ChildFund International Current US Job Openings

Please click on a link below to see the job description and instructions on how to apply.

Analyst, Business Development and Pricing
Chief of Staff
Content and Community Manager
Director, Monitoring, Evaluation and Learning
Social Science Research Consultant
Psychological Consultant for Children Affected By Emergencies
Specialist, Monitoring and Evaluation
CHILDFUND INTERNATIONAL
JOB DESCRIPTION

Title: Analyst, Business Development and Pricing
Div/Dept: Program and Partnerships Division
Location: Washington, DC
Reporting Relationship: Director, Business Development

SUMMARY
The Business Development (BD) & Pricing Analyst develops budgets and cost proposals for new business across ChildFund’s country offices, ensuring alignment with the technical proposal and budgeting for full cost recovery while also making a strong business case for the value for money offered by ChildFund. The BD & Pricing Analyst will play a key role in the cross-functional effort to improve cost recovery and financial management practices in the organization’s grants portfolio. As a core member of the Global Business Development team, the BD & Pricing Analyst will champion team learning and continuous improvement through gathering information, conducting analyses, and drafting reports and presentations. The BD & Pricing Analyst will have opportunity to contribute to strategic projects and develop new skills through supporting the Director of BD on special projects focused on improving the effectiveness and efficiency of BD operations.

DUTIES/RESPONSIBILITIES
Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

Cost Proposal Development (50%)
Develops budgets and cost proposals for new business across ChildFund’s country offices, ensuring alignment with the technical proposal and budgeting for full cost recovery while also making a strong business case for the value for money offered by ChildFund.
1. Review and analyze donor solicitations to understand the terms and conditions and convey any unique or risky contract terms to BD Advisors and other relevant staff. Prepare contractual clarification questions in response to solicitations.
2. Create and/or modify budget templates to meet specific requirements of funder solicitations. Ensure that the proposal team is educated on donor requirements for the cost proposals and prepare additional guidance and tools to facilitate cost proposal preparation.
3. Collaborate with country finance, program, and technical staff to ensure all activities are included and priced correctly; in line with both internal policies and expectations as well as donor requirements.
4. Reviews, edits and finalizes explanatory budget narrative to accompany budget in cost proposal.
5. Review cost proposals developed by other cost and pricing staff or regional financial staff to ensure accuracy, completeness, and compliance.
6. Prepares justifications and supporting documentation to secure waivers of internal policies where necessary.
7. Attends and participates in handover meetings of successful awards.
8. Provides training, as needed, on the use of pricing templates and processes, to other ChildFund staff. Reviews project budget modifications and assist with project financial management on an ad hoc basis during non-proposal periods.

Business Development Analytics, Research & Learning (25%)
Gather information, conduct analysis, and draft reports in support of BD team objectives and KPIs.
1. Conduct periodic analyses of the effectiveness and efficiency of BD operations, including pipeline management, go/no-go decision-making, after action reviews, and donor debriefs.
2. Assist in the development and implementation of business development guidelines, policies, and protocols and support capture of learning from business development processes.
3. Prepare regular BD Pipeline and Tracker reports for internal distribution.
4. Monitor external trends and work with the Director of BD to develop recommendations for senior leadership and internal thought pieces.
5. Support the Business Development Director and External Engagement Senior Director in various ad hoc reporting and presentations using PowerPoint, Excel, Word, and various data visualization tools.

Projects and Cross-Functional Collaboration (25%)
1. At the direction of the Director of BD, scope, manage, and/or support a range of special projects focused on improving the effectiveness and efficiency of BD operations.
2. Together with Finance, advance efficient and effective budgeting and cost recovery practices through participating in cross-functional working groups, developing specific guidance and tools, and facilitating training. Provide guidance to ChildFund staff about practical strategies for improving cost recovery and the importance of this effort for our work.
3. Identify opportunities and recommend changes that will enhance cost recovery for the organization.
4. Liaise with Grants Management team to coordinate efforts to improve QA/QC of grants information.

Other duties and tasks as assigned.

QUALIFICATIONS

Required
- At least 3 years of directly relevant professional work experience required, preferably in a grants or contracts-funded environment. Expertise in a technical subject directly related to ChildFund’s programming will be considered an asset.
- Demonstrated experience leading development of budgets for complex, competitive bids to USAID, DFID, or other similar donors.
- Demonstrated knowledge of applicable cost principles and regulations for USAID or another USG donor (Agriculture, Labor, State) required. Knowledge of multilateral donor requirements preferred.
- Demonstrated attention to detail and strong quantitative and analytical skills
- Advanced proficiency in MS Excel; proficiency in Word and PowerPoint.
- Excellent organizational skills and proactive working style and attitude. Proven capability to work with peers and superiors to solve problems and meet deadlines.
- Strong interpersonal and written communication skills required. Experience working in cross-cultural settings or teams preferred. Demonstrated ability to articulate information clearly and effectively to decision-makers and other audiences.
- Willingness and ability to travel internationally as required (up to 20%).
- The ideal candidate will exhibit a strong desire to learn and grow, persistence in the face of challenges, and readiness to meet demands of working in a fast-paced professional environment.

