

TERMS OF REFERENCE (TOR): Subgrant Officer

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: LTKL Office, Jakarta (3 days in a week), Work from home (2 days a week)

Position Type: Consultant In-House

Duration / Implementation Date: 1 Year

1. Background

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments under APKASI which was formed and managed by the district government in order to realize sustainable development that protects the environment and improves the welfare of the community through mutual cooperation. Since its establishment in July 2017, LTKL has had 9 (nine) member districts in 6 (six) provinces in Indonesia and works side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily to achieve common goals. Based on the results of the Declaration on the Sustainable District Vision in 2021, member districts are committed to working together with cross-sectoral parties to protect at least fifty percent (50%) of the total important ecosystems within the district's jurisdiction, through an approach that ensures at least 1 million families live within the district. and/or around important ecosystems within the district can improve their welfare.

The Financial and Resources Management Unit (FRMU) in Lingkar Temu Kabupaten Lestari is responsible for overseeing and managing funding activities that support various projects and initiatives across multiple districts. Positioned at the intersection of financial responsibility and community development, FRMU ensures the efficient allocation of resources in alignment with the broader goals of Lingkar Temu Kabupaten Lestari (LTKL). As part of LTKL's commitment to ensuring effective and efficient use of resources, we manage a range of subgrants that support our partners in implementing their programs. To strengthen our subgrant management framework, we are seeking a qualified and experienced Subgrant Officer to join our team.

We are looking for an individual with a strong background in financial management, capacity assessment, and risk management, who is passionate about contributing to our mission and supporting our partners in their endeavors.

2. Objectives of the Activity

The primary objective of the Subgrant Officer is to ensure the effective financial and programmatic management of subgrants. This role involves overseeing the financial integrity of subgrantees, ensuring that funds are used appropriately and in compliance with both organizational and donor requirements. The Subgrant Officer will also be responsible for providing programmatic oversight to ensure that subgrantee activities align with the project's as well as LTKL's goals and objectives. Therefore, Subgrant Officer will play a critical role in enhancing the effectiveness and impact of the

organization's projects, ensuring that subgrants are managed efficiently, transparently, and in alignment with both financial and programmatic best practices.

3. Job Descriptions

1. Develop assessment tools and criteria to systematically monitor and evaluate subgrantees capacity
2. Conduct comprehensive assessments of potential and existing subgrantees to evaluate their financial, administrative, and programmatic capacities.
3. Prepare detailed reports on subgrantee capacities, identifying strengths and areas for improvement
4. Ensure that the subgrant management framework aligns with the organization's mission and strategic goals
5. Serve as a liaison between the organization and subgrantees, facilitating effective communication and collaboration
6. Financial Management:
 - a. Review and process subgrant agreements to ensure compliance with organizational and donor requirements
 - b. Monitor subgrant expenditures and ensure accurate and timely financial reporting
 - c. Conduct financial reviews and audits of subgrantees to ensure proper use of funds.
 - d. Maintain accurate records of all financial transactions related to subgrants.
 - e. Provide technical assistance to nurtured subgrantees to enhance their financial management capacities
7. Programmatic Management
 - a. Monitor subgrantee activities to ensure they align with project goals and objectives.
 - b. Review and analyze subgrantee progress reports and prepare summary reports for management
 - c. Assist in the evaluation of project outcomes and impacts
 - d. Conduct regular site visits if necessary to assess project progress, provide feedback, and offer support

4. Qualifications

1. Strong knowledge of accounting principles, financial reporting, and grant management with bachelor's degree in Accounting, Finance, Business Administration, or a related field.
2. At least 2 years of experience in financial management, preferably in the non-profit or development sector.
3. Experience in project management, monitoring, and evaluation.
4. Excellent analytical and problem-solving skills.
5. Proficiency in accounting software and Microsoft Office Suite.
6. Demonstrated experience in roles requiring advanced English communication skills
7. Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams.
8. Demonstrated ability to manage multiple tasks and meet deadlines.

9. Proven track record of reliability and consistency in managing responsibilities and meeting organizational goals.
10. Willingness to travel to project sites as needed.
11. Strong ethical standards and commitment to integrity in financial management

5. Activity and Timeline

Expected join date: 1 July 2024

6. Relevant Unit

Awards Management Unit

7. Supports Needed

Hiring

8. Budget

The budget will be informed to Human Resources team confidentially.
Source of Fund: CLUA GS - Professional Service/Consultants/External Experts.

9. Additional Notes

Term of Offer:

1. Contract Period:
In-house Subgrant Officer is expected to start in July 2024. Contract duration covers the period of July 2024 - June 2024 as Consultant In-House. The contract is extendable based on performance evaluation and program needs.
2. Reporting:
Subgrant Officer will report on a daily basis to Awards Management Coordinator.
3. Duty Station:
Subgrant Officer will be stationed in Jakarta with 3 days work from office and 2 days work from anywhere, with travels necessary based on the needs of the relevant districts. The working days from office will be subjected as needed.

Application Process

Interested candidates should submit the following documents:

- A cover letter explaining:
 - Their suitability for the position and LTKL
 - Their strength and weaknesses
- A detailed CV including relevant experience and qualifications
- Contact information for at least three professional references.

Created by,

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