

Terms of Reference

Program Coordinator – Baghdad – Al Sadr City

Iraqi Al Amal Association

(18th March 2025)

1. Background and Context

The Building for Peace Facility (B4PF) is an initiative that seeks to support locally led reconstruction processes in Iraq, while also using this as an opportunity to address underlying drivers of conflict, renew social relations, create new economic opportunities and strengthen social cohesion across groups in conflict-impacted communities. Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) through the KfW Development Bank, the B4PF supports national and local NGOs to implement projects that aim to reinforce social ties at the local level, strengthen governance and improve access to essential services and opportunities. The Facility also aims at building long-term strategic relationships with local actors and creating a platform for dialogue around issues linked to its work, the areas on interventions are across (Baghdad-Najaf and Basra).

Al-Amal” works closely with local and INGOs, and with various government agencies and UN specialized agencies, on programs aimed at combatting all forms of violence and discrimination, the promotion of the culture of Human Rights, tolerance and social peace, the carrying-out of income-generating projects as well as providing psychosocial assistance and training courses to vulnerable sectors, so that they can participate efficiently in public life. Al-Amal also works on the question of law reform, along with the rehabilitation of workers in police and judicial fields, with the aim of securing the supremacy of law and justice.

The program coordinator for the designated location will work to implement the co-design activity in coordination with project manager and sub-grantees representatives.

2. Objectives of the Lead Researcher

- Observe the implementation of the co-design activities at Sadr City along with project manager and field researchers.
- Keen on gathering all needed information related to the security and environmental assessment needed prior to the implementation of each activity with IAA E&S office.
- Conduct overall supervision of all activities on ground and identifying needs for operational implementation.

3. Scope of Work and Activities

The coordinator will be involved in listed below activities part of co-design planning:

Preparatory Expert Meeting

Convene the research team (lead researcher, two assistants) and the project staff for two days in Baghdad to fine-tune and finalize the methodology, TOR, and target areas.

The team will prioritize themes such as climate resilience, drug abuse, services, unemployment, and governance challenges specific to the six areas selected in Baghdad, Najaf, and Basra. They will also ensure alignment with the Participatory Action Research framework and systems analysis

Community Dialogue Sessions

The coordinator will also be responsible for refining the names of potential participants from various targeted groups to participate in the session, also will accompany the field researchers during the implementation of the description dialogue sessions below.

The trained field researchers will facilitate and document four dialogue sessions in each location (a total of 24 sessions). Each session will span two days and for 20 participants. The sessions will be of two steps:

- First, three segregated groups of women, youth, and local stakeholders (including governmental officials) meet separately to identify local pressing issues.
- Then, representatives of the three groups meet each other to explore and unify the identified issues.

Key Informant Interviews

The field researchers with supervision from area coordinators will identify three people from each session to conduct in-depth semi-structured interviews.

Collaborative Analysis Workshop in Baghdad

A two-day workshop in Baghdad will bring together the research team, field researchers, and project team to analyze data collected during the desk review, dialogue sessions and KII. The workshop will use participatory tools to identify key patterns, root causes, and potential solutions while fostering knowledge exchange between the governorates.

Validation Sessions

One-day validation sessions will be held in each area to present the draft report to community stakeholders who participated in the dialogue process. These sessions will ensure the findings and recommendations accurately reflect local realities and incorporate feedback for refinement.

4. Deliverables and Timeline

- 1- Implement all activities related to the co-design activities based on a sequenced timeline for each activity depending on detailed implementation plan prepared by project manager.
- 2- Observe the dialogue session planned to implement at Sadr City in coordination with other project staff from IAA.
- 3- Coordinate with E&S specialist to provide clearance and update for each project location planned to implement the activities with exact timeline for each.
- 4- Prepare exit reports\progress reports for each implemented activity on the ground.
- 5- Lead the field researchers through the actual implementation of the dialogue session and key informant interviews at the targeted locations.

5. Required Qualifications and Experience

- Minimum Science, Development Studies, or related field will be looked at more preferably.
- Minimum Bachelor Academic Degree at any project management specialization or equivalent.
- Strong Knowledge in conflict and development framework analytical approach (Conflict and Development Analysis) as it is the main systematic tool for the research.
- Proven experience in stakeholder engagement and participatory research.
- Strong skills in qualitative and quantitative research (KIIs, FGDs, surveys).
- Excellent report writing skills (progress and exist report).
- Experience in training and mentoring field researchers.
- Ability to facilitate workshops and collaborative analysis.
- Deep knowledge of Iraq's conflict dynamics, governance, and social cohesion.
- Strong coordination and communication skills in English and Arabic.
- Commitment to conflict-sensitive research and safeguarding policies.

6. Reporting and Coordination

- The coordinator will be in direct communication with the IAA project manager and field researchers on the operational activities.
- He or she will be responsible for the weekly\monthly report for IAA project manager assessing the progress of the project against the planned activities.
- Diagnosing any operational challenges might occur with local\government authorities at the designated location of operations.

7. Ethical Considerations

- The selected candidate must comply with Iraqi Al Amal safeguarding and code of conduct policies.
- The hiring procedures will be decided based on the results of the reference check to be managed by IAA management in coordination with the HR department.

8. Application Process

- The interested applicants must submit their CVs to IAA's official email address – Jobs@iraqi-alamal.org
- The date for receiving the CVs from interested applicants is due to be 30th of March 2025.
- All the CVs will be published on IAA's main social media channels
 - - IAA Facebook Page - https://www.facebook.com/IraqiAlamalAssociation/?profile_tab_item_selected=about&_rdr
 - - IAA Website - https://iraqi-alamal.org/?page_id=1101&lang=en
 - - IAA LinkedIn - https://www.linkedin.com/search/results/all/?fetchDeterministicClustersOnly=true&heroEntityKey=urn%3Ali%3Aorganization%3A101081711&keywords=iraqi%20al-amaal%20association&origin=RICH_QUERY_TYPEAHEAD_HISTORY&position=0&searchId=d2499bd6-e8f9-40ac-a0e7-e59a9a881cf0&sid=okg&spellCorrectionEnabled=true