Preferred
- Experience preparing visual or other creative presentations of data for decision-making.
- Spanish or French language proficiency
- Experience developing and facilitating training, especially related to cost proposal preparation or financial management
- Candidate able to be based in Washington, DC

EDUCATION
- Bachelor’s degree required, preferably in business, finance, economics, social sciences, or related field
- Training or certification related to budgeting, financial management, project management in the international development field strongly preferred

ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.
Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

NOTE: All interested applicants must be authorized to work in the U.S. at the time of application. EOE/M/F/D/V

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Title: Director, Monitoring, Evaluation and Learning
Division: Programs and Partnerships
Location: Washington, DC or Global (where ChildFund International has a registered presence)
Reporting Relationship: Senior Director, Program Delivery Support

Summary
The Director, Monitoring, Evaluation and Learning (MEL) position is responsible for the development and implementation of ChildFund’s global M&E system – including the development of the overall MEL framework and platform, data collection tools, data quality assurance, data aggregation and analysis processes, and enabling the use of program monitoring data to support improved program quality & results and for operational and strategic decision-making at all levels of the organization, including the Alliance partners. ChildFund’s global M&E system includes our basic accountability functions, demographic data on children served by our programs, outcome measures related to our theories of change, and data on utilization of global program models. This position manages the M&E Unit, comprised of Country Office (CO) M&E Advisors, an M&E/Knowledge Management Advisor, and an M&E Specialist.

DUTIES/RESPONSIBILITIES
Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

Management (15%)
• Manage/supervise the Monitoring, Evaluation and Learning team. This includes coaching, mentoring and performance management of a team of Advisors and Specialists to ensure that they are providing quality support to all divisions and COs in their areas of expertise.
• Coordinate the MEL support provided to the COs. Global MEL Framework Development (10%)
• Articulate and update ChildFund’s Global M&E Framework, Policy and Procedures as required by changes in technology and by the evolution of ChildFund’s programming, accountability and research requirements.
• Ensure all ChildFund International MEL personnel are familiar with and execute global M&E functions in alignment with the Global MEL Framework.

Global MEL Platform Development and Management (30%)
• Identify appropriate technology platforms for the consistent and efficient collection and management of global M&E data.
• In collaboration with key stakeholders in Fundraising, articulate the M&E platform needs and preferences to key stakeholders in P&P, IT and Global Operations to ensure global MEL needs are included in ChildFund International’s IT and Digital priorities and platforms.
• Ensure that global MEL platform(s) are managed and maintained in ways that optimize data integrity and ease of use for enumerators, CO and partner MEL personnel and consumers of MEL data across the organization.
• Lead and coordinate efforts to ensure platform users have the training and support required to utilize the platform.

MEL Data Collection Tools and Processes (10%)
• Lead the development, testing and management of necessary data collection tools for the full range of global M&E activities, and update as programming, accountability and research needs evolve.
• Negotiate modifications to standard tools or processes with key stakeholders, including Alliance Members, as necessary.
• Develop and refine data collection approaches and processes to ensure timely availability of global M&E results for planning, reflection and related processes.
• Lead the development of guidance and coordinate the necessary support to MEL stakeholders to ensure data quality.
• In collaboration with Assurance, Fundraising, Global Operations and IT, develop and support data quality assurance processes.

Global MEL Data Aggregation & Analysis Processes (10%)
• Lead the development of data aggregation and analysis processes.
• Develop guidance and coordinate support to MEL stakeholders to enable COs and partners to undertake their own standard data aggregation and analysis processes.
• Undertake standard and specialized data analyses to meet the needs of partners, Global Operations, P&P, Fundraising and the Executive Team as required.

Development of Reports for Internal and External Use (15%)
• Develop and/or ensure your team develops products that enable organization-wide learning and sharing by documenting approaches, project and program designs and lessons, case studies and other knowledge products.
• Seek and leverage existing knowledge products in order to increase efficiency and effectiveness and ensure your team does as well.
• Lead the development of standard dashboards to enable the management of global MEL processes and to support managers’ knowledge and understanding of programmatic progress and results.
• In collaboration with key stakeholders in Fundraising, P&P and Global Operations, develop data analysis plans and standard reports for global M&E results.
• In collaboration with key stakeholders in Fundraising, P&P and Global Operations undertake specific data analyses for internal decision making, representation, visibility and/or external sharing purposes.

