

Position Description: Grants and Donor Compliance Lead

ICM is an accredited non-governmental organisation who supports, represents and works to strengthen professional associations of midwives throughout the world to achieve common goals in the care of mothers and their newborns.

We celebrated our 100th year anniversary in 2022, and it is an exciting time to join us as we embark on a journey of growth, development, and sustainability.

Our Vision

ICM envisions a world where every childbearing woman has access to a midwife's care for herself and her newborn.

Our Mission

To strengthen Midwives Associations and to advance the profession of midwifery globally by promoting autonomous midwives as the most appropriate caregivers for childbearing woman and in keeping birth normal, in order to enhance the reproductive health of women, and the health of their newborn and their families.

Purpose and Scope of the position

The Grants and Donor Compliance Lead role has been created to oversee all stages of the award management process, from proposals to donors, to conducting due diligence and sub-awards to our partners. The role has the overall responsibility of ensuring contractual, legal and regulatory compliance of funding awarded to the ICM. The role will ensure ICM complies with donor requirements, and develops and implements best practice in donor compliance and sub-award management.

In this new role, the position holder will act as the key focal point for donor compliance support for the Head of Programmes and Partnership and Leadership Team, providing technical insight and leading on mainstreaming donor compliance within the organisation. This will include providing guidance and oversight on financial, contractual and other donor compliance requirements across the active and pipeline grant portfolios and undertaking due diligence assessments for sub-grantees.

The Grants and Donor Compliance Lead would be expected to have a deep understanding of the rules, regulations and reporting requirements of major bi-lateral, multi-lateral donors and private Foundations. The Role will report to the Head of Programmes and Partnerships.

Role Specific Responsibilities

Donor Agreements

- Supports relevant ICM staff in developing proposals (narrative and financial) to prospective donors ensuring accurate, complete and consistent submissions as per donor requirements at the same time adhering to ICM's full-cost recovery policy,
- Supports relevant ICM staff to review and negotiate agreements with donors,
- Establishes and maintains proposal, award, budget and contract records on ICM's shared drive.

Donor Compliance and Management

- Manage a portfolio of new and ongoing grants through regular interface and coordination, acting as a central resource for grant management and donor compliance across the organisation.
- Communicate with donors on a regular basis to maintain strong relationships, effectively addressing queries and challenges as they arise.
- Responsible for preparing, reviewing and feeding back on donor reports (narrative and financial) as well as all grant management-related documents to ensure these comply with donor requirements and are produced on time and to a high standard.
- Prepare, plan, and report to in close collaboration with the MEL Lead, Project Coordinators, Project Accountant and Head of Programmes and Partnerships
- Collaborate and support MEL Coordinator and Project Coordinator/s on embedding and implementing ICM's MEL approach across donor reporting with specific focus on drawing learning and synergies across different areas of work.
- Work with the Project Coordinators on the follow-up of compliance reviews to ensure that most critical issues are resolved promptly, ensuring adherence to best practices and internal policies.
- Develop, maintain and disseminate donor compliance guidance materials to ICM staff and builds their capacity.
- Advise ICM Operations staff on donors' requirements for procurement and support them in development of procurement plans to ensure internal and donor compliance,
- Maintain intelligence on ICM abilities/track-record/constraints in managing donor compliance effectively.
- Ensure that all relevant intelligence pertaining to compliance performance feeds into the donor account management forums.
- Provide technical direction and support to ICM staff on grant management and reporting systems, and on donor compliance.
- Identify training needs and provide training to ICM staff and local implementing teams and partners on donor compliance requirements and grant management best practice.

Sub-award Management Systems and Processes

- Lead on the development, rollout and implementation of due diligence and vetting processes:
- Undertakes pre-award due diligence process with prospective sub-grantees.
- Drafts sub-grantee contracts ensuring they comply with ICM's and donor requirements.
- Provides capacity development support to sub-grantees on developing grant management, reporting and record-keeping systems and process.
- Creates sub-grantee contract records and regularly updates them.
- Spot-checks reporting documents from sub-grantees to ensure quality and compliance.
- Collaborates with Project Accountants and other relevant finance staff in reconciling, checking and approving payments to sub-grantees.
- Provides guidance and supports Project Coordinator/s and other relevant staff in closing sub-grantee contracts upon completion.
- Develop and roll out organisational wide systems and processes for effective sub-grant management and donor compliance.

Grants Information Management

- Build and maintain a central database of all restricted grants.
- Record grant data on internal tools including major compliance requirements.
- Produce reports for the ICM Leadership Team on the performance and progress of grants against agreed targets and objectives.

PERSON SPECIFICATION

The requirements for this role are as follows. These, along with the values and competencies will be measured as part of the assessment and selection process.

Minimum Education & Qualifications

- Master's degree or equivalent in a related field.

Experience, Skills and Knowledge

- Significant experience of donor compliance for the full awards lifecycle.
- Demonstrable experience of supporting and responding to donor audits, undertaking due diligence on partners, and reviewing contracts to ensure they are in line with the best interests of the organisation.
- In depth knowledge of the grant management cycle, logical frameworks, and MEL concepts.
- Deep expertise in rules, regulations and requirements of major donors such as European donors as applicable to international development context.
- Demonstrable experience in organisational systems development for donor compliance and management of sub-awards
- Experienced in advising on donor compliance issues raised in donor proposals and reporting, and on how to integrate compliance management at operational level.
- Knowledge of project accounting, financial accounting, and financial management.

- Knowledge of and experience in working with major donors
- Able to explain complex issues verbally and in writing and to demonstrate expertise in donor compliance requirements.
- Highly developed conceptual, analytical, and innovative problem-solving ability.
- Able to work independently and proactively work, with minimum day-to-day oversight.
- Experienced in working remotely with diverse teams.
- Strong interpersonal, written, and oral presentation skills in English.
- Exceptional attention to detail with specific emphasis on spelling, grammar and proof reading.
- Strong facilitating and influencing skills.
- Excellent time management and organisational skills and, the ability to prioritise a wide variety of work.
- Can work calmly under pressure, meeting multiple deadlines in a fast-paced environment.
- Proactive, “can do” attitude.
- Commitment to working in a gender equal, JEDI supported environment.

Desirable Requirements

- Experience working with membership-based organisations.
- Experience with Organisational Development.
- Knowledge of SRHR/public health issues in international development.
- Ability to speak Spanish and/or French.
- Experience of working with Project Management software such as Click Up and Salesforce or any other Customer Relationship Management software.

MORE INFORMATION

Location

- This role is open to candidates worldwide, although we are particularly interested in candidates based in the Netherlands or who are able to relocate to the Netherlands.

Work schedule

- This position is a full-time position (40 hours per week), and the general working hours are between 09:00 and 18:00.

Start date

As soon as possible.

Application

- To apply, please send a cover letter stating how you meet the person specification, highlighting your experience and describing your motivation for application along with your CV in English addressed to Sigrid Engström at info@internationalmidwives.org. Please ensure that documents are sent with the titles “your name cover letter” and “your name CV” and state “Donor Compliance Lead” in the email subject line.
- Applications will be evaluated on a rolling basis and applicants are therefore encouraged to apply as soon as possible. Final deadline for applications is 5 May 2023.
- For more information about The International Confederation of Midwives, please visit our website at www.internationalmidwives.org.