

## **ANNEX 09**

# **ROLES AND RESPONSIBILITIES**



## **PROJECT COORDINATOR ToR**

- leads and animates the project;
- propose short terms objectives and next steps;
- facilitate the weekly meetings;
- guarantees the participatory approach of the initiative (space for discussion, debate...);
- follow-up regularly on 1-on-1 basis with the participating agencies;
- promotes the initiative and work at enrolling new agencies;
- capture learnings and proposes way-forward, adjustments;
- ensures active participation of participating agencies;
- facilitates sensitization sessions to participating agencies staff (contribution to change management);
- propose solutions, new ideas, make suggestions.

## **FOCAL POINT ToR**

- dedicate time and resources to the project requirements;
- ensure basic fleet management tasks are achieved (sharing weekly movement plans, actively search for shared movements opportunities...);
- identifies the issues faced internally putting barriers to the project and proposes ways to overcome it;
- provides all necessary information required at starting phase (benchmarking, minimum requirements...);
- participates actively to the weekly meetings;
- ensures deliverables and objectives are achieved;
- updates other agencies about achievements/difficulties;
- proposes/makes modification to its agencies fleet management practices;
- seek support from its senior management when need is identified;
- propose solutions, new ideas, make suggestions;

## **SPONSOR ToR**

- acts as a guarantee that the organization commitment to the project is maintained;
- supports/shoulders the focal point to identify difficulties that are out of its scope of expertise/responsibility (involvement of country director, HQ, finance department...);
- take the lead when necessary on moving some agenda at institutional level (organising staff sensitization session, requesting meetings with senior management...);
- propose solutions, new ideas, make suggestions.