Resource Mobilization (5%)
• In collaboration with the Director, Research and Learning, identify and pursue funding for program evaluations.

Project and Program Model M&E (5%)
• Support the development of MEL frameworks and plans for key grants, as required.
• Support the development of monitoring & evaluation tools, baseline and endline evaluations of key grants, as required.

QUALIFICATIONS/EXPERIENCE

Required
• 10+ years of experience in monitoring and evaluation, applied research, or doing and/or managing evaluation for social change organizations
• Demonstrated ability to manage and mentor staff, including coaching, and performance management
• Demonstrated ability to work with all elements of an M&E system: purpose, people, process, and platform
• Experience in research design, data collection, data analysis, the presentation of findings, and the engagement of others into the interpretation and implications of findings
• Experience supporting organizational change related to the institutionalization of monitoring and evaluation processes and their use for decision-making
• Demonstrated ability to connect across functional divisions and hierarchical structures, and help people to see the story behind the data and reflect on the quality and results of their work
• Experience using statistical and qualitative analysis software packages, as well as spreadsheet, graphics, and presentation software
• Demonstrated competence in assessing priorities and managing a variety of activities in a time-sensitive environment, working under pressure with grace, and meeting deadlines with attention to detail and quality
• Excellent presentation and interpersonal skills.
Preferred:
- Ability to match monitoring, evaluation and research approaches to the organization’s mission and vision of empowering people, particularly children, to articulate and effect social change in their worlds
- Demonstrated knowledge of and experience with operational research and program evaluation methodologies, including quantitative and qualitative methods.
- Demonstrated ability to design and manage processes, of reflection, discussion, negotiation, and collective decision-making, involving large numbers of staff across geographic locations.
- Bilingual (English with French, Spanish, and/or Portuguese).

EDUCATION
- Master’s degree or PhD in a social science relevant to ChildFund’s core business

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Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

NOTE: All interested applicants must be authorized to work in the U.S. (for Washington DC applicants) or in the specified country (for Global applicants) at the time of application.

EOE/M/F/D/V

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Scope of Work for Content and Community Manager

Title: Content and Community Manager Consultant
Div/Dept: Programs and Partnerships
Location: Remote
Reporting Relationship: ECDAN Executive Director

ECDAN Overview
Launched in 2016 by UNICEF and the World Bank Group, the Early Childhood Action Network (ECDAN) is a global network that connects, gathers, disseminates, and advocates for cross sector solutions to improve the overall wellbeing of young children and families so that every young child is safe, well-nourished, healthy, happy and learning. Since its inception in 2016, hundreds of members of the ECD community have contributed recommendations for the type of network needed by the ECD community to advance the goals of its agenda - moving from science to scale and accelerating progress towards achieving the relevant Sustainable Development Goals for early childhood development.

Purpose
The ECDAN Secretariat seeks to engage a Content and Community Manager to be an integral part of the ECDAN Secretariat based in Washington DC and working with ECDAN partners and networks across the world. The Content and Community Manager will be ECDAN’s lead on ensuring that ECDAN’s online website and knowledge and community platform is updated, responsive, and a hub for a thriving, global ECD community.

They will focus on delivering maximum value to users and continually seeking to understand and respond to user needs while monitoring and improving the overall site experience. They are the first point of contact for anyone needing assistance with the site, ensuring that users have the content, answers and connections they need to deliver impact for ECD. They will also routinely collect, synthesize and compile resources from external sources to keep the site relevant and interesting and will work with the Communications and Program Associate to send out engaging site updates and announcements featuring what’s new and interesting on the site.

Our ideal candidate will have expertise and interest in managing online content and communities. They will have a high level of responsibility for establishing and maintaining effective and constructive working relationships both internally with the ECDAN team and externally and will be responsible for active and interactive communication across the network. The successful candidate will have the opportunity to grow a dynamic global network, have the ability to prioritize and balance multiple assignments. They will be collaborative, proactive, resourceful, and dependable.

Duties and Responsibilities
The Content and Community Manager will support the ECDAN Secretariat with the following tasks:

Content Manager

• The content manager will oversee all content creation and updating activities for ECDAN's knowledge platform and website.

• Facilitate a participatory process with ECDAN secretariat to develop content strategy and standards aligned with ECDAN’s short-term and long-term strategic goals.

• Ensure that ECDAN’s knowledge platform and website are regularly updated and maintained in accordance with the content strategy, and the design style and layout guidelines established by ECDAN’s design consultants.

