**Syria Recovery Trust Fund**

**Chief Operations Officer (COO)**

**Terms of Reference**

#### **1.0 General**

#### The COO is the COO of the Management Unit (MU) of the Syria Recovery Trust Fund (SRTF) and reports to the Director General (DG) of the Syria Recovery Trust Fund (SRTF) who is the head of the Management Unit (MU).

#### The COO has a key leadership role within the operations of the Management Unit (MU) of the Syria Recovery Trust Fund (SRTF) and has a particular responsibility for the management and oversight of the operations of the SRTF.

#### The COO guides, directs and supervises the MU operations and staff in their day-to-day duties.

#### The COO oversees the overall day-to-day operations of the MU and will guide and supervise the MU Directors and Section Heads in the MU’s day-to-day activities so as to ensure the effective implementation of the SRTF’s operations.

#### The COO is a member of the Board of Directors of the SRTF for Management Services – Jordan and fulfils all respective statutory duties of the Board. The specific statutory duties of the COO as a member of the Board of Directors are codified in the company’s corporate registration document in Jordan.

#### **2.0 Alter Ego**

#### The COO is the deputy of the DG and represents the DG in the DG’s absence.

#### **3.0 Specific MU Duties**

#### The functions and responsibilities of the COO comprise but are not limited to the following:

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**3.1 Effective operational and financial management and control of SRTF activities**

**3.1.1 Organization Structure and Personnel Management**

* Manage and oversee the overall MU operations. The COO maintains a positive work environment that facilitates collaboration, teamwork and information sharing.
* Maintain and update organizational charts of the MU and list of MU staff. Submit the organizational charts of the MU and the list of MU staff to the DG. Together with the DG, decide on major changes in staffing needs of the MU or organizational set-up of the MU. If required, the DG will consult with the Chairman of the Management Committee.
* Identify critical capacity requirements of MU staff and take the necessary steps to address the needs with the DG and strengthen the organization.
* Decide on change of personnel in consultation with the respective section head and the consulting company.
* Supervise and manage consulting contracts concluded by the SRTF Management Unit Companies.

**3.1.2 Project Management**

* Review and approve the decisions of the Projects Review Committee, which is chaired by the Program Section Head.
* Oversee the projects implementation and financial management and ensure compliance with the Framework Agreement, Financing Agreement and relevant approved processes and manuals.
* Submit to the DG project proposals and recommendations pertaining to project selection for submission to the MC for approval as stipulated in the Operations Manual (OM), after review and endorsement. The DG submits the aforementioned proposals and documents to the MC after review and endorsement.
* Submit to the DG all MU reviews and recommendations pertaining to procurement, project amendments and project closure for submission to the MC for approval as stipulated in the Operations Manual (OM). The DG submits the aforementioned documents to the MC after review.
* Draft or ensure timely drafting of operation plans, budgets, management account statements and reports on physical and financial progress to be prepared periodically by the MU. Submit to the DG the aforementioned proposals and documents. The DG reviews and approves or endorses the aforementioned proposals and documents, and if required, submits the proposals and documents to the MC.

**3.1.3 Procurement**

* Supervise and manage the procurement actions of the MU according to the SRTF Procurement Policy and SRTF Procurement Manual.
* Approve all supply and service agreements under EUR 250,000.
* Conclude jointly with the Compliance officer all approved supply and service agreements.
* Address issues raised by the Compliance officer regarding procurement actions in line with the SRTF Procurement Policy and SRTF Procurement Manual.

**3.1.4 Reporting and Oversight**

* Review the Monitoring and Evaluation monthly and quarterly reports and address proactively and effectively potential operative and financial, security and reputational risks that may arise; ensure the integrity of the internal control and (risk) management systems and report needs on required amendments to the DG for information or approval of the Management Committee (MC), as appropriate.
* Prepare key strategic and operational guidelines and procedures such as the OM to be recommended by the DG for MC or SB approval.
* Ensure that the MU has a proper system for recording of relevant documents. Ensure the proper recording of legally relevant documents.
* Report to the DG on issues and processes that require the DG involvement and approvals according to the approved manuals of the SRTF.
* Ensure that proper processes are in place to guarantee the segregation of duties and the prevention of conflict of interest and misconduct in the MU operations.
* Comply with the Code of Conduct of the SRTF.

**3.1.5 Operational Relationship to the DG**

* Act as the DG’s main interface with the MU’s staff and its permanent Committees (e.g. Contract Management Committee, Bid Opening Committee). Beside the COO, the DG will interact with the Head of the Communication Section, Head of the Compliance Section, Secretariat of the Governing Bodies, CFO and the Head of the Finance Section in line with the ToR of the DG.
* Submit to the DG information related to projects, procurement progress and M&E for oversight and preparation of reports and updates.
* Keep the DG fully informed of all significant operational, financial and other matters relevant to the SRTF implementation.
* Submit all MU reviews and recommendations pertaining to project selection, procurement, project amendments and project ending to the DG for review and endorsement for subsequent submission to the MC for approval as stipulated by the Operations Manual (OM).

**3.2 Liaise with other entities and functions of the Fund, such as the MC, the Auditor and the Ombudsperson:**

* With the other Members of the Board of Directors of the SRTF for Management Services – Jordan support the work of the Auditor and other monitoring and evaluation functions established by MC or SB (such as independent mid-term reviews) by making available all information and documentation requested and by facilitating visits to project sites for verification of assets, eligibility issues, performance and impact.
* Support the work of the Ombudsperson by providing information pertaining to issues raised with the Ombudsperson by Implementing Entities (IEs) or other SRTF stakeholders.
* Comment and make recommendations to the other Members of the Board of the SRTF for Management Services – Jordan on any findings of the Auditors, and other monitoring and evaluation functions and the Ombudsperson that require response from the MU.
* Serve as member of the Procurement Review Committee of the MU.