

TERMS OF REFERENCE

PROGRAM MANAGER

Belize Women's Seaweed Farmers Association (BWSFA)

1. Background

The Belize Women's Seaweed Farmers Association (BWSFA) is an organization established to support and strengthen women involved in seaweed farming and related livelihood activities in Belize. BWSFA works to promote sustainable seaweed production, strengthen the capacity and economic opportunities of women, support community-based initiatives, and build partnerships that contribute to resilient coastal livelihoods and environmental sustainability.

BWSFA is seeking to engage a Program Manager to guide overall implementation, management, and provide oversight of the Association's programs, projects, activities, and related partnerships.

The Program Manager will work closely with the BWSFA President and Board of Directors, staff, consultants, contractors, community members, government agencies, donors, development partners, and other stakeholders to ensure that programs are strategically developed, effectively planned, implemented, monitored, documented, and reported.

2. Position

Position: Program Manager

Organization: Belize Women's Seaweed Farmers Association (BWSFA)

Duty Station: Placencia Village, Stann Creek District, Belize

Employment Type: Full-Time

Reporting To: Board of Directors of BWSFA

Direct Reports: Program Officer and other program staff, consultants, and contractors as assigned.

Contract Period: 12 months, subject to renewal based on performance and organizational needs

3. Purpose of the Position

The Program Manager will provide direct day-to-day supervision, guidance, coordination, and performance oversight of the Program Officer and other program staff assigned to BWSFA programs.

The Program Manager will serve as the primary day-to-day management link between the BWSFA Board and program staff, ensuring that Board-approved priorities, policies, work plans, financial plans, budgets, and program decisions are effectively communicated and implemented.

The Program Manager will be responsible for the overall leadership, coordination, management, implementation, monitoring, and reporting of BWSFA's programs and projects.

The Program Manager will ensure that BWSFA programs are implemented in accordance with approved work plans, budgets, donor agreements, organizational policies, and strategic priorities.

The Program Manager will also support BWSFA in strengthening its systems for program planning, monitoring and evaluation, reporting, documentation, partnership management, and resource mobilization.

4. Key Responsibilities

4.1 Program Planning and Coordination

The Program Manager will:

- Lead the annual BWSFA program work plan and budget in consultation with the Board and ensure alignment with approved strategic priorities.
- Translate Board-approved priorities into program frameworks, project plans, milestones, resource requirements, and implementation priorities.
- Approve or recommend sequencing and prioritization of activities and resolve cross-project scheduling conflicts.
- Maintain oversight of the overall program calendar; the Program Officer will maintain detailed activity schedules and logistics.
- Review implementation gaps, risks, and dependencies and direct corrective action where required.
- Ensure coordination across projects, staff, consultants, contractors, partners, and stakeholders without assuming the Program Officer's routine administrative and logistical functions.

4.2 Staff Leadership and Supervision

The Program Manager will:

- Provide direct supervision and guidance to the Program Officer and other program staff as assigned.
- Assign, coordinate, and prioritize program-related tasks and responsibilities.

- Ensure that staff responsibilities are clearly defined and aligned with approved work plans and organizational priorities.
- Review and approve staff work plans, outputs, reports, and deliverables and provide timely feedback and direction.
- Monitor staff performance and address performance, workload, or implementation issues as appropriate.
- Support staff capacity development and identify training and professional development needs.
- Ensure effective communication, teamwork, accountability, and coordination among program staff.
- Escalate significant staff performance or disciplinary matters to the President and/or Board in accordance with BWSFA policies.
- Ensure that program staff comply with BWSFA policies, donor requirements, approved work plans, and applicable procedures.

4.3 Project Management and Implementation

The Program Manager will:

Provide direction and priorities to the Program Officer for implementation of approved program activities, work plans, budget, schedules, reporting requirements, and other assigned program responsibilities.

Assign program implementation responsibilities to staff and ensure that staff activities are aligned with approved work plans, budgets, timelines, and organizational priorities.

- Provide overall management and oversight of BWSFA projects and programs, including directing and supervising program staff responsible for implementation.
- Monitor implementation against approved project plans, budgets, timelines, and deliverables.
- Coordinate with project teams and implementing partners to address operational challenges.
- Track project milestones, outputs, outcomes, and deadlines.
- Ensure that project activities are properly documented.
- Maintain organized project records and evidence files.
- Monitor project risks, issues, assumptions, and dependencies and ensure that appropriate actions are taken.
- Provide oversight of program-related financial management and expenditure, to ensure that expenditures are aligned with approved budgets, donor requirements, work plans, and BWSFA policies.

4.4 Monitoring, Evaluation and Learning

The Program Manager will:

- Maintain and periodically update BWSFA's monitoring and evaluation framework.
- Develop appropriate indicators and tools for tracking program performance.
- Review and interpret program data supplied by the Program Officer and project teams to assess progress, performance, outcomes, and emerging risks.
- Develop and maintain program performance dashboards.
- Monitor progress toward project and program targets.
- Identify lessons learned, good practices, challenges, and opportunities for improvement.
- Ensure that lessons learned and success stories are documented and communicated.
- Support BWSFA in strengthening its organizational learning and adaptive management practices.

