

**CERATH Development Organization (CDO)**  
**Terms of Reference**  
**Partnerships and Sustainability Coordinator**

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| <b>Position Title</b>     | Partnerships and Sustainability Coordinator                                                                   |
| <b>Host Organization</b>  | CERATH Development Organization (CDO)                                                                         |
| <b>Initiative</b>         | Empowering Women in Ghana's Fisheries Post-Harvest Sector                                                     |
| <b>Geographic Focus</b>   | Coastal and Inland Fishing Communities                                                                        |
| <b>Reporting Line</b>     | Partnerships and Sustainability Expert (direct supervisor), with a secondary line to CDO's Project/ Team Lead |
| <b>Type of Engagement</b> | Fixed-term contract                                                                                           |
| <b>Duty Station</b>       | Ghana (Accra-based, with regular travel to the implementing areas)                                            |

## **I. Background**

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CERATH Development Organization (CDO) is implementing a long-term Fisheries Sector Strategy (2026–2032) focused on empowering women in Ghana's small-scale fisheries post-harvest sector, with a geographic focus on the Coastal and Inland fishing communities. The Initiative works across research, coalition-building, stakeholder engagement, and policy advocacy, and maintains key institutional relationships with the Ministry of Food and Agriculture (MoFA), the Fisheries Commission, and a range of fisheries associations, women's groups, and development partners.

As the Initiative matures, CDO seeks to strengthen its systems-level partnerships, deepen collaboration with government and institutional actors, and build a more resilient, diversified funding base to sustain gains beyond the life of any single grant. This work is led by CDO's Partnerships and Sustainability Expert. To ensure the coalition-building, institutional partnership, and sustainability workstreams are coordinated effectively across CDO's program, research, and communications functions, CDO is recruiting a Partnerships and Sustainability Coordinator to manage the day-to-day coordination of these activities under the Expert's technical direction.

## **2. Purpose of the Assignment**

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The Partnerships and Sustainability Coordinator will coordinate the planning, scheduling, and cross-functional execution of partnership and sustainability activities on behalf of the Partnerships and Sustainability Expert, ensuring that coalition-building, institutional engagement, and resource mobilization workstreams run consistently and are well-documented. The Coordinator will translate the Initiative's Theory of Change into coordinated, trackable partnership and resourcing actions, and will serve as the operational link between the Expert, CDO's program teams, and external partners.

## **3. Roles and Responsibilities**

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Working under the technical direction of the Partnerships and Sustainability Expert, the Coordinator will:

- Coordinate the identification, mapping, and prioritization of strategic partners — government bodies (MoFA, Fisheries Commission), fisheries associations (e.g. NAFPTA, GNCFC), regional and continental bodies (e.g. CAOPA), and other development partners in line with the Initiative's System-Level Outcomes (SLOs).
- Maintain CDO's stakeholder mapping database, coordinating regular updates across program teams and verifying that partner alignment, collaboration status, and expected roles remain current and sourced.
- Provide logistical, scheduling, and coordination support for coalition-building activities with fisheries associations, women's groups, and civil society actors led by the Partnerships and Sustainability Expert.
- Work with the Partnerships and Sustainability Expert in preparing and tracking formal partnership instruments, including Memoranda of Understanding (MoUs), collaboration agreements, and joint work plans, and follow up on their implementation status.
- Coordinate CDO's engagement logistics and briefing preparation for meetings with MoFA, the Fisheries Commission, and other institutional stakeholders, including on gender-responsive policy and gender-budgeting matters, and may represent CDO at working-level meetings as delegated by the Expert.
- Coordinate implementation of the sustainability and resource mobilization strategy, including research on prospective funders, tracking of funding opportunities, and maintenance of the funding pipeline.
- Support financial and organizational sustainability planning activities as directed by the Partnerships and Sustainability Expert, liaising with CDO's finance function to compile data needed for funding and resourcing decisions. Draft first versions of partnership and funding outreach materials like concept notes, partnership letters, and briefing documents for the Partnerships and Sustainability Expert's review, in coordination with CDO's program and communications teams.
- Compile and organize partnership and sustainability-related inputs for CDO's narrative and financial reporting processes, for the Partnership and Sustainability Expert's review and finalization.
- Support the implementation of activities under the Initiative, working closely with relevant technical and programme teams.
- Track progress against the coalition-building and partnership engagement plan, flag risks or delays, and provide the Expert with regular consolidated updates and recommendations.

