



Terms of Reference (TOR)

Project Coordinator

Madarat Al-Salam Organization for Sustainable Development

Project: Canada Fund for Local Initiatives (CFLI) Project

Duty Station: Anbar, Iraq (preferably Fallujah), with field travel as required

Reports to: Project Manager

Employment Type: Part-time (working days per week to be confirmed during recruitment)

Start Date: 20 October 2026

Duration: Project implementation period (approximately 4 months), subject to the approved project timeline

Application Closing Date: 16 October 2026

About Madarat Al-Salam

Madarat Al-Salam Organization for Sustainable Development (Madarat) is an independent Iraqi organization dedicated to empowering transformative, community-led peacebuilding. Our work is guided by a commitment to addressing root causes of conflict, fostering inclusive dialogue, and cultivating systems of sustainable and harmonious coexistence across Iraq.

Our Values

- Accountability – transparency, responsibility, and ethical conduct.
- Embracing Change – innovation, agility, and learning.
- Integrity – trust, honesty, and alignment between words and actions.
- Cultural Sensitivity – respect for Iraq's diverse identities and lived experiences.

Position Summary

The Project Coordinator supports the field-level coordination and implementation of the CFLI-funded project in Anbar, working closely with the Project Manager and the Madarat team so that activities are well organized, documented, and followed up.

The Coordinator is the main day-to-day contact for the women farmers participating in the project in the downstream communities of the Azrakiya Canal (Saqlawiyah Sub-district), and a link to local authorities and community stakeholders.

This is a part-time position that requires reliable availability and flexibility during field activities.

Core Responsibilities

1. Field Coordination & Scheduling

- Prepare and maintain the field activity schedule, and coordinate venues, transport, and logistics with the Operations team and the field driver.
- Support the planning and follow-up of project activities in Fallujah, Saqlawiyah, and surrounding areas, working with the Project Manager.

2. Participants & Stakeholders

- Identify and mobilize participants (women farmers aged 18 and above in the target communities, with attention to the most affected households) and act as their main contact before, during, and after activities.
- Support household visits, key informant interviews, and focus group discussions at the start of the project.
- Coordinate with Mukhtars, local authorities, and the Water Users Association, including invitations to meetings and dialogues.
- Apply safe-participation and do-no-harm practices, and report any protection concern to the Project Manager immediately.

3. Workshops & Women Farmers Platform Support

- Support the delivery of workshops and meetings in Saqlawiyah, including participant coordination and documentation.
- Accompany the Women Farmers Platform between activities and support its advocacy initiative, keeping ownership with the participating women.

4. Reporting & Follow-up

- Record attendance (by age and gender) and prepare short activity notes, submitted to the Project Manager with a copy to the M&E Specialist within 3 working days of each activity.
- Keep participant records and project files organized, and protect personal information.
- Submit supporting documents (signed lists, receipts) to the Operations team and the Accountant; distribute participant transport support only when authorized, against signed lists, and return receipts and any unspent funds.
- Share a short weekly update with the Project Manager and flag risks, access issues, or community sensitivities early.

Required Qualifications & Experience

- Bachelor's degree in social sciences, development studies, public administration, or a related field.
- At least 2 years of experience in project coordination, community engagement, or field implementation, preferably with an NGO or donor-funded project.
- Strong knowledge of Anbar's local context and stakeholder networks; candidates based in Anbar are strongly preferred.
- Experience working with women participants and supporting FGDs, workshops, or community consultations; understanding of gender-sensitive and do-no-harm approaches.
- Good report writing and record-keeping skills; strong Arabic communication skills (working English is an asset); ability to use Microsoft Office.

Key Competencies

- Field coordination and stakeholder engagement
- Community outreach and facilitation
- Reporting and records management
- Planning, organization, and follow-up
- Integrity, confidentiality, and cultural sensitivity
- Flexibility and problem-solving

Working Relationships

Internal

- Reports to the Project Manager; works with the Operations, Finance (Accountant), and M&E colleagues.

External

- Local authorities and public institutions in Anbar.
- Women participants, community leaders, and civil society actors.

Key Performance Indicators

- Field activities coordinated on schedule, with participants confirmed in advance.
- Complete and timely activity records, attendance data, and supporting documents.
- Secure, well-organized participant records and project files.
- Constructive coordination with local authorities and community stakeholders.
- Professional conduct in line with Madarat's values and safeguarding expectations.

Equal Opportunity & Special Note

Female candidates are highly encouraged to apply. Madarat Al-Salam is an equal opportunity employer and is committed to creating an inclusive and respectful working environment.

Compensation will be communicated separately during the recruitment process.

Recruitment Process & How to Apply

Recruitment for this position will be conducted on a competitive basis, in line with Madarat's human resources principles of merit, transparency, and equal opportunity. Applications will be screened against the qualifications and competencies set out in this Terms of Reference, and shortlisted candidates will be invited to interview.

Interested candidates should submit their CV and a cover letter describing their relevant experience and availability to info@madarat.org, using the subject line "**Application – Project Coordinator**," no later than 16 October 2026. Late applications will not be considered, and only shortlisted candidates will be contacted.

Statement of Commitment

The Project Coordinator is expected to uphold Madarat's values of accountability, integrity, cultural sensitivity, and embracing change, and to contribute to safe, inclusive, conflict-sensitive, and high-quality project implementation.

This Terms of Reference is subject to periodic review in line with project needs and Madarat's organizational development.