

JOB TITLE: Senior Project Coordinator – Climate Change and Green Jobs	
TEAM/PROGRAMME: Programme Operations/- PDQ	LOCATION: Gurans in Dailekh, with frequent field visits traveling to project location
GRADE: 3+	POST TYPE: Fixed Term
<p>Child Safeguarding Level 3 - the responsibilities of the post holder may require to have regular contact with or access to children or young people because s/he works in the implementation of the country programme and are visiting programme frequently.</p>	
<p>PURPOSE: Save the Children is the leading independent organization for children. We save children’s lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil society and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.</p> <p>Under the guidance of the Technical Manager, Child Poverty (CPOV), Surkhet and the Resilience, DRR and CCA and the CPoV Advisors from the CO, s/he will be responsible to implement a project on Green Jobs funded by SC Norway (SCN) with farm and forest-based Green Jobs amongst the adolescents and youths (AYs) impacted by inequality and discrimination. S/he will be responsible to coordinate with SCI team and stakeholders, project management, planning and implementation of the detailed Project implementation plan (DIP) of the project titled- Nepal Green Jobs for Adolescent and Youth, orient partner and municipal staff, ensure timely implementation of youth- led interventions. S/he will be also responsible to implement MEAL plan, documentation to scale up learning, profile Save the Children’s work on climate change and green jobs. S/he will work in close coordination with the Save the Children team, partners, concerned local government authorities, CBOs and civil societies in such a way that it provides tangible benefits to children and targeted communities. S/he will lead the management of the project and ensure technical support for youth and CBOs in coordination with SC technical team and resource persons and gather learning from the project.</p> <p>“Supporting Save the Children’s dual mandate of development programmes as well as being the leader in emergency preparedness and response for children” will be inherent role of this position.</p>	
<p>SCOPE OF ROLE: Reports to: Overall reports to Project Manager- SAHAYATRA II and technical reports to Technical Manager - CPoV Budget responsibilities: As per SON Direct Reporting: N/A Indirect Reporting: Climate change and green job staffs of partner (at least five)</p> <p>Scheme of Delegation: <u>as per schedule of delegation</u></p> <p>Dimensions: S/he will be responsible to implement the project, build relationships with local government authorities/officials, district stakeholders and support the SC team in building relationships with local and provincial ministries, departments, provincial external agencies, provide strategic guidance to implementing partner; leading lobbying and advocacy works at local level. S/he should possess project implementation experiences. The Project Coordinator will work closely with CPOV Technical Manager in support of Resilience, DRR / CCA and CPOV Advisors, PDQ department.</p> <p>S/he will ensure awareness, capacity building and information about climate risks, vulnerability, and community needs, available in time and meet quality standards. S/he will ensure risk assessment requirements; market surveys, participatory assessment formats/tools are in line with SCI standards, be aligned with tools and templates developed and utilized by the concerned stakeholders.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Project management /implementation:</p> <ul style="list-style-type: none"> • Take a lead role in managing and implementing the project, benefiting the target population in the project areas. 	

- Coordinate to ensure that all relevant project implementation materials /guidelines are developed and reviewed by the relevant technical team
- Ensure timely and quality technical support is available to the partner's team and activities are implemented using the DIP.
- Ensure the effective and efficient implementation of the project grants, including partner's sub- awards management.
- Liaising closely with the CO team, ensure clear roles, responsibilities and timelines are set for all project requirements such as reports, budget realignments, etc.
- Ensure development and implementation of project /detail implementation plans and budgets, procurement plans and provide guidance and solutions to problems to ensure smooth, quality implementation of MEAL plan and achievement of log-frame objectives and results.
- Actively contribute to the local coordination with partners and clusters,

Coordination:

- Build good working relationships across other teams in Field and Country Offices
- Coordinate with provincial level stakeholders, line agencies and like -minded organizations
- Work closely with the implementing partner and mobilize partner's team for the implementation of the project
- Coordinate with local and provincial governments in coordination with the FO technical adviser
- Work with MFWFO/ CO logistic team to ensure that programme supply needs are clearly defined and coordinated for implementation.
- Representation in local, provincial and national level forum, meeting and workshop.

