

# TERMS OF REFERENCE FOR VOLUNTEER AGREEMENT

<b>JOB TITLE:</b>	Volunteer (Field Level Agreement management)
<b>TYPE OF CONTRACT:</b>	Volunteer
<b>UNIT/DIVISION:</b>	Programme
<b>DUTY STATION (City, Country):</b>	Cox's Bazar
<b>DURATION:</b>	6 months

## **BACKGROUND AND PURPOSE OF THE ASSIGNMENT:**

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide.

WFP has been supporting 1.5 million people in Cox's Bazar, Bangladesh: 900,000 Rohingya refugees and 600,000 Bangladeshi community. As the assistance to Rohingya refugees enters the 5th year since 2017, resilience-building in the camps and local community become one of the main challenges due to restrictions on cash assistance, freedom of movement and relocations between the camps. In addition, as relations between refugee and host community become more complex, host community support is much more needed and social cohesion between the two communities become another main challenge.

## **JOB PURPOSE:**

The Field Level Agreement (FLA) Management focal point will work under the day to day operational and technical supervision of the Programme Policy Officer-FLA Management. The incumbent will collaborate closely and engage actively with different activity leaders within the programme unit, and in particular with WFP's Finance, Supply chain and resource management unit within WFP Cox Bazar Office.

## **ACCOUNTABILITIES/RESPONSIBILITIES:**

- Support preparation of Expression of Interest (EOI), undertake Request for Proposals (RFP) and grant/FLA awards requests
- Support review of FLA budgets, and financial reports against approved budgets, to provide critical feedback to the implementing partners, programme unit, and supervisor.
- Verify reporting requirements are adhered to and liaise closely with the Program, Resource Management, Finance and M&E teams and the supervisor on any delays or other difficulties.

- Review payment requests and assist so that payments are processed based upon the FLA agreement, agreed payment schedules, and fund availability.
- Support the Programme Policy Officer- FLA management in budgeting and forecasting of FLA related expenditures; ensure variances are communicated at an early stage and support coordination of operational and financial closure of FLAs and projects.

## **QUALIFICATIONS & EXPERIENCE REQUIRED:**

**Education:** Undergraduate and/or graduate degree in Development Studies, social science or other relevant areas.

**Experience:** Exposure to a relevant field is preferred.

**Language:** Fluency (level C) in English language, & native speaker of Bangla

## **Certified by Hiring Manager (name/title) & signature**

**Date:** Click or tap to enter a date.

## **Accepted by Volunteer (name & signature):**

**Date:**