



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF CASH BASED TRANSFER (CBT) MANAGER**

**Job Title:** Cash Based Transfer (CBT) Manager

**Direct Supervisor:** Reporting to the Programs Manager.

**Position Type:** Full time

**Number of positions:** 2

**Location:** Adjumani & Palorinya field office

#### **Job summary:**

The CBT Manager is responsible for the implementation, supervision and monitoring of the cash-based transfers under the General Food Assistance program to persons of concern in area of operation in-line with general food assistance guidelines and WFP Uganda Refugee Transition Model. He/she is responsible for coordination with OPM, UNHCR and the donor to ensure timely assistance and program integration with other food security, nutrition and livelihood programs in area of operation.

#### **Duties and responsibilities**

- Under the supervision of the Program Manager, coordinate with WFP, OPM, UNHCR and Financial Service Providers to ensure timely distribution of cash assistance under GFA to registered and verified person of concern in area of operation.
- Prepare monthly distribution plans in liaison WFP Cash-Based Transfer (CBT) focal points and coordinate with other key stakeholder for CBT.
- Mobilize beneficiaries for enrollment on to the CBT modality and facilitate beneficiary receipt of digital payment instruments.
- Raise community awareness in Digital and Financial Inclusion and organize trainings for increased adoption and usage of digital and financial services, especially for women.
- Map and monitor service providers/agents during cash distribution including agents' liquidity capacity and customer service.
- Liaise with Financial Service Providers to increase agent and merchant payment points.
- In collaboration with WFP and Financial Service Providers, increase the number of female agents and merchants.
- Leveraging on the basic financial literacy and in collaboration with WFP identify beneficiaries for the advanced training course.
- Monitor beneficiary cash out process at the agent points during payments.



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- Periodically review CBT responses in accordance with the WFP policy for CBT based interventions for affected population.
- Draw-up plans for timely delivery of integrated CBT with other programs in coordination with WFP, OPM, Committee Cash Management committee and service provider and monitor their implementation;
- Closely coordinate with M&E Unit to ensure that relevant output and outcome indicators for integrated CBT interventions are systematically being collected and analyzed in a manner that will help the CO determine efficiency and effectiveness of CBT delivery as well as the appropriateness of the transfer modality choice for WFP.
- Manage CBT AFOD team members and contracted community casual staff and provide support to ensure timely provision of assistance to affected population.
- Conduct regular community sensitization on integrated CBT with affected population Food Management Committee and Refugee Welfare on general food assistance.
- Submit activity, weekly, monthly and quarterly reports to program manager
- Ensure compliance with WFP's policies and procedures for CBT interventions.
- Ensure integration of AFOD Programs in area of operation with other programs using the 2P plus and ICLEM framework.
- Periodically review GFA responses in accordance with the AFOD ICLEM model and WFP policy and WFP Uganda GFA guidelines for affected population.
- In collaboration with Program manager and Head of Area office and Senior program Advisors, support transition to resilience in line with resilience building framework.

### **Minimum qualifications**

#### **Education**

Bachelor degree in Economics or Agriculture or Business Administration, post graduate in qualification in project planning and management or monitoring and evaluation will be added advantage.

#### **Experience**

- Operational experience in implementing cash transfer program, in particular in establishing and overseeing cash delivery mechanisms involving external Finance Service Providers.
- At least three years of postgraduate progressively operational experience in Cash Based Transfer (food assistance) and voucher programmes and financial literacy program.
- Experience in designing and/or implementing cash-based humanitarian assistance programmes in refugee settlement/camp setting.
- Demonstrated experience of integrated gender and diversity issues into humanitarian programmes.
- Experience in monitoring and evaluation of integrated humanitarian programmes.



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- Previous management experience is necessary.

### Core Competencies

- Proficiency in English (Oral & Written).
- Project planning, management and advocacy training highly desirable.
- Computer skills particularly MS Office.

**Application:** Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to [recruitments\\_ug@afodi.org](mailto:recruitments_ug@afodi.org) or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

**Deadline for submission:** Application should be submitted before or by 5:00pm EAT on 24<sup>th</sup> July 2023.

*AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.*

***Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.***

