**Terms of Reference for Program Development Officer**

**Job Title**

Programme Development Officer

**Reports to**

Programme Manager Operation CERD

**Job Purpose**

The Programme Development Officer will be responsible for developing, implementing, and evaluating programme that align with the organization's strategic objectives. The officer will also have minor responsibilities for monitoring programme activities.

**Key Responsibilities**

**Programme Development**

1. Develop new programme proposals and project plans that align with the organization's strategic objectives.

2. Conduct needs assessments and research to inform programme design.

3. Collaborate with stakeholders to develop programme logic models, theories of change, and monitoring frameworks.

4. Develop programme budgets and resource plans, can draft & submit high quality proposals and concepts notes that align with donor requirement.

5. Prepare and Review guidelines, templates and formats for documentation of proposals and concept notes, case studies, best practices and lessons learnt.

6. Prepare, supervise and ensure quality check of developed Expression of Interest (EOIs), Concept Notes, Proposals, Case Studies, Lessons Learnt and Best Practices from program and project reviews

7. Identify, mobilize and forge strategic partnerships to effectively seek large scale funding for projects.

8. Provide necessary technical assistance to the regional offices and project staff in developing, fine tuning and finalizing EOIs, proposals, concept notes.

9. Supervise designing and implementation of the research studies on need basis with the business development department.

10. Carryout any other activities as assigned by the supervisor from time to time.

**Implementation**

1. Support the implementation of programme and projects.

2. Coordinate with teams to ensure programme activities are delivered on time and within budget.

3. Facilitate stakeholder engagement and communication.

**Monitoring**

1. Track programme progress against planned activities and outcomes.

2. Collect and analyze data to inform programme decision-making.

3. Identify areas for programme improvement and recommend adjustments.

**Requirements**

1. Relevant degree in a related field (e.g., development studies, social sciences).

2. Minimum 8 years of relevant experience in programme development, implementation, and monitoring.

3. Strong analytical, writing, and communication skills.

4. Ability to work collaboratively with diverse stakeholders.

5. Familiar with Microsoft Word, Excel, PowerPoint, and Outlook for document creation, data analysis, presentations, and communication.

**Deliverables**

1. Programme proposals and project plans.

2. Programme logic models and monitoring frameworks.

3. Progress reports and programme evaluations.