

## **Ministry of Social Development (MOSD)**

### **Enhancing Women's Economic Opportunities in Jordan (P180508)**

#### **Childcare Expansion Project management Unit**

##### **Grants Officer**

##### **Terms of Reference**

### **I. Background**

The Enhancing Women Economic Opportunities operation in Jordan addresses specific constraints women face to enter and stay in the labor force related to workplace conditions, financial inclusion, transportation, and childcare. The intended outcome of the operation is to improve the enabling environment for women to work and to address specific constraints women face to enter and stay in the labor market. The operation will support the implementation of the Engendered Strategy of the Economic Modernization Vision 2033a related to four priority areas (i) legislative reforms and gender seal, (ii) women e-shop and providing financing and non-financial support to women, (iii) transportation solutions for women, and (iv) expanding quality nurseries.

The operation is a Program for Results (PforR) with an Investment Project Finance (IPF) Component.

#### **Program for Results (PforR):**

The operation consists of four Results Areas (RAs), supported by an investment (IPF) component that focuses on childcare and on program management, including the collaboration and evidence hub team:

- **RA 1.** Better and more adaptive workplace conditions for women
- **RA 2.** Women's financial inclusion and entrepreneurship
- **RA 3.** Safe public transport
- **RA 4.** Access to quality childcare

A range of entities are responsible for the activities and the data related to monitoring progress under the Results Areas. For RA 1, the involved entities are the Ministry of Labor, the Jordanian National Commission for Women (JNCW), and the King Abdullah II Center for Excellence. For RA 2, the Central Bank of Jordan, the Interministerial Committee for Women's Empowerment (IMC-W), the Ministry of Social Development (MOSD), the Companies Controller and the Ministry of Industry, Trade and Supply. For RA 3, the Ministry of Transport and the Land Transport Regulatory Commission. For the RA 4, the main entities are MOSD, the National Council for Family Affairs (NCFA), the Technical Vocational Skills Development Council (TVSDC) and the Vocational Training Centers (VTCs).

#### **IPF Component:**

**The Program is complemented by an Investment Project Financing (IPF) component to support the implementation of two main activities.** The first activity is Program Management including the Collaboration and Evidence Hub team. The second activity will support the expansion of quality childcare, (as referenced under RA4), and will be led by the MOSD. MOSD has established a Childcare Expansion Project Management Unit (CE-PMU) with the purpose of administrating the grants to be disbursed under EWEO's Component 4.

To achieve this, the Component will finance, with support from the World Bank Early Learning Partnership program, the establishment of grants to private (and NGO-owned) center-based and home-based nurseries, to increase the supply of childcare services. The program will also provide targeted subsidies to low-income mothers to increase the demand for childcare. In addition, through this component, the MOSD will establish a childcare services platform to bring childcare providers and families onto the same platform to help mothers eligible to receive childcare subsidies to identify nursery for the enrollment of their children, thus reducing the gap between the demand and supply of services.

This TOR's references the second activity under the Investment component, led by MOSD.

## **II. Responsibilities:**

The Grants Officer will work closely with Childcare Expansion Project Management Unit (CE-PMU) Manager, the project technical staff, and the Finance Department to design, deliver, and monitor the nurseries establishment grants program to support project objectives. The Grants Officer will support the management of the program grantee portfolio in compliance with MOSD and GOJ rules and directives. The Grants Officer will develop and oversee efficient granting mechanisms and tools, ensure appropriate and streamlined due diligence is conducted, and develop creative and compliant approaches to providing assistance to grantees.

### **Key Duties and Responsibilities**

#### *Grant Award Process*

- Manage the evaluation and selection process from developing requests for applications (RFA) through awarding.
- Coordinate with the Evaluation Committee, to ensure that Committee participants understand evaluation criteria, have no conflicts of interest, and are trained in the required evaluation process.
- Analyze, and evaluate submissions to Requests for Applications (RFAs) as outlined in the Grants Manual.
- Review applications, proposals, and awards to ensure adherence to grants management policies.
- Execute pre-grant assessment of potential grantees' accounting/financial/internal control systems and financial capacity.
- Take part in inspection field visit to short listed applicants to verify information included in the application.

- Participate in kick off meetings and awareness workshops to educate applicants on the grant requirements.
- Establish and maintain accurate grants documentation
- Develop regular reports on the status of grants and disbursements

### *Grants Management*

- Manage grantees implementation from execution and signing of the award, monitoring of and documenting grantees activities, administrative actions, as necessary, and final reports.
- Manage the provision of adequate support, training, and capacity development for local grantees organizations to manage grants, as well as compliance with government regulations.
- Review grantees' deliverables and payment proofs before disbursements are made
- Manage grants closeout procedures, including disposition plans, as applicable.
- Work with the finance department to manage grants disbursement and payments.
- Work with the procurement department to procure and purchase goods and services in-kind for grantees when applicable
- Provide training and capacity building activities to grantee on financial reporting procedures and mechanisms.
- Take part in an inspection field visits to grantees to verify the implementation of the activities.
- Other duties as assigned by the Project Lead

## **IV. Qualifications, Skills and Experience**

- BA degree in Accounting, Finance, Business Administration, or equivalent. An advanced degree is preferred.
- 6+ years of relevant experience in the management and administration of grant portfolios.
- Minimum 2 years' experience working on government-funded projects.
- General knowledge of Donor Grants Management policies and procedures is required.
- Experience with Microsoft Office Suite.
- Demonstrated knowledge of internal controls and audit processes.
- Prior work experience in Jordan.
- Professional proficiency in English and Arabic is required.
- A well-organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
- Accuracy in working with large amounts of data and ability to respond effectively to time-sensitive inquiries.
- Analytical skills and ability to detect and report grantee performance related issues that affect disbursement timeline
- Ability to problem-solve difficult issues, and to multitask with ease, adapting to frequently changing priorities.

- Good stakeholder relationship management, negotiation, and conflict-resolution skills.
- Ability to work both independently and as an effective team member.
- Detail-oriented and solutions-oriented.
- Demonstrated experience in working with government agencies, civil society organizations, and the private sector.

## **V. Duration of Assignment**

Full-time employment, with an annually renewable contract until June 2028