

Terms of Reference (ToR)

Program Officer

*Regional Office ForumCiv for Latin
American and the Caribbean*

Date: October 22, 2025



TERMS OF REFERENCE – TOR

**Recruitment of Programme Officer within the framework of the project:
Transformative Partnership Programme
funded by the Swedish International Development Cooperation Agency (SIDA)**

1. Presentation and justification of the recruitment process by ForumCiv

ForumCiv, founded in 1995, is one of Sweden's largest platforms for civil society organisations, with around 170 member organisations. Our work centres on enabling people to organize to claim their rights and take control of their lives and promote responsiveness by duty bearers and other decision-makers. Because only then can democracy grow, resources be distributed more fairly, and poverty reduced.

With a vision of a just and sustainable world where all people have the power to effect change and a purpose of empowering people living in marginalization, who organize to claim their rights and advocate for change that contributes to a just and sustainable world, ForumCiv plays the roles of an advocate, a capacity developer, grant administrator, and development actor. ForumCiv has offices in Sweden, Lithuania, Colombia, Kenya and Liberia.

About the ForumCiv Regional Office in Latin America and the Caribbean

Since 2023, the Regional Office for Latin America and the Caribbean, based in Colombia, has had a regional strategy to guide the planning of its actions and relationships, based on the lines of action and approaches that structure the scope of our objectives and our vision.

Also, Regional Office LAC has had a country programme in Colombia since 2006, focused on supporting Colombian civil society. The office has also been responsible for the support and follow up of SIDA grants to Swedish civil society organisations working in Latin America.

As part of its regional strategy, ForumCiv is seeking a programme officer to support the implementation of the Transformative Partnership Programme (TPP) funded by the Swedish cooperation agency SIDA.

About the Transformative Partnerships Programme (TPP)

The Transformative Partnerships Programme (2025–2028) is a strategic initiative to strengthen civil society as a driving force for conflict transformation and climate and environmental justice. Led by ForumCiv and co-implemented with Clowner utan Gränser, Föreningen Framtidsjorden, Internationella Kvinnoförbundet för Fred och Frihet (IKFF), the Swedish Foundation for Human Rights (SFHR), Praktisk Solidaritet, and The Hunger Project, the programme aligns with Sweden's 2025–2029 Strategy for Civil Society Support and the Reform Agenda for Development Assistance. It responds to the urgent challenges faced by civil society globally, such as shrinking civic space, political repression, climate crises, and rising inequalities, by reinforcing the agency, resilience, and sustainability of civil society actors.

The programme is active in 28 countries across Latin America, Sub-Saharan Africa, Eastern Europe, Middle East, and South and Southeast Asia, supporting 54 local civil society organizations working in contexts of fragility and repression. These organizations represent diverse social movements and community groups—women's rights organizations, environmental defenders, peace builders, youth activists, land and labour rights advocates, and others—and work directly with marginalized rights-holders most affected by exclusion, poverty, violence, and environmental degradation.

The programme combines three interrelated operational strategies: capacity development and skill building; catalytic and targeted funding; and networking and partnership building. These strategies are not only operational pillars, but also vehicles for continuous learning and innovation. The programme deliberately creates space for experimentation, co-creation, and adaptive practice, making it a dynamic learning platform that evolves with the needs and insights of civil society actors.

Consortium members implement the strategies both by working directly with their respective partners and by co-creating joint activities that enable experience exchange and strategic collaboration across countries and regions. A central feature is the creation of thematic clusters, regional and global platforms co-designed and co-led by consortium members and partners, which facilitate peer learning, innovation, and coordinated advocacy. This dual approach ensures that partners receive context-specific support while also participating in broader knowledge ecosystems. The consortium members are committed to find and use additional income to further strengthen the collaboration between the consortium actors.

The programme is structured around three interlinked outcomes: (1) strengthened and autonomous civil society, (2) conflict-resilient and empowered communities, and (3) sustainable livelihoods and climate justice. These outcomes reflect the programme's rights-based, locally rooted, and systems-focused Theory of Change. By investing in the capabilities and leadership of civil society, the programme drives long-term transformation and supports local communities to claim their rights, hold power to account, and build sustainable alternatives to injustice and inequality.