• Co-develop guidelines for the content curation process for ECDAN and implement process for gathering ECDAN’s online content.

• Ensure content is of a high standard by editing, proofreading, and ensuring they are from reputable sources.

• Coordinate with the Community and Program assistant on the development of the website content including contacting and identifying writers for blogposts and articles; featuring fresh resources on ECDAN’s homepage; collecting and featuring success stories; ensuring that past webinars and other knowledge products are promptly uploaded on the knowledge platform and advertised to users.

• Liaise and communicate with content producers to ensure their content reflects ECDAN’s standards.
• Use content management and analytics systems to analyze website traffic and user engagement metrics and track selected KPIs
• Liaise with ECDAN’s Communications and Program Associate to repurpose content and distribute content to other online channels and social media platforms to increase web traffic as well as repurposing content for other mediums like video and infographics.
• Develop an editorial/content calendar and ensure that the ECDAN secretariat and communities of practice follow the calendar
• Ensure compliance with law (e.g. copyright and data protection)
• Liaise with ECDAN secretariat members to stay up-to-date with developments and generate new ideas to engage ECDAN’s different stakeholder groups globally
• Maintain & update ECDAN’s knowledge databases in collaboration with the Secretariat for ECDAN’s knowledge platform
• Optimize content according to SEO
• In collaboration with the web developer, provide periodic reports of ECDAN’s knowledge platform’s usage & support the development and implementation of strategies to improve access to and usability of ECDAN’s knowledge platform, ensuring that the right knowledge products are being accessed and used by relevant stakeholder groups.
• Track any bugs and issues that arise, troubleshoot and fix what is possible and periodically liaise with Higher Logic to fix issues
• Keep track of long-term updates to be made to the website and the platform
• Develop a branding strategy and guidelines in accordance with the design decisions.

Community Manager
• Serve as the network’s internal and external online community manager to increase engagement of existing community members
• Recommend and implement engagement tactics, design and execute marketing campaigns including incorporating community into programming, communications strategy, annual conferences, events and other relevant initiatives
• Map goals and priorities to increase community engagement for upcoming year, and develop tactical plan to support attainment of these goals
• Develop on-brand messaging that best represents the voice of the community and tone online and incentivize user-generated content creation and sharing
• Create and maintain KPI dashboard on community engagement performance
• Conduct annual performance evaluation, and establish goals to support continuing community growth
• Monitor and report on feedback and online reviews
• Organize and participate in events to build community and boost awareness about ECDAN and ECD-related initiatives
• Stay up to date with digital technology trends
• Respond to comments and user queries in a timely manner and flag issues with the ECDAN secretariat
• Coordinate status updates to report on outstanding and recently resolved issues

Qualifications
• 3-5 years of proven work experience as a content manager and/or community manager with relevant experience with content management systems and community management platforms
• Hands on experience with relevant software and programs like MS Office, HigherLogic,
• Basic working technical knowledge of HTML, CSS and web publishing preferred
• Knowledge of Google Analytics, SEO and web traffic metrics
• Bachelor’s degree in relevant field pertaining to journalism, marketing, or web development
• Experience launching community initiatives (e.g. building an online forum, launching an ambassador program...)
• Familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
• Strong creative written and verbal communication skills
• Experience working with cross-functional teams and ability to multi-task in a fast-paced,
deadline-oriented environment for a growing, dynamic network
• Strong organizational skills and attention to detail
• High level interpersonal skills and cultural sensitivity to work with diverse networks across the world
• Self-motivated with ability to work both as part of a team and independently
• Possesses a spirit of intellectual curiosity, creativity, and innovation

Duration of task completion

The assignment is by contract for 8 months and duration will be from January 2020 to August 2020. The contract may be extended depending on performance and availability of funding.

Procedure for submission of expression of interest
• Interested consultants should submit documents mentioned below to info@ecdan.org with the subject “Content and Community Manager”
• An updated resume highlighting your specific relevant experience
• An application letter including remuneration requirements (daily rate).
• Only short-listed candidates will be contacted
Deadline for applications is December 15, 2019 at 11:59pm (EST)

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Scope of Work for: Psychological Consultant for Children Affected by Emergencies

Title: Psychological Consultant
Div/Dept: Programs and Partnerships
Location: Remote
Reporting Relationship: Senior Advisor, Child Protection

Background:
In emergencies, girls and boys of all ages face increased risks to violence, abuse, neglect and exploitation. The Child-Friendly Space (CFS) approach has been used repeatedly over the past 15 years in emergency relief and recovery to respond to the needs of children and promote recovery following natural disasters and emergencies. The specific purpose of CFS is to bring a sense of normalcy to affected communities through providing protection, psychosocial recovery and well-being, informal learning, and a gateway to engaging the wider affected community. ChildFund International has been establishing Child-Centered Spaces (CCSs), Childfund’s own approach to CFSs, during and following emergencies for the past 10 years. The rational for implementation is grounded in ChildFund International’s commitments to education for all children, children’s rights, and protecting children from abuse and exploitation in dangerous environments while also promoting their positive development and well-being.


