

Social Performance Start-up Fund for Networks

Terms of Reference SPM Coordinator Job Description¹

This document is for associations that want to hire a social performance coordinator or develop an existing staff to fill the role, for the purpose of SP Start-up Fund grant and beyond this grant.

The role of an SPM Coordinator in an association

The SPM Coordinator will be responsible for managing the project under the grant from SP Start-Up Fund for Networks.

The SPM Coordinator will work directly with members to strengthen their knowledge of SPM and to help strengthening member capacity to collect and report social performance data. The Coordinator will also help member MFIs to design SPM systems that improve members' ability to serve their clients.

This position will provide an important professional development opportunity for the right candidate. Initially, the role of the chosen person will include education and training, then analysis and promotion (focused on results) and finally (in partnership with leaders of the association) advocacy for the microfinance sector in the country.

Responsibilities of the SPM Coordinator

The SPM Coordinator will be responsible for the development and organization of all necessary activities required to develop and implement the network's SPM plan (and strategy) within and beyond funding of SP Start-up Fund.

In particular, SPM Coordinator will be tasked to:

- Communicate with members the SP project plan and encourage members to participate in the project activities
- Attend regional Kick-off workshop organized by the Fund
- Organize logistics of project events (workshops, trainings, study visit, participation in networking events)
- Coordinate the work of Consultant(s) engaged in the project
- Facilitate members' reporting to the MIX on Social Performance Standards
- Coordinate the work with Technical Assistance provided (if a network decides to implement the Optional Component)

¹ Based on SPTF SPM Officer Job Description

- Consult members and conduct discussions with the Board of Directors on their role in promoting social performance and SPM
- Regularly report to the SP Start-up Fund, the Board and member MFIs on the progress of activities
- Develop an SP scale-up plan based on the lessons learnt from the project implementation through a consultative process with the network members and the Board
- Integrate SP scale-up plan into the overall business plan of the network
- Work with the leaders of the association to secure additional funding for the social performance program beyond the grant period
- Other tasks as specified by the network

Qualifications

SPM Coordinator should have the following qualifications:

- University degree in a suitable area (social sciences or economics)
- At least three years of microfinance experience
- Project management experience
- Excellent communication skills
- Ability to work independently
- Interest in the measurement and management of social performance
- Facilitation skills

It is assumed that SPM Coordinator will spend at least 73 working days on the implementation of the SP Start-up project (SP Start-up Component only).

The table below provides an estimated break down of SPM Coordinator time on the project (SP Start-up Component only):

	Activity	Task	Timeline	Year	# days
1	Regional kick-off workshop participation	Preparation	September	2011	2
2		Travel	October/November	2011	2
3		Participation	October/November	2011	8
4	Awareness raising workshop	Preparation	November/December	2011	8
5		Participation/co-facilitation with local consultant	December	2011	1
6	Training in SPS Reporting	Preparation	December/January	2011 / 2012	4
7		Participation/co-facilitation with local consultant	December/January	2011 / 2012	2
8		Support to MFIs in reporting	January - February	2012	5
9		Verification of reports	February	2012	5
10		Compilation of reports	March	2012	3
11	Reporting lessons learnt workshop	Preparation	March	2012	5
12		Participation/co-facilitation with local consultant	March	2012	1
13		Further support to MFIs in reporting	April - September	2012	5
14	Project lessons learnt workshop	Preparation	September	2012	5
15		Participation/co-facilitation with local consultant	September	2012	1

16		Documentation	October	2012	1
17	Global learning meeting	Preparation	October	2012	1
18		Travel	November	2012	2
19		Participation	November	2012	1
20	Project management	Reporting to the Project Steering Committee	on-going	2011-2012	6
21		Project formal reporting to the Fund	May, November	2012	5
			Total number of days		73