The programme is headed by the Programme Unit at the ForumCiv head office in Sweden, in close collaboration with ForumCiv's three regional offices, located in Colombia, Kenya and Lithuania and the coalition partners in Sweden.

2. Purpose of the call for applications

Recruitment of a person to serve as Programme Officer to support the implementation and monitoring of all aspects of the project, with a particular focus on compliance, follow up on programme implementation, , , follow-up of audits, results management, capacity building design and facilitation, and advocacy with members and various stakeholders in the Latin America region. The position requires to be based in Bogotá, Colombia.

3. Duties and responsibilities

The duties to be performed within the scope of the call for applications are:

- Have continuous dialogue with partner organisations on ForumCiv support and prepare agreements
- Monitor partner initiatives and assess reports in accordance with ForumCiv's guidelines
- Upon request by partner organisations, have dialogue with them on changes in the agreement and recommend decision to Head of Programme Unit
- Follow-up on deviations
- Feed results into the Programme's Result Framework
- Provide and coordinate coaching and capacity development to partner organisations
- Assess the capacity of partner organisations annually
- Monitor geographic contexts and/or thematic trends relevant to the programme
- Interact with coalition members and their partner organisations
- Other tasks related to the work and delegated by Head of Programme Unit
- Contribute to the organisational learning and development of ForumCiv in general, and of the programme and regional office in particular
- Support compliance with the ForumCiv Staff Manual, procedures, procurement, code of conduct, conflict of interest and anti-corruption policy.
- Support the implementation of the local archiving policy.

- Lead the logistical coordination of events, meetings and other activities within the framework of the project.
- Field visits to provide support on related issues as required.
- Participate in all activities associated with the security and work management system of the ForumCiv Regional Office.
- Other tasks related to the programmatic work of the ForumCiv Regional Office

4. Profile

Qualifications required

- Relevant academic degree in Development Studies, International Relations, Social Sciences, Political Science, Process Engineering, Administration or Economy or equivalent qualifications.
- Minimum 3 years of work experience in the development cooperation sector, international civil society organisations, or international / multilateral agencies.
- Experience in grant management in an international context.
- Experience in project administration.
- Broad contextual knowledge on Latin America in socio-political and economic aspects.
- Fluency for communication in English and Spanish.

Desirable qualifications

- Skills in follow up processes of compliance with agreements as well as audit findings.
- Skills in Planning, Monitoring, and Evaluation (PME), Theory of Change and Rights-Based Management (RBM)
- Fieldwork experience with social organizations, international NGO's, international civil society organization and, other fieldwork experience in Colombia and Latin America.

Personal qualities

- Well-organized, with attention to detail
- Self-directed/motivated
- Integrity
- Proactive with a good disposition for team working
- Emotional intelligence and good conflict management.

- Cultural awareness
- Excellent interpersonal and communication skills.
- Service-minded and clear.
- Problem-solving analytical skills.
- Quality minded.

5. Type of Contract

The contract will be a **full-time labour contract** until March 31 2026 with possibilities of renewal according to the program budget (the project is expected to run until December 2028) and the performance of the employee. The contract will be a local contract adjusted to the Colombian law, with all the benefits included for all ForumCiv employees in Colombia. The salary will be negotiated according to the budget and the CV of the applicant.

6. Supervision

The Programme Manager (line manager) based in Stockholm, Sweden will supervise the completion of activities and achievements of goals relating to the programme. Request for leave and vacation will be discussed with the Programme manager and approved by the Regional Manager. The Regional Manager for Latin America and the Caribbean (office manager) will be in charge of the work environment. The Programme Manager and the Regional Manager will collaborate in order to ensure good leadership of the work.

7. Documents to be submitted

- Curriculum Vitae (CV)
- Cover letter (with salary aspiration).

8. Selection method

Open call.

9. Application information

Candidates must submit the required documents in English via email to **info.lac@forumciv.org** with subject heading “TPP Programme Officer (*Name of candidate*)” no later than November 3 Colombian time.

ForumCiv is an organisation that promotes equal treatment and gender equality, in accordance with its non-discrimination policy. Recruitment will be carried out within the framework of this policy and in accordance with the anti-corruption policy.

These Terms of Reference will be financed by budget line Program Officer – TPP.