI works in partnership with community partners; government partners and NGO partners.

### **REPORTING LINE**

The ERMS expert works in collaboration and responds to the Project Manager. He has under his supervision two field coordinators.

### **SCOPE OF POSITION**

The ERMS expert will provide technical support for the delivery of livelihoods and market-based programming in the designated intervention areas in Port-au-Prince, with a focus on small neighborhood enterprise owners and related income generating activities. More specifically, the Specialist's responsibilities include:

- Ensure the quality of implementation and follow up of all technical aspects of the Economic Recovery activities planned by the project.
- Provide technical support, guidance and training for ERMS staff and stakeholders, and ensure compliance with procedures and sector specific guidelines.
- Implement ERMS activities including business training, small grants, literacy and numeracy training, savings groups, group enterprise development and facilitation.

The expected duration of the consultancy is for 10 month.

### **KEY RESPONSIBILITIES AND DUTIES**

- **Ensure that project activities are implemented on time and according to the approved project documentation**
  - Definition and implementation of project activities
  - Conduct project monitoring according to expected outputs and outcomes, facilitate quality control to ensure that services provided meet the required standards.
  - Coordination with project partners for the activities to be implemented; drafting of MoUs to be submitted to HQ for revision (Legal dept) and authorization of signature (desk officer)
  - Provide technical supervision and guidance for activities including small grants, literacy and numeracy training, savings groups, group enterprise development and facilitation.
  - Support the design and implementation of rapid field assessments such as market assessments, price monitoring, labor market and value chain analysis.
  - Develop technical training materials, project monitoring tools and written guidance as required.
  - Drafting of reports and submission of documentation to the donor (through the HQ) ensuring the achievement of the expected results foreseen in the project document for the related period
  - Management of the relation with project's stakeholders, involving the PM when strategic for CESVI work in the country



- **Implementation of Safeguarding policies –Adult at risk/Child Safeguarding/PSEA**
  - Ensuring compliance with Cesvi Safeguarding Policies and full implementation of Safeguarding measures within his/her area of responsibility throughout the projects activities;
  - Local mapping on legal, social welfare and safeguarding/child protection arrangements and local pathways for referral;
  - Preliminary assessment of potential safeguarding risks and periodical review;
  - Development of project complaints and feedback mechanisms (PCFM) in accordance with Cesvi PCFM Guidelines
  - Development of adequate tool for communicating with children/adults at risk and communities on safeguarding risks and safeguarding concerns reporting mechanisms
  - Organization of adequate capacity building, training, mentoring and advice to project staff, partners, volunteers and other associates
  - Local staff behavior appraisal with relation to ethical and relevant standards
- **Security Management**
  - Guaranteeing the respect of Cesvi Security Plan and other rules and regulations on security, in close collaboration with the Security Manager/Security Advisor
  - Participating actively in security coordination mechanisms present in the Country
  - Guaranteeing the safekeeping of original project documents and always ready to be transported, in case a quick re-location/evacuation is ordered.
- **Development of Cesvi presence in the country**
  - Participation in sectorial clusters or relevant meetings sharing information and update with PM
  - Contribute to Cesvi's strategy on the field

#### **EXPERIENCE AND TECHNICAL COMPETENCIES:**

- Minimum 5 years of relevant work experience with humanitarian organizations at same or higher position.
- Experience with and demonstrated technical knowledge on Economic Recovery and Market System and Livelihoods (min 3 years).
- Experience in business development and cash-based programming.
- Able to work autonomously and manage priorities, workplan and schedules.
- Experience with preparing training materials, written guidance and/or narrative reports is desirable.
- Excellent skill in MS Word, Excel, and PowerPoint.
- Ability to work with different community members, considering gender, age.
- Demonstrated ability to collaborate and work as part of a team to achieve joint objectives.
- Willingness to work in the field and travel to project sites when needed

#### **EDUCATION:**

University degree or equivalent professional qualification, preferably in Business Administration or relevant fields.

#### **LANGUAGES:** (indicate fluency level)

- FRENCH
- ENGLISH

Applications should be sent only by e-mail to: [log\\_bha@cesvioverseas.org](mailto:log_bha@cesvioverseas.org), with the job title "**NP-003/ « Ne pas ouvrir avant 31/07/2023»**" in the subject, still July 31, 2023.

#### **The file must contain:**

FOR THE INTERESTED CANDIDATES, PLEASE SEND A TECHNICAL AND FINANCIAL PROPOSAL AT THE FOLLOWING EMAIL ADDRESS: [log\\_bha@cesvioverseas.org](mailto:log_bha@cesvioverseas.org)  
FOR LATEST JULY 31<sup>th</sup>, 2023

**Only pre-selected candidates will be contacted for the rest of the process**

#### **SAFEGUARDING**

CESVI has a zero tolerance approach to any harm or exploitation of a child or vulnerable adult by any of its employees, relatives or partners.



CESVI's commitment to being a safe organization begins with the staff recruitment process, which includes meticulous verification of the applicant's work experience and submission of a certificate of good character, to ensure the protection of children and vulnerable people and to prevent abuse. Backup checks are part of the performance of the selection process.