ChildFund is able to reach hard-to-access locations through its strategic work with local partners including conflict settings, remote areas, and politically sensitive regions. This approach reduces the initial costs required for the set up and recruitment of staff needed for CFS. Therefore, ChildFund is updating its guidance and implementation of CFS; shifting implementation from a “Space” set-up approach to a community-based child protection system strengthening approach. Through this process, ChildFund International will be able to deliver: Psychosocial Support for children and communities; as well as Child Protection Services, Community Mobilization and Support, and structured activities for the well-being of children and youth.

ChildFund’s Emergency Management Unit is seeking a Psychosocial expert that will support the development of a Psychosocial Support Training Package for children, adolescents, and community members- to be adopted by ChildFund country offices. The PSS training package is an integral part of the newly updated guidance on CFS that is currently under review at ChildFund. The new guidance includes nine (9) components that support implementation of high-quality child-friendly spaces interventions. Each component includes a list of activities that Staff can use during pre-positioning and implementation phases; a list of input indicators to monitor implementation; as well as tools that support swift implementation during Emergencies. The ToolBox outline:

I. Introduction
II. Coordination with government and relevant authorities including UN, International NGOS and Local NGOs.
III. Community Mobilization
IV. Building a Physical Safe Space
V. Outreach Component
VI. Structured Activities and Psychosocial Support- Specific Section on Youth.
VII. Child Protection and strengthening referral mechanism.
VIII. CFS transition to community.
IX. Monitoring and Evaluation
This consultancy will support the CFS team at ChildFund in developing structured activities and the psychosocial support component by developing a training package to be rolled-out in the field during CFS implementation. The package should capitalize on existing resources, including but not limited to: ChildFund, Inter-agency Network for Education in Emergencies (INEE) and UN Migration -IOM, and Child Protection Minimum Standards (CPMS).

**Scope of the Assignment:**
ChildFund is seeking a consultant that will support the Emergency Team in developing a Training Package for staff and local partners on Community-Based Psychosocial Support. The training package will allow staff and local partners to:

- Improve the wellbeing of children and youth through provision of basic education and age appropriate group activities e.g. play, sports, art and craft, music;
- Enhance resiliencies through structured skills and assets-based programming;
- Address the specific needs of adolescents through leadership training, life skills such as Sexual and Reproductive Health, youth centered outings, cultural events, hiking and peer support groups;
- Strengthen the capacity of family and community to protect children through positive parenting and discussion/support groups.

**Methodology:**
Develop a training package based on existing materials available to ChildFund and other open source materials developed by other organizations. This includes but not limited to the following resources:

- ChildFund Philippines ‘s PSS package.
- ChildFund’s Voice Now! Youth Centered Design resource
- Manual on Community-Based Mental Health and Psychosocial Support in Emergencies and Displacements developed by IOM funded by USAID.
- INEE Guidance Note on Psychosocial Support
- IRC’s Girl Shine Package
- Other materials identified by consultant.

ChildFund will utilize PSS guidance developed for Philippines as its main document; to align with child protection minimum standards and integrate community/family-approach based on the experiences of other agencies expert in the field identified by ChildFund Staff or consultant assigned for this mission. It is key that training package provide an overview of concepts; more importantly provide staff the skills and knowledge to build a PSS and recreational package that can be rolled-out in the field and contextualized according to the needs.

**Location:** home-based

**Consultancy Manager:** Radwa el Manssy Snr. Child Protection in Emergency Advisor.

**Description of the Assignment:** Roles and Responsibilities

Key Tasks

- Review of CPMS 2nd edition pillar and available resources that support the design of Training Package.

Deliverables

1. An outline of the training package including modules, time of each module and reference resources that will be used.
Deliver a draft of training package on community-based PSS.

2. A Facilitator Guides, Presentations and Handouts and list of resources.

Finalize a training package for ChildFund after receiving feedback from ChildFund.

3. A training package that includes the revision of ChildFund International Staff. The final training package must include: A) a background on methodology, target audience and an outline of the training package. B) A facilitator guide for each day, presentations in PowerPoint, handouts and resource list.