#### 4. Expected Deliverables

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The Partnerships and Sustainability Coordinator is expected to produce the following deliverables, under the technical direction of the Expert:

- A validated and continuously maintained stakeholder mapping and partnership database (using CDO's standard six-column format: Partner Category, Partner Name, Relevant Work & Projects, Alignment with System-Level Outcomes, Collaboration Status, Expected Role).
- A coordinated coalition-building and partnership engagement calendar, with tracked action points and follow-up status.
- Drafted and tracked partnership instruments (MoUs, collaboration agreements, joint work plans), with an up-to-date implementation status log.
- A maintained funding pipeline and prospective funder tracker supporting the resource mobilization and sustainability strategy.
- Quarterly partnership and sustainability progress reports, consolidating engagement outcomes, wins, challenges, and recommended adjustments, for the Expert's review.
- Coordinated drafts of outreach materials (partnership letters, concept notes, briefing notes), routed through the appropriate internal review process.
- Consolidated partnership- and sustainability-related inputs to CDO's Annual Report and other funder reporting deliverables, ready for the Expert's finalization.

## 5. Reporting Line

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The Partnerships and Sustainability Coordinator will report directly to the Partnerships and Sustainability Expert, who will set technical direction and review key outputs, while the Coordinator will exercise day-to-day judgment in coordinating activities, timelines, and cross-functional communication. The Coordinator will maintain a secondary reporting line to CDO's Project/Team Lead for administrative purposes, and will work closely with the Initiative's research, advocacy, and communications teams. The Co-ordinator may represent CDO at working-level external meetings when delegated to do so by the Expert, but will refer substantive negotiations or new commitments to the Expert.

## 6. Duration and Level of Effort

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Given the multi-year nature of the Initiative (2026–2032), CDO anticipates this being a fixed-term position, structured to provide sustained coordination support across the Initiative's partnership and sustainability workstreams, subject to performance and budget availability.

## 7. Eligibility and Educational Background

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Minimum qualifications:

- A Bachelor's degree in International Development, Development Studies, Public Policy, Political Science, Natural Resource Management, Fisheries/Environmental Science, Business Administration, or a closely related field. A relevant Master's degree is an advantage.
- A minimum of 6 years of progressively responsible professional experience in partnerships coordination, stakeholder engagement, program coordination, or resource mobilization support, ideally within the development, natural resource management, gender, or fisheries/agriculture sectors.
- Demonstrated experience coordinating engagement with government ministries, statutory bodies, or regulatory institutions (familiarity with fisheries governance structures, such as MoFA or a national Fisheries Commission, is a strong advantage).
- Working knowledge of fundraising and resource mobilization processes, including maintaining funding pipelines, tracking funder engagement, and contributing to funding proposals.
- Working familiarity with gender-responsive programming and gender-budgeting approaches, particularly as applied to natural resource or livelihoods sectors.
- Strong coordination, organizational, and follow-through skills, with demonstrated ability to manage multiple concurrent workstreams and stakeholders with moderate independence.
- Strong written and verbal communication skills in English, including the ability to draft and finalize correspondence, briefing notes, and outreach materials with limited supervision; knowledge of local languages spoken in Ghana's coastal and inland fishing communities is an advantage.
- Prior experience working in or with Ghana's fisheries, natural resources, or coastal livelihoods sector is desirable.
- Willingness and ability to travel regularly within the project landscape.

## 8. Key Competencies

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- Strong coordination and project management skills, with the ability to keep multiple partnership and sustainability workstreams on track simultaneously.
- Sound judgment in balancing independent decision-making on operational matters with timely escalation of substantive issues to the Expert.
- Professional integrity, discretion, and diplomacy in managing sensitive institutional relationships and representing CDO at working-level engagements.

- Strong stakeholder communication and follow-through skills, with the ability to keep diverse internal and external actors aligned and informed.
- Collaborative, team-oriented approach, with the ability to work effectively across CDO's program, research, and communications functions while operating under the Expert's technical direction.

## 9. Submission of Application

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Interested candidates should submit a cover letter, curriculum vitae, and contact details of three professional references to CDO, clearly demonstrating relevant experience against the eligibility criteria outlined above. Requested documents should be sent to [vacancy@cearthdev.org](mailto:vacancy@cearthdev.org). Deadline for application is the **24<sup>th</sup> of August 2026**. Any CV that does not meet the required qualifications will be rejected automatically at the level of the administrative check. Kindly note that only successful applicants will be contacted for interviews.