Capacity Building:

- In consultation with Technical Manager/POD, thematic managers and the PDQ Department, take lead in planning and organizing the delivery and capacity building of partner staff, municipal officials as required.
- Develop capacity assessment needs and organize capacity building events in coordination with CO team based on capacity building plan as per the project outputs and indicators
- Take lead in developing and/or updating existing tools and guidelines related to project implementation and maintain in depth understanding of the project interrelated sub-themes (green jobs, water use efficiency, energy efficient technologies, environment protection measures, sustainable consumption and harvest, eco-village, community forestry, water conservation) of the country office.
- Provide support to fundraising for the development of quality project, fundraising materials and relevant products

Technical Assistance and Quality Assurance

- Support to ensure quality of programmes in the field, including benefiting Adolescents and Youths (A&Y) and the children impacted by inequality and discrimination.
- Support in development of quality benchmarks and set Minimum Standards for climate smart village and green jobs initiatives for CPoV theme/ key intervention.
- Make regular field visits and deliver training, check the quality, identify best practices, identify issues to be addressed, and share with the technical and POD team
- Ensure the use of multi-hazard and multi-sector climate risk assessment tools/guidelines are developed and used in line with the SCI guidelines and the MEAL plan
- Work as a gender focal point for the project and ensure that minimum GESI standards are met. Support maintaining diversity, equity, and inclusion in the project interventions and in the team.

Documentation and reporting:

- Organize field visits, gather information, and prepare high-quality learning documents and reports as per SC and the donor's requirements, and timely submit them to related stakeholders
- Document the innovative approaches, best practices, lessons learned, and case studies in coordination with field office documentation team, document progress and learning, and share them at appropriate level
- Keep DRR/CCA and CPoV Advisors abreast regularly on the progress, consult for key decisions and way forward in the area responsible for.

- Work with programme teams to ensure that reports are delivered according to SC and donor contractual requirements, within the agreed timescale and budget.
- Ensure the compliance of programmes with internal SC requirements and any relevant external donor requirements

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

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

Ambition:

- Sets ambitious and challenging goals and encourages others to do the same in time
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with the team, colleagues, Members, stakeholders/external partners, and supporters
- Values diversity sees it as a source of competitive strength.
- Approachable, a good listener, and easy to talk to

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Master's degree in relevant areas such as forestry, Agriculture, environment, climate change, disaster risk management, natural resources management with minimum 4 years' (3 years or GSI group) experience or Bachelor's degree in relevant field with 6 years (4 years or GSI group) of experience in climate change, environment, livelihoods and humanitarian organizations or likeminded organizations/I/NGOs

Essential

- Solid project delivery, implementation, and monitoring skills with a proven history of delivering results.
- Good understanding of green jobs, climate change, environment protection, youth employment, entrepreneurship, sustainable livelihoods, climate risks or relevant thematic area
- Specific knowledge and skills in Climate change, green jobs, and climate risk information management and communication
- Proven experience in coordination with government municipalities, district stakeholders' partners and the ability to lead, motivate and develop others
- Ability to analyze information, evaluate options, think and plan strategically.
- Leadership skills and the ability to motivate staffs managed by you and provide constructive feedback on performance.
- Coordinate with donors, line agencies and government departments at provincial level
- Effective interpersonal skills
- Fluency in written and spoken English and Nepali, as well as excellent report-writing skills
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches.
- Computer literacy, and team management

<p>Desirable</p> <ul style="list-style-type: none"> • Worked within the NGO community, relevant role in the previous position • Ability and willingness to stay and travel to any part of the country. • Skills related to participatory method. <p>Skills</p> <ul style="list-style-type: none"> • Information Management • Communication • Coordination • Relationship Building • Facilitation 	
<p>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.</p>	
<p>Equal Opportunities: The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Safeguarding obligation: We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.</p>	
<p>Health and Safety: The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.</p>	
<p>JD written by:</p>	<p>Date:</p>
<p>JD agreed by:</p>	<p>Date:</p>
<p>Updated by:</p>	<p>Date:</p>
<p>Evaluated:</p>	<p>Date:</p>