



SCOPE OF WORK



Country: **Botswana**
Host site: **Marang Childcare Network Trust**
Assignment title: **Grants Manager**
Length of assignment: **9-12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

Surrounded by South Africa, Zimbabwe, and Namibia, the land-locked country of Botswana faces one of the highest HIV/AIDS prevalence rates in the world. Out of a population of about 1.8 million people, some 280,000 Botswana were estimated to be living with HIV in 2005. Currently the national prevalence rate is estimated at 17.6 percent while district-specific rates range from 10.3 percent to a high of 26.5 percent among the adult population. According to a 2007 UNICEF report, the HIV/AIDS epidemic has left 120,000 orphans in its wake. Despite these challenges, Botswana has successfully implemented a nationwide program to prevent mother-to-child transmission of HIV/AIDS. Some 92 per cent of pregnant women are tested for the virus, and increasing numbers of HIV-positive mothers receive antiretroviral treatment. Botswana is well positioned to become a leader in sub-Saharan Africa in the fight against HIV/AIDS.

In-country placement site:

The Marang Child Care Network Trust (MCCNT) was established to complement existing government efforts to strengthen NGO technical capacity to work with Orphans and Vulnerable Children (OVC). The focus was motivated by the understanding that many non-governmental organizations, community-based organizations, and faith-based organization lack capacity and technical skills to effectively implement OVC programs due to inadequate skilled manpower and financial constraints. These NGOs/CBOs/FBOs also lack capacity to continually maintain training for their existing staff, management and volunteers. MCCNT fills these gaps by building the capacities of NGOs/CBO/FBOs; training their staff and volunteers and coordinating their efforts to comprehensively serve the needs of OVC. As a coordinating body for OVC based organizations, MCCNT strives to ensure the well-being, protection and care of OVC through policy advocacy; and coordination of information sharing, networking and training of NGOs/CBOs/FBOs in key areas such as policy, advocacy, organizational development, and day care operation. MCCNT also offers other relevant interventions that are specific to the needs of OVC.

MCCNT's objectives are to:

- Provide guidance, coordination and support to all members of the Trust offering community based service to OVCs
- Promote advocacy activities in support of OVCs policies for delivery of quality protection, care and support services
- Establish standards of care that are consistent with child care policies and in line with International Conventions
- Maintain linkages with local, regional and global agencies that may have information, experience, financial and technical support that would strengthen the work of NGOs/CBOs/FBOs in the field of OVC
- Provide technical input to ensure effective integration of OVCs psychosocial support in all child programs and social and economic policies

- Advise on technical matters relating to implementation, coordination and monitoring of all OVCs programs provided by NGOs/CBOs/NGOs

Length of the assignment: 9-12 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Kgomotso Nana Sejoe, Executive Director

Name and title of counterpart: Finance Manager

Volunteer qualifications:

Required:

- Bachelor's degree in finance, business administration, public administration, accounting or appropriate equivalent qualifications
- 2-4 years experience in grants management and fundraising
- 2-4 years experience in appropriate financial systems development, design and implementation
- Experience with program budgeting and costing
- Experience in working with NGOs, CBOs and FBOs
- Positive, enthusiastic, and self-motivated approach to work
- Adaptable with the ability to multi-task and prioritize
- Knowledge of a broad range of financial management areas
- Ability to organize tasks and time to ensure timely completion of all projects and responsibilities
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers or staff
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited resources exist
- Ability to work cooperatively and successfully in a team

Preferred:

- Previous experience in working with diverse professionals or working in a developing country
- Working knowledge of Tswana language or Botswana cultural issues

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The Grants Manager will support MCCNT to increase their capacity to execute fundraising and grants programming through the implementation of a small grants program for Marang members.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Work in conjunction with Twinning Center partners to implement partnership activities where applicable, such as finance management trainings and fundraising efforts
- Develop a grant application system, criteria checklist, and develop and document proposal review process



- Assist in developing guidelines, operational procedures and tools for monitoring for finance team to manage the small grants for members
- Provide training/orientation to staff and board representatives on the guidelines
- Oversee proposal review process and notification of awards
- Set up systems for timely reporting of information for grantee quarterly reports and monthly grant management meetings
- Conduct sub-grant management training for grantees
- Conduct grant writing training for grantees, MCCNT members and other stakeholders
- Assist in grant writing to secure funding to support organizational capacity building efforts at the local level; provide mentoring support and assistance to MCCNT staff
- Develop and facilitate a training workshop on communication and fundraising for management and staff; support project staff to identify potential external and internal donors

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly progress reports to the host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Action plan describing specific activities to be conducted for the duration of the volunteer assignment
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete an assessment within the first two weeks of assignment
- Complete monthly progress reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation for volunteer and placement site staff
- Provide volunteer with monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed

