

**SAVE THE CHILDREN INTERNATIONAL**  
**ROLE PROFILE**



<b>TITLE: Project Coordinator - Civil Society Strengthening</b>	
<b>TEAM/PROGRAMME: Program Operations</b> <b>Department</b>	<b>LOCATION: Kathmandu</b>
<b>GRADE: 3</b>	<b>CONTRACT LENGTH: 1 year</b>
<p><b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>NGO Federation of Nepal (NFN) and Association of INGOs (AIN) will implement the Delegation of European Union funded project “Strengthening Civic Space and CSO’s role at all levels of the Federal Governance System in Nepal” from 2023 until 2026. Save the Children Nepal will be managing the project on behalf of the AIN. The project aims to address the above-mentioned issues of enabling policy environment for broad range of civic actors in Nepal and promoting development effectiveness with increased CSOs role.</p> <p><b>Project Coordinator - Civil Society Strengthening</b> will be responsible for the overall management of the <b>Civic Space - Strengthening Civic Space and CSO’s role at all levels of the Federal Governance System in Nepal and will work as part of the AIN Project Management Team</b>. S/he is responsible for ensuring quality delivery of the project by maximizing the impacts as per the project strategies, framework and scope. S/he will ensure effective planning, quality implementation, monitoring, reporting, financial and partnership management in close consultation and guidance from different CO functions, AIN steering committee. S/he will work closely with the AIN Steering Committee, AIN project team, SCI thematic focal points, MEAL and communication focal points. The position holder will be required to coordinate closely with NFN Team Leader and with relevant stakeholders as required by the project.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to: Field Operations Director</b> <b>Staff reporting to this post:</b> <b>Indirect : N/A</b> <b>Budget Responsibilities:</b> As per SOD of Save the Children <b>Role Dimensions:</b> the project coordinator will be based in Kathmandu. S/he will work in the direct supervision and management of the Field Operations Director and AIN Steering Committee. S/he will work in close coordination/collaboration with NFN, AIN project team, relevant government stakeholders.</p>	

**KEY AREAS OF ACCOUNTABILITY :**

*Project implementation*

- Lead the overall coordination and implementation of the project especially the AIN component of the project activities
- Lead the planning process and a detailed and up to date implementation plan including realistic phase budget outlining major activities and timeline for the funds allocated is in place
- Ensures appropriate expenditure on a monthly basis and takes corrective measures by revisiting plans and communicating in the timely manner to the project and finance team
- Coordination with AIN Steering Committee and other AIN team members to ensure their inputs and suggestions are incorporated into CO Thematic team and other AIN member organisations for technical assistance as required
- Coordination with AIN Steering Committee and AIN members to coordinate inputs for project as required
- Ensure all required PMM tools for the project are in place as required
- Establish a regular update and coordination mechanism with NFN for project implementation and reporting
- Ensure that donor compliances for visibility, procurement and expenditure are met at all times and for all activities
- In close coordination with SCI colleagues establish a system to track AIN member contribution to the project and ensure that this is up to date at all times
- Support SCI management to establish a system for reimbursement of costs of AIM members through sub grants or other mechanisms
- Support high level engagement among AIN and different stakeholders
- Support on the development of the AIN long-term strategy

*Monitoring, documentation and reporting*

- Support the establishment of a monitoring and documentation system that is agreed with NFN and reflects the reporting requirements of the project
- Support in the collection of project data and ITPP as required by MEAL system and reporting
- Coordinate the preparation of timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements.
- Support to prepare quality write up and submission of progress reports as required with inputs of MEAL focal points
- Ensures best practices are documented, innovations disseminated, and case studies are collected for the report
- Ensure that project team understand reporting procedures and timelines
- Prepare project updates for AIN Steering Committee, Project Advisory and Project Management Committees as required

*Financial Management*

- Follow the donor and SCI budget forecasting and reporting mechanisms
- Track monthly budget vs actual expenditure and report to finance on variances
- Close coordination with NFN finance counterpart to ensure understand reporting timelines and formats
- Coordinate with SCI team for timely financial reporting to NFN to meet donor deadlines

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## ROLE PROFILE



### *Representation, communication & relationship building*

- Collaboratively with AIN develop a regular working relationships with relevant government stakeholders
- Represent SCI and AIN during project update meetings with donors as and when required
- Maintain close coordination with other SCI departments especially ACCM, PDQ, IT, finance and supply chain departments for effective implementation of the project
- Ensure establishment and maintenance of strong working relationships with AIN members and other local authorities as appropriate.

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

#### **Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

#### **Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

### **QUALIFICATIONS**

Masters degree in Social science, and or Law (preferred) with minimum 3 years or Bachelor Degree relevant field with 5 years of experience with civil society actors/platforms and its capacity strengthening

### **EXPERIENCE AND SKILLS**

#### **Essential**

- Skills in adaptive management
- Good understanding of the policy issues associated with the civil society sector in Nepal
- Strong project/program development and overall project management skills
- Higher degree of taking initiatives and has ability to work independently
- Strong leadership and managerial capability

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- Proactive and assertive
- Sound interpersonal skills and ability to work in a multi-cultural environment
- Proficiency in writing technical and programmatic reports that document program directions and result
- Partnership management( both government and non government ) skills
- Ability to work in a stressful and changing environment with limited resources
- Knowledge of EUD regulations and compliances

**Desireable**

- Willingness to keep abreast of new development through continued learning
- Good understanding of contemporary child rights issues, activities and approaches
- Good information seeking skills and proactive approach
- Fluency in English and Nepali, both written and spoken
- Commitment to the aims and principles of SC;a good understanding of the SCI mandate and child focus and an ability to ensure this continues to underpin our support

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

<b>JD written by:</b>	<b>Date:</b>
<b>JD agreed by:</b>	<b>Date:</b>
<b>Updated by:</b>	<b>Date:</b>
<b>Evaluated:</b>	<b>Date:</b>