

Open Vacancy

Dear All,

Please find below open position.

We are trying to find the best possible candidates to make team stronger.

EMPOWERING WOMEN IN COFFEE ORIGIN COMMUNITIES (BENTANI PHASE II)

Mercy Corps Indonesia (MCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. MCI's mission is to empower people in Indonesia to become healthy, productive, and resilient communities. Resilience means an ability to recover from or adjust easily to misfortune or change.

Program Summary

Mercy Corps Indonesia's expansion into West Java will build on the success of the BENTANI program (Phase I) and reach additional coffee farming families in Bandung, Bandung Barat, and Garut Districts to overcome barriers to wellbeing and financial health. We will reach 2,700 female coffee farmers/farmers' wives, 300 girls and 300 men in newly identified locations and deepen engagement with 300 young women from BENTANI Phase I (totaling 3,600).

Women's lack of access to financial services, markets, networking, lack of public awareness, and the large amount of waste in the coffee farming area where waste also affects soil quality will be addressed. A behavior change approach will be incorporated into the waste management module with a focus on reducing domestic waste and the appropriate disposal of waste. We will continue to engage Starbucks Partners to lend their expertise as volunteers in social impact activities to provide inspiration to start or develop women and young women's businesses.

Objectives:

1. Improve the health of coffee farming families through health education, improved WASH facilities, and household waste management,
2. Increase the economic resilience of women coffee farmers and improve financial inclusion through strengthening women's banking agents, and
3. Expand economic opportunity for women-led and -owned enterprises through business development and digital marketing.

The program will directly impact 3,600 participants.

Bandung District and Bandung Barat District

1. District Coordinator (DC) – BENTANI

General Position Summary

District Coordinators will ensure that at least 2,700 female coffee farmers/farmers' wives, 300 girls and 300 men in newly identified locations and deepen engagement with 300 young women from BENTANI

Mercy Corps Indonesia

Phase I (totaling 3,600) in Bandung, Garut, and Bandung Barat Districts have completed all health education (including sanitation, hygiene, reducing domestic waste and the appropriate disposal of waste assessment), financial literacy, and advance business topics training and mentoring activities. In addition, S/he will collaborate with the Bandung, Garut, and Bandung Barat district governments, Bank BJB and Shopee Indonesia as key partner, community business organizations, coffee farmer groups/cooperatives, associations related to female coffee farmers/coffee farmers' wives and young women, and with the Starbucks Indonesia's partners to implement the volunteer events. MCI-CARM lead, the Snr GESI Specialist will work with and support MEAL to manage the implementation and reporting of the programs Mercy Corps community, accountability and reporting mechanisms (CARM).

The position is based in Bandung or Bandung Barat Districts and requires up to 60 % travel to project locations (depend on local regulations on COVID-19 prevention).

Essential Job Responsibilities

- Organize and supervise implementation of needs and GESI assessment and technical and economic sanitation, hygiene, reducing domestic waste and the appropriate disposal of waste assessment.
- Identify target of the program participants and locations based on the program criteria and consultations with local stakeholders.
- Supervise the baseline and endline data collections.
- Coordinate with key program partners at district, sub-district and village levels to fulfil the deliverables agreed on.
- Coordinate with district government agencies and women/female coffee farmers' business organizations in selected locations.
- Prepare the kick-off program event in partnerships with local stakeholder (if needed);
- Support the key program partners' team.
- Organize delivery of Training of Trainers (ToT) for local facilitators for women/female coffee farmers' business based on the project's plan and guidance.
- Organize implementation of training and mentoring for 3,600 program participants in selected locations based on the project's plan and guidance.
- Collect data monitoring data based on established indicators as per the program's plan and guidance.
- Maintain close regular contact with the local government agencies and local partners to ensure quality outputs/services and trouble shoot any administrative problems.
- Support the program coordinator to implement program visibility plan.
- Support the program coordinator to prepare 3 interim and final reports as required by the donor.
- Attend coordination meetings and maintain regular contact with relevant stakeholder.
- Participate in the bi-weekly call.
- Conduct travel to project locations to monitor quality of implementation and adjust plans and approaches to meet the program objectives.
- Provide collaboration supervision of local partners' activities implementation as per the agreement.
- Fulfill Mercy Corps' PM@MC 2.0.