4. All training package will be provided electronically and must be open for editing.

5. All training package must be edited in English with no language errors.

**Total Number of Days Proposed:**

The following schedule is tentative and will be revised after the submission of the training package’s outline.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PSS Training Package’s Outline</td>
<td>1 days</td>
</tr>
<tr>
<td>2. Development of Training including facilitator guide per day, PowerPoint presentations, and handouts, and list of resources.</td>
<td>7 days.</td>
</tr>
<tr>
<td>3. Integrate ChildFund International’s Feedback</td>
<td>2 days including several skype calls (depending on the need) with CFS tasks.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>10 days</td>
</tr>
</tbody>
</table>

**Division of Responsibilities:**

- Consult with ChildFund on the timeline, scope, and planned content for the PSS training package components and key resources from which the content should be drawn.

- Develop components of PSS training package, based on work developed by ChildFund, including introduction section, facilitator guides, PowerPoints,

- Integrate comments provided by ChildFund reviewers, using track changes to note the changes.

- Adhere to the timeline agreed with ChildFund

- Raise any concerns on the content or timeline with the manager of the consultancy.

**Qualifications/ Specialized Knowledge Required for Assignment:**

- Experience and background in Psychological Support in Humanitarian Settings, preferably with children is a MUST.

- Field Experience in PSS interventions implementation in Emergency Context is preferred.

- Previous experience in supporting/ implementing initiatives in Child Protection and PSS for Children.

- Strong knowledge of PSS standards and interventions in a must.

- Strong experience in developing capacity building interventions especially training on the relevant issues.
• Strong experience in project management techniques and ability to prioritize workflow based on a constantly changing, face-paced and multi-disciplinary environment.

• Ability to work on a project from concept to completion, organize large amounts of information across multiple issues, and translate it into clear messages and presentation mock-ups.

• Ability to introduce new and innovative methods of creative execution within the digital and printed space.

Child Safeguarding

ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.

Note: applicants are required to submit their CV and a sample of their work in PSS interventions, preferably a training outline or PowerPoint presentation developed by the applicant.

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Scope of Work: Social Science Research Consultant

Title: Social Science Research Consultant  
Div/Dept: Programs and Partnerships  
Location: Washington, DC or Remote  
Reporting Relationship: Senior Research Advisor

OVERVIEW

ChildFund International (ChildFund) is developing a research program to support thought leadership, visibility, business development, and overall, organizational knowledge development and learning. This research program includes both internal and external evidence synthesis, formative research, and other primary and secondary research studies.

The Social Science Research Consultant’s primary role will be to contribute to internal evidence synthesis activities through the review of ChildFund evidence reports (e.g., outcome and impact evaluation reports) and the development of an online repository of the evidence reports to support ChildFund’s research program and learning agenda.

The Social Science Research Consultant will also support the: a) design and conduct of quantitative and qualitative research synthesis and primary research studies (including literature reviews and program evaluations) and b) the generation of learning products, including technical reports, learning briefs, and journal publications.

DUTIES/RESPONSIBILITIES

- Collaboratively develops processes for and reviews and classifies ChildFund’s evidence reports.
- Assists in the organization and management of an online repository of evidence reports files and related information.
- Assists in the design and conduct of literature reviews and other quantitative and qualitative synthesis studies.
- Assists in the design and conduct of primary studies, including formative research studies and process and outcome evaluation studies.
- Assists in the development of learning products using the compiled evidence; learning products may include project summaries, learning briefs, conference presentations, and journal publications.

QUALIFICATIONS/EXPERIENCE

EDUCATION

- Master’s degree in the social, behavioral, or applied health sciences that includes course work focused on research methods (ideally both qualitative and quantitative), literature review, statistics, and data analysis—or must possess the equivalent relevant work experience. Background (coursework, research, and/or direct field experience) in International study is a plus.

SKILLS

- Knowledge of research methods, including behavioral/social science experimental study design and threats to internal/external validity (required)
- Experience designing and conducting literature reviews (bibliographic database searches, review of articles, etc.) and/or research synthesis (systematic reviews) (required)
• Ability to assess the quality and rigor of individual research studies based on study design criteria (required)
• Experience writing reports on research studies (required)
• Advanced computer skills, with proficiency in using Microsoft Office suite applications, e.g. Word, Excel, and PowerPoint (required)
• Excellent oral and written communication and presentation skills (required)
• Experience with qualitative analysis software, e.g. NVIVO (desired)
• Experience with knowledge management systems and processes (desired)
• Experience using or knowledge of Microsoft’s SharePoint platform (desired)
• Ability to manipulate and analyze datasets in Microsoft Excel or one or more statistical analysis software packages, e.g. SPSS, STATA, SAS, R, etc. (desired)

DURATION

January 2020 – June 30, 2020 (approximately 6 months, part-time). Approximately 10 to 15 hours per week.

