

## CBPF-LHF Project (Terms of Reference)

### Center Coordinator – AICA / CBPF-LHF PROJECT

#### 1. Background

The Alawite Islamic Charity Association (AICA) is implementing an **OCHA-funded CBPF-LHF project** to enhance **community-based services** in North and Akkar, Lebanon. The project aims to strengthen **center management, community engagement, and humanitarian response** in alignment with **OCHA's Localization Strategy and Accountability to Affected Populations (AAP) principles**. To ensure effective **coordination and management of community centers**, AICA seeks qualified candidates for the position of **Center Coordinator** to oversee daily operations, reporting, and program implementation. The Center Coordinator will be responsible for the overall management and leadership of the center he/she runs, ensuring high-quality service delivery, programmatic alignment, and operational efficiency. The role involves strategic planning, team management, stakeholder engagement, coordination with relevant school principals, and ensuring compliance with sectoral, AICA and OCHA requirements. He/she will serve as the primary point of accountability for center performance and community impact

#### 2. Key Responsibilities

##### A. Center Management & Operations

- Oversee the **daily operations and administration** of the assigned center.
- Ensure the center meets **OCHA's AAP principles** and humanitarian standards.
- Develop and plan **center activity strategy** in alignment with project objectives, by managing and supporting the center staff, ensuring clarity of roles, accountability, and capacity building

##### B. Program Coordination & Implementation

- Coordinate and oversee the implementation of **education activities mainstreaming a protection lens**, coordinating with stakeholders, including local authorities and community representatives
- Supervise administrative and logistical activities, ensuring smooth daily operations, ensuring all activities align with **OCHA's CBPF-LHF project framework**.
- Maintain and monitor center records, including attendance, feedback, and programmatic reports
- Work closely with **selected school directors in his/her area, along the community stakeholders and local authorities** to optimize service delivery.

##### C. Community Engagement & Accountability

- Foster **community participation** and feedback mechanisms for service improvement.
- Promote **localization and sustainability efforts** in line with OCHA's strategies.
- Conduct awareness sessions and community meetings.

##### D. Monitoring, Evaluation, and Reporting

- Maintain **accurate records** of center activities and beneficiary data.
- Prepare and submit **daily, weekly and monthly reports** to AICA's Project Manager.
- Ensure **compliance with AICA's project monitoring and evaluation (M&E) requirements**.

## E. Compliance & Safeguarding

- Enforce AICA's safeguarding and child protection policies.
- Prevent and report any misconduct, SEA, GBV risks, or safety concerns.

## 3. Qualifications & Requirements:

- Bachelor's degree in education and social development related field (Mathematics, Arabic Literature, French/English Literature, Biology, Chemistry, Physics, psychology, sociology, social sciences/humanities, specialized education, or social animation) or LT in education
- Proven experience in working in disadvantaged urban communities and vulnerable groups
- Previous experience with children from 5 to 16 years old
- Capable of dealing with children who have experienced distress
- Ability to work under pressure
- Good communication skills
- Knowledge in using MS-Word / MS-Excel – Intermediate Level
- Able to recognize and refer child protection cases

## 4. Reporting Line & Supervision

The Center Coordinator will report directly to the **AICA Project Manager**, ensuring alignment with **OCHA's funding requirements and program deliverables**.

**Duration:** 11 Months, Monthly fees.

The **Center Coordinator** role is critical in ensuring the successful implementation of AICA's OCHA-funded CBPF-LHF project. He/She will play a key role in **community engagement, service coordination, and compliance with humanitarian best practices**.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_