Mercy Corps Indonesia

Knowledge and Experience

- University degree, preferable in social sciences, economics, rural development.
- 3+ years' experience working in development programs with emphasis on economic development in rural setting (experience in training and mentoring programs for women/female farmers/youth would be an advantage).
- Experience working with the financial services providers, business organizations and government agencies at district level.
- Strong organizational skills.
- Computers skills with strong familiarity with Microsoft Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- English verbal and written communication skills.
- Willingness to travel to project sites on a regular basis.

Bandung Raya

2. Monitoring, Evaluation, Learning and Research (MERL) Officer - BENTANI

General Position Summary

Under the leadership of the Program Coordinator, The Monitoring, Evaluation, Research and Learning (MERL) Officer will be responsible to support the development of program's MEL system, including strategies and tools for measurement, data management protocol, and evidence-based learning and decision making. The MERL Officer will responsible to implement and improve program MERL in consultation with MCI's PaQ Manager to achieve the program impacted: ensure 3,600 participants gaining access to health education (including sanitation, hygiene and household waste management systems), 1,600 participants gaining access to financial services and business development services, 1,800 participants received mentorships (including from MMI platform) on business development, digital marketing, agent networks, and digital financial services from 350 mentors, 3,600 participants will be improved access to health services, 1,600 participants increased access to sanitation, 400 households with new or improved infrastructure, 600 participants will be feeling empowered, 300 jobs created, and 400 households with increased income.

The position is based in Bandung Raya and requires up to 40 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Develop the MEL Plan including Result Framework, Logical Framework, Indicator Plan and Program Participants tracking plan. In addition, implementation of the MEL Plan for program activities, outputs, and outcomes, including appropriate methodologies and data collection frequency.
 - Develop data flow map and information management plan;
 - Develop digital data collection tools, include data visualization system/dashboard based on program outcome and output indicators.

Mercy Corps Indonesia

- Support the collection, aggregation, storage, and analysis of indicator data for dissemination and use;
- Develop, maintain, and implement a data analysis plan for reflecting on outputs, outcomes, goal, and assumption indicators.
- Revisit and revise MEL Plan to ensure its relevancy over the life of the program.
- Establish and regular update of program Indicator tracking in TOLA
- Regular tracking of Program Participants' Sex and Age Disaggregated Data (SADD)
- Design needs and GESI assessments, and baseline and endline data collections.
- Ensure the data needed for program monitoring, evaluation, research, learning, and report are available.
- Support the Program Coordinator to prepare bi-weekly report on program progress, challenges, and recommendations.
- Support the Program Coordinator to prepare three interim and final reports.
- Support the Program Coordinator to develop monthly workplan, budget, and target and provide monthly progress against the target and workplan.
- Manage program data and files in accordance with the MCI standard filing structure in the Synology storage platform or MCI Data Center.
- Develop and conduct MEL capacity building and training plans for program team and partners as needed, and serve as a resource for program staff, advising on activity design and evidence-based programming.
- Fulfill Mercy Corps' PM@MC 2.0

Knowledge and Experience

- Bachelor Degree in Mathematics, Statistics, or other relevant field.
- Minimum 3 years' experience working as MERL Officer.
- Familiar with research methodologies or have experience in project research.
- Have knowledge on Mercy Corps' New MEL Policy would be an advantage
- Have experience conduct baseline-end line survey would be an advantage.
- Have experience with digital financial services and digital marketing, digital training and mentoring would be an advantage.
- Proven experiences Working with the digital data collection tools
- Proven experiences on data analyst with proper software.
- Cultural sensitive and able to work effectively with a wide range of people in community level.
- Demonstrated, developed facilitation and engagement skills.
- Knowledge on disaster response and recovery will be an advantage.
- Computer literate; excellent skills in MS Office, especially MS Excel in particular and Internet navigation are required.