DELIVERABLES

The following milestones and target dates are provided here to guide the research consultancy process, however, we anticipate some changes based on organizational priorities and timelines:

<table>
<thead>
<tr>
<th>Milestone/Deliverable</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize codebook/coding scheme for Evidence Repository</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Review and code ChildFund evidence reports and populate the evidence repository with evidence from ChildFund’s 2013, 2016, and 2018 Impact Reports</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Solicit and review/code new evidence reports from ChildFund Country Offices (COs)</td>
<td>April 2020</td>
</tr>
<tr>
<td>Support the planning for and development of an online platform for the evidence repository</td>
<td>April 2020</td>
</tr>
<tr>
<td>Provide support in the design and conduct of at least one synthesis or primary research study</td>
<td>May 31, 2020</td>
</tr>
<tr>
<td>Support the development of at least two learning products</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

LEVEL OF EFFORT AND PAYMENT SCHEDULE

• 15 to 20 hours per week at a rate of $20 per hour (up to $1,600 per month), for up to a total of 24 weeks (6 months) and $9,600. Payment for days-worked only.
  • If remote, consultant may be asked to participate in up to two face to face meetings in DC, requiring the consultant to travel. Travel expenses for each meeting should be included in the consultant’s monthly invoice. Total travel budget would be up to $2,000 for travel for onsite meetings.

• Payment on monthly invoice by consultant.

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
ChildFund International’s Global M&E System is designed to help the organization improve outcomes for children through informed data-driven decision-making. Global M&E data include basic demographics about enrolled and sponsored children served by ChildFund and its affiliated partners as well as population-level indicators associated with positive outcomes for children, their families and their communities. These data are collected through surveys administered to children and their caregivers.

SUMMARY

The M&E specialist will directly support ChildFund’s Global M&E plan for FY20 – FY22. This specialist will support the Child Verification process in Asia and Africa, the development and implementation of Global M&E data collection tool and as needed support the data collection aspect of the School Violence Prevention Program in Sri Lanka and Sierra Leone. This position will support the development and implementation of a mobile data collection application for Global M&E; will work closely with the Sr. Advisor, M&E to build and test different mobile data collection tools, coordinate data collection efforts globally and support data analysis and reporting on different projects.

DUTIES/RESPONSIBILITIES

Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.

Global MEL Platform Development
- Support the creation and implementation of a new Global M&E data collection platform
- Provide support in the creation and implementation of the child verification tool
- Assist in the coordination of data collection efforts in country (collect data collection plans, assist in the development of child databases)

Global MEL Data Collection Tools and Processes
- Under the direction of the Sr. M&E advisor, prepare mobile data collection surveys
- Manage data files, code and generate samples
- Coordinate data collection efforts in collaboration with other M&E staff

Global MEL Data Aggregation & Analysis Processes
- Support the global M&E data aggregation and analysis processes.

Development of Reports for Internal and External Use
- Support the development / creation of standard dashboards, and design reporting templates and other data visualization tools to enable the management of global MEL processes and to support managers’ knowledge and understanding of programmatic progress and results.
- Develop and deliver standard and custom data reports, as assigned.

Project and Program Model M&E
- Support M&E needs in project roll-out as needed.
- Work with the Country Office M&E Advisors on identifying the needs and opportunities to tie Grants M&E into the global M&E system.

QUALIFICATIONS/EXPERIENCE
The ideal candidate will have basic evaluation skills including data collection methods, data management (cleaning, coding, merging, sampling), analytical skills (interpret outputs) and reporting skills (interactive data reports).

- Minimum 3 years work experience in monitoring and evaluation
- Experience with statistical data analysis (preferred)
- Strong technical skills including ability to process and analyze data using one or more statistical software packages, e.g. SPSS, Epi-info, Stata, MS Access. Advanced Excel skills.
- Proven ability to present information in user-friendly formats (required)
- Excellent oral and written communication skills
- Advanced computer skills, with proficiency in using Microsoft Office suite applications, e.g. Word, Outlook, Power Bi, and Excel (required)
- Experience with mobile data collection tools and platforms (preferred)
- English proficiency is required and proficiency in another language is highly desirable

EDUCATION
- Bachelor’s degree in Data Analysis, Statistics, Business Analytics, or another discipline with relevant coursework, or must possess the equivalent relevant work experience to ChildFund’s core business; Master’s degree preferred

ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

NOTE: All interested applicants must be authorized to work in the U.S. (for Washington DC applicants) or in the specified country (for Global applicants) at the time of application.