4.5 Reporting

The Program Manager will coordinate the preparation and submission of:

- Monthly program progress updates.
- Quarterly or periodic program and financial reports.
- Donor narrative and financial reports.
- Donor final reports.
- Annual program performance reports.
- Project-specific progress and completion reports.
- Reports requested by the BWSFA Board of Directors.
- Reports and documentation required by funding partners, government agencies, and other relevant stakeholders.

The Program Manager will ensure that reports are accurate, complete, timely, evidence-based, and consistent with approved project objectives and requirements.

4.6 Donor and Partner Coordination

The Program Manager will:

- Maintain effective communication with donors, funding partners, development organizations, government agencies, and other stakeholders.
- Track donor and partner reporting requirements and deadlines.
- Support preparation for donor and partner meetings.
- Coordinate information required for donor reviews, monitoring visits, evaluations, and audits.

- Ensure that donor-funded activities remain aligned with approved agreements and work plans.
- Support BWSFA in maintaining positive and professional relationships with funding partners.
- Expand funding opportunities through development of grant proposals in coordination with the BWSFA Board.
- Diversify funding sources with an aim to reduce reliance on short-term grant funding

4.7 Consultant and Contractor Management

The Program Manager will:

- Coordinate the engagement and work of consultants and contractors supporting BWSFA programs.
- Monitor consultant and contractor performance against agreed terms of reference, contracts, deliverables, and timelines.
- Review deliverables and provide feedback as appropriate.
- Maintain records of consultant and contractor outputs.
- Identify performance concerns and bring them to the attention of the President and/or Board.
- Support the timely completion and acceptance of contracted deliverables.

4.8 Proposal Development and Resource Mobilization

The Program Manager will support BWSFA's efforts to mobilize resources by:

- Identifying relevant funding opportunities in consultation with the President and Board.
- Supporting the preparation of concept notes, proposals, budgets, and funding applications.
- Providing program information, results, data, and supporting documentation required for applications.
- Supporting the development of project ideas aligned with BWSFA's strategic priorities.
- Maintaining a calendar of proposal and funding application deadlines.
- Supporting donor and partner engagement related to new funding opportunities.

4.8 Documentation and Knowledge Management

The Program Manager will establish and maintain appropriate systems for program documentation, including:

- Project implementation plans.
- Activity schedules and calendars.
- Program reports.
- Monitoring and evaluation records.
- Project risk and issue registers.
- Consultant and contractor records.
- Meeting records and relevant correspondence.
- Photographs and other evidence of project activities.
- Training and workshop documentation.
- Success stories and lessons learned.
- Donor and partner documentation.

The Program Manager will ensure that program information is organized, accessible, accurate, and appropriately protected.

5. Performance Expectations

The performance of the Program Manager will be assessed based on, but not limited to:

- Timely and effective delivery of BWSFA programs and projects.
- Quality and completeness of program planning and documentation.
- Achievement of project outputs, outcomes, and agreed targets.
- Timeliness and quality of reports and deliverables.
- Effective monitoring and management of project risks and issues.
- Quality of monitoring, evaluation, and learning systems.
- Effective coordination of staff, consultants, contractors, and partners.
- Effective communication with the President, Board, donors, partners, and stakeholders.
- Quality of proposal and funding application support.
- Effective financial and resource planning in coordination with relevant BWSFA personnel.
- Ability to identify challenges and implement practical solutions.
- Professionalism, accountability, initiative, and teamwork.
- Compliance with BWSFA policies, donor requirements, contractual obligations, and applicable laws and regulations.
- Commitment to BWSFA's mission, values, and objectives.

6. Required Qualifications and Experience

The ideal candidate should have:

Education

A bachelor's degree in Project Management, Business Administration, Development Studies, Environmental Management, Natural Resource Management, Social Sciences, or a related field.

Additional qualifications or professional training in project/program management would be an asset.

Experience

- At least 3–5 years of relevant experience in program or project management.
- Experience coordinating multiple projects or activities.
- Experience preparing project plans, reports, budgets, and other program documentation.
- Experience working with donors, development partners, NGOs, community organizations, or government agencies would be an asset.
- Experience in monitoring and evaluation, proposal development, or resource mobilization would be an asset.
- Experience working with women's organizations, coastal communities, livelihood programs, environmental initiatives, or community-based organizations would be an asset.
- Skills and Competencies

The Program Manager should demonstrate:

- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Strong report-writing and documentation skills.
- Ability to manage multiple priorities and deadlines.
- Strong analytical and problem-solving abilities.
- Good monitoring and evaluation skills.
- Ability to develop and maintain effective working relationships.
- Strong leadership and coordination skills.
- Proficiency in Microsoft Office, Google Workspace, spreadsheets, and other relevant digital tools.
- Ability to work independently while maintaining effective communication with the Board and team.
- Professional integrity, accountability, discretion, and attention to detail.