3. Training and Mentoring Program Officer (TMO) – BENTANI

General Position Summary

Training and Mentoring Program Officer will support the Program Coordinator design the training, mentoring strategy, plan, and tools development for the program and provide technical supervision of the

Mercy Corps Indonesia

training and mentoring activities to ensure that 3,600 participants gaining access to health education (including sanitation, hygiene and household waste management systems), 1,600 participants gaining access to financial services and business development services, 1,800 participants received mentorships (including from MMI platform) on business development, digital marketing, agent networks, and digital financial services from 350 mentors. In addition, S/he will support the program coordinator to design the volunteer events for the Starbucks Indonesia's partners.

The position is based in Bandung Raya and requires up to 40 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Support the Program Coordinator to ensure the program will have 1,500 female coffee farmers/farmers' wives, girls and men in newly identified locations and 300 young women from BENTANI Phase I completed business development, financial literacy, digital financial services, and digital marketing training and mentoring.
- Support the Program Coordinator to ensure 3,600 participants will be improved access to health services, 1,600 participants increased access to sanitation, 400 households with new or improved infrastructure.
- Support the Program Coordinator to ensure 600 participants will be feeling empowered, 300 jobs created, and 400 households with increased income.
- Develop criteria to identify the program participants who will participate in health education, business development, financial literacy, digital financial services, and digital marketing trainings and mentoring.
- Based on needs and GESI assessments, technical and economic sanitation/hygiene/reducing domestic waste and the appropriate disposal of waste assessment, develop training and mentoring workplan on health education, business development, financial literacy, digital financial services, and digital marketing.
- Based on needs and GESI assessments, technical and economic sanitation/hygiene/reducing domestic waste and the appropriate disposal of waste assessment, develop training and mentoring modules and tools on health education, business development, financial literacy, digital financial services, and digital marketing.
- Support the Program Coordinator to develop a set of visibility tools which will be used to illustrate opportunities and benefits of participating in the program, including participants stories, videos, photos, etc.
- Support the Program Coordinator to design and implement the learning events with DNKI, TPAKD West Java Provinces, and key partners.
- Support Program Coordinator to prepare three interim and final reports.
- Support Program Coordinator to develop monthly workplan, budget, and target and provide monthly progress against the target and workplan.
- Support Program Coordinator to prepare the consultant SoWs needed to reach the program key success metrics.
- Support Program Coordinator to develop partnership agreements with government agencies and key partners.
- Ensure the data needed for program monitoring, evaluation, learning and report are available.
- Attend coordination meetings and maintain regular contact with relevant stakeholder.

Mercy Corps Indonesia

- Fulfill Mercy Corps' PM@MC 2.0.

Knowledge and Experience

- University degree in Economic, Business, Social Studies, Public Health, or related fields.
- Minimum 3 years' experience working with NGOs, Local Government Agencies, and Private Sectors in Emergency, Recovery and Livelihood Programs.
- 3+ years' experience working as a training and mentoring officer in development programs.
- Experience in design training and mentoring on health education (including household waste management system), financial and business/entrepreneurship for women would be an advantage.
- Experience in deliver training and mentoring for women in collaboration with the formal financial institutions and e-commerce companies would be an advantage.
- Understanding of working together with local partners and local government agencies.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient, and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Mercy Corps Indonesia is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps Indonesia is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and

Mercy Corps Indonesia

inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Accountability to Participants and Stakeholders

Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring, and evaluation of our field projects.

How to Apply

Please send your CV together with the form on this [link](#) with the subject: “**BENTANI_Position_Your Name**” to hrd@id.mercycorps.org.

The vacancy will be closed on **24 March 2023** and only shortlisted candidates will be contacted for interview. We look forward to hearing from those who are interested in taking this opportunity to grow and develop with us.

Thank You,
Human Resources Department
Mercy Corps Indonesia