



## ICMA JOB DESCRIPTION

<b>JOB TITLE:</b>	Local Project Coordinator
<b>PROJECT TITLE:</b>	USAID CityLinks App2Action Challenge
<b>FUNDED BY :</b>	United States Agency for International Development (USAID)
<b>PLACE OF PERFORMANCE:</b>	West Bank Gaza/ City of Nablus
<b>PERIOD OF PERFORMANCE:</b>	July 15, 2015 – February 28, 2016 ( 60-80 days part-time )

### CityLinks BACKGROUND:

In late September 2011, the United States Agency for International Development (USAID) awarded the International City/County Management Association (ICMA) the **CityLinks** Program. CityLinks seeks to assist developing country cities in addressing three challenges of **climate change**, **food security** and access to **water and sanitation**.

In support of the water and sanitation focus, CityLinks developed the concept for App2Action aiming to bring together software developers, designers, civic organizations, and subject-matter experts to develop phone-or web-based tools that can help address a local government's water supply and sanitation challenges (WASH).

Through an application process, CityLinks selected Nablus Municipality as the key municipal partner of App2Action and has been working closely with the USAID Mission of West Bank and Gaza in program development and implementation.

### PROJECT DESCRIPTION:

The App2Action Challenge is comprised of multiple phases that take place over a nine to twelve month period. The phases are as follows:

#### Diagnostic + Kick-Off

A 3-5 day visit by the CityLinks team to Nablus municipality to meet with local partners, municipal officials, and the Mission to further define the challenge statements, formally determine roles and responsibilities, and kick off overall project<sup>1</sup>.

*Expected date<sup>2</sup>- Week of August 10<sup>th</sup> 2015*

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<sup>2</sup>These dates are only tentative and are flexible based on stakeholders' availabilities

### Participant Recruitment

A 3 month period when CityLinks team recruits for civic developers for the App2Action Challenge

*Expected date: September – November 2015*

### Tech Jam

A 1-2 day workshop between local water and sanitation sector experts, local government officials, partner organizations, and coders. This will be a chance for the developers better understand the challenge statements and the technical areas. This will also be integral to kick off the development of relationships between the civic community and municipal officials.

*Expected date - October/November 2015*

### App Development

A 3 month period when participants remotely develop a tool based on information learned through the tech jam, then submit a video demonstration or presentation to a panel of judges

*Expected date- November 2015 –January 2016*

### Showcase

A 1 day award ceremony where all participants are invited to showcase their work as well as network with private and public stakeholders. This will be a prime opportunity for networking and the development of private and public relationships with the community.

*Expected date - February 2016*

### Incubation

A 3 month testing and implementation period. With the support of a local partner, the tool will be tested and integrated into the municipal officials' infrastructure. May require additional capacity support from the developers.

*Expected date - February- April 2016*

### **JOB SUMMARY:**

ICMA is releasing a request for a consultant to provide on-the-ground logistical and partnership coordination for the App2Action Challenge, specifically for the Kick-Off/Diagnostic Visit, Participant Recruitment, Tech Jam and Showcase. Please see below.

### **MAJOR RESPONSIBILITIES:**

#### **Event 1: Diagnostic/ Kick-Off; Event 2: Tech Jam ; Event 3: Showcase**

- Provide feedback to initial draft budget for each event and finalize a budget with ICMA Home Office Staff
- Coordinate with Nablus Municipality and the Mission of West bank Gaza in identifying key stakeholders that should be present at the event



- Recruit and maintain relationships and communication with key stakeholders including local press for Tech Jam and Showcase; duties may include sending out of invitations and confirmation of attendance
- Maintain communication with ICMA home office staff on a weekly basis to provide guidance to the implementation of each event
- Design agenda for each event in coordination with Nablus Municipality, Mission of West Bank and Gaza, and ICMA home office staff.
- Organize local transport for each event if required, for example, site visits during kick off visit.
- Make reservations for equipment, venue, and refreshments for the days of the event (venue hire and conference package per person including meals and soft drinks; as well as AV/sound and technical equipment)
- Organize and purchase various materials
- Obtain quotations for purchases in accordance with USAID regulations and ICMA policy. This will be provided upon award.
- Contribute to fundraising and public/private sector sponsorship opportunities
- Perform duties associated with final settlement of event, such as charges and final invoices
- Provide basic translation services from Arabic to English on an as needed basis
- Other duties as directed and required.

### **Participant Recruitment**

- Develop recruitment material in coordination with ICMA team
- Develop recruitment strategy in coordination with Nablus Municipality and the Mission of West Bank and Gaza and provide possible sources for participants (universities, IT community networks, etc) and initiate and maintain contact with these sources.
- Serve as main liaison between participants (developers) and ICMA Home Office Staff

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

- At least 3-5 years of practical and demonstrated experience in international project and event coordination
- Experience with app challenges as a participant or coordinator highly preferred
- Local knowledge and experience with IT sector and other sectors in Nablus and West Bank and Gaza as related to App2Action such as the university and start-up IT community sectors.
- Professional fluency in written and oral Arabic and English
- Experience with international donor funded projects, especially USAID, highly preferred



### **DELIVERABLES:**

Key deliverables include:

- Agendas for Diagnostic/ Tech Jam / Showcase
- Stakeholder map identifying key stakeholders and role in overall project
- Participant Recruitment Strategy
- Database of invitees for Diagnostic/Tech Jam/ Showcase
- Monthly technical status reports and timesheet
- A final written report on each trip after the event is complete. When applicable, the final reports can substitute the monthly technical reports of that month.
- Written contribution to programmatic quarterly and annual reports as requested
- Technical background materials as requested

### **How to Apply:**

Please submit a cover letter, resume, email contacts for two references and a proposed daily rate by July 10th, 2015 at 5 pm EST to [citylinks@icma.org](mailto:citylinks@icma.org) The current daily rate range is \$150-\$250 a day based on salary history.

Successful candidates will demonstrate the following qualifications and characteristics in their cover letters and resumes:

- Knowledge of App challenges or Hackathons and general familiarity with the IT sector
- Strong organization and communication skills
- Ability to work independently and take initiative
- Understanding of water and sanitation challenges in Nablus
- Familiarity with key stakeholders in private and public sectors
- Passion for citizen engagement and public/private partnerships
- Ability to juggle multiple relationships and responsibilities with confidence and ease