EOE/M/F/D/V

To Apply for this position, please submit your cover letter and CV to careers@childfund.org
Title: Chief of Staff
Div/Dept: Office of the President
Location: Richmond, VA or Washington, D.C.
Reporting Relationship: President/CEO

SUMMARY
The Chief of Staff (COS) role is to enable the organization’s strategy and operations for success in a complex, global environment. A member of the CEO Management Team, the COS closely monitors and facilitates the organization’s moving and inter-connected parts, enabling the CEO and Vice Presidents to work more effectively and efficiently across the organization, both domestically and globally. This is not an administrative role; it is a highly strategic and facilitative one that requires the COS to be part analyst and decision framer, part counselor and resource and part project manager and change agent. The position requires a combination of focus and agility, as well as a willingness to play an active, behind-the-scenes role to ensure the organization stays ahead of the curve. The role requires a highly resourceful individual with strong emotional intelligence, self-motivation and strong analytical skills.

DUTIES/RESPONSIBILITIES
1. Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.
2. Orchestration of projects, operations and/or commitments directly involving multiple divisions and/or offices of ChildFund. This position primarily focuses on ensuring alignment, coordination and collaboration among relevant stakeholders and, when such alignment is absent, recommending mitigating approaches. While this responsibility envisions the COS “going deep” in a relatively limited number of areas, s/he would also need to understand the breadth of major projects/operations occurring within the organization.
3. Proactive identification of issues that could impact the successful execution of the CEO’s agenda and the organization’s strategy and annual operating plan. Ensuring the CEO’s time is used wisely, this responsibility involves elevating those issues about which the CEO should be aware and framing/positioning ideas to resolve the problem/mitigate the risk. This is among the most challenging and important aspects of the job. By working with key stakeholders, the COS will need to focus on the underlying causes to issues, identifying blockers to progress, and creatively developing alternative means of resolving issues and making progress.
4. Preparation for board and CEO Management Team meetings. This responsibility is not about logistics and more about content and the COS’ judgment about the appropriateness of the agenda and the sufficiency of the intended preparation. This may mean querying and pushing back on issues and assisting in their preparation for meaningful board and CEO Management Team discussion and decision making.
5. Development of draft communication on behalf of the CEO to both staff and the board. In addition, the COS should also be able to accurately reflect the CEO's position in internal meetings to help drive understanding of her views, though the role does not entail devolved responsibility to act for the CEO unless so specified.
6. Oversee the work of the Manager, Internal Communications
7. While carrying out all responsibilities, the COS must promote an organizational culture within ChildFund which brings alive the vision, mission and values of the organization for our supporters, children/community and employees, including serving as a champion for creating the employee “ChildFund Experience”.
8. Oversee the recruitment, management and development of staff in the Office of the President, including the executive and administrative assistants and the strategy/planning manager. For the latter position, oversee his/her work in managing the annual planning process and quarterly strategic reviews.
9. Develop and oversee the budget for the Office of President, including all costs centers. Ensure expenses are kept in line with budget and all organizational purchase and travel policies are adhered.

CORE COMPETENCIES
- Results/action-orientation; project management skills
- Highly-developed communications skills (written/verbal), emotional intelligence, and interpersonal savvy
- Tact, diplomacy, and perseverance
- Organizational and political agility
- Strong negotiation, collaboration and teamwork skills
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Strong strategic and analytical skills, including financial analysis; ability to process qualitative and quantitative data

QUALIFICATIONS/EXPERIENCE
This role provides direct access to the inner workings of ChildFund and to highly sensitive information. The successful candidate will be discrete, high-energy, agile-minded, strategic, proactive, a direct communicator, highly-organized and committed to the vision and values of ChildFund. In addition, the following requirements will generally define the successful incumbent:
- A minimum of 10 years work experience, including significant experience in NGO setting.
- Applicable/transferable experience: private sector roles in business operations, strategy or consulting; similar experience in the public sector.
- Experience working successfully with a board, preferred.
- Mission-driven; passionate about ChildFund and related constituencies.
- Good understanding of self and strong personal presence.
- Excellent presentation and facilitation skills
- Willingness to work hard and take direction—but also creatively solve problems for which the answers aren’t always obvious.
- Willingness to travel in the US and internationally
- Fluency in written and spoken English required; professional proficiency in French or Spanish preferred
- Knowledge of ChildFund and key stakeholders desirable but not essential.

EDUCATION
- MBA, or related advanced degree required.

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NOTE: All interested applicants must be authorized to work in the U.S. at the time of application.

EOE/M/F/D/V

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