



JOB TITLE: Senior Project Coordinator – My Forest Child	
TEAM/PROGRAMME: Programme Operations/-PDQ	LOCATION: Surkhet Field Office, with frequent field visits traveling to project locations
GRADE: 3+	POST TYPE: National
<p>Child Safeguarding Level 3 - the responsibilities of the post holder may require having regular contact with or access to children or young people because The position holder 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 and line management of the Technical Manager, Child Poverty (CPOV), Surkhet The position holder will be responsible to lead and implement a project “My Forest Child” funded by SC Korea (SCK) with a comprehensive approach to address climate change impacts through plantation in barren area of community forest and community awareness on climate resilience with productive participation from adolescent and youths (AYs) during the implementation process. This position ensures multi-thematic integration of programs and multiple partnership (Government and PNGOs) under Surkhet Field Office. The position holder will be responsible to coordinate with SCI team and stakeholders, project management planning and implementation of the detailed implementation plan (DIP) of the project titled- My Forest Child Project, orient partner, and municipal staff, ensure timely implementation of CFUGs and youth led interventions. The position holder will be also responsible to implement MEAL plan, documentation to scale up learning and showcase the efforts and initiatives of Save the Children in addressing issues related to climate change contributing to environmental sustainability. The position holder 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. The position holder will lead the management of the project and ensure capacity strengthening of youth and CFUGs in coordination with SC technical team and resource persons and gather learning from the project. The incumbent will ensure high quality and results oriented program plans and innovations including strong monitoring systems are developed and applied at all levels. The position requires ensuring compliance on project management at various stages of implementation as guided by the donor policy and as advised by Save the Children Korea counterpart. “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 Report to Technical Manager-CPoV Dotted Technical line Management: Climate Change Advisor, PDQ Budget Responsibilities: Yes Number of direct reports: N/A</p> <p>Scheme of Delegation: as per approved schedule of delegation. USD 1000</p> <p>Dimensions: The position holder 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</p>	



strategic guidance to implementing partner; leading lobbying and advocacy works at local level. The position holder should possess project implementation experiences. The Project Coordinator will work closely with CPOV Technical Manager in support of Climate Change Advisor and CPOV Advisor PDQ department.

The position holder will ensure awareness, capacity building and information about climate risks, vulnerability, and community needs, available in time and meet quality standards. The position holder 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.

The position will have an oversight the project coverage of 2 districts and 2 partners.

KEY AREAS OF ACCOUNTABILITY:

Project management /implementation:

- 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, representation and networking:

- Build good working relationships across other teams in Field and Country Offices
- 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 Climate Change Advisor and line manager
- Work with CO logistic team to ensure that programme supply needs are clearly defined and coordinated for implementation.
- Coordinate Local and Province based organizations and network working in the sector of Climate Change Adaptation and Mitigation.
- Collaboration and coordination with government counterparts, external development partners and donors at field and provincial level.
- Supports program areas to build strong networks with other NGOs, CSOs, UN agencies and Government line agencies working on children's issues to promote coordination and resource sharing at the local level.

Capacity Building:

- In consultation with Technical Manager and climate change advisor, 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 (Climate Change knowledge development for adolescent and youth, local government, CFUGs, Plantation,) of the country office.
- Take lead role in capacity building of CFUG's good governance, knowledge on Climate Change Impacts, CGUGs role on contributing to communities' adaptive capacity and mitigation.
- Ensure Climate Education materials (Training manual, flip charts, calendars, posters, banners etc.) are developed/updated timely and used in field level activities.
- 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 to Adolescents and Youths (A&Y) and the children impacted by inequality and discrimination.
- Support in development of criteria for selecting the plant species appropriate for project geography with technical reason. Similarly, set the standard for the supervision on plant's healthy growth and maturity.,
- 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 that minimum GESI standards are met in project activities in close coordination with GESI and Disability advisor from PDQ. 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 CPoV Advisor and Climate Change Advisor 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.

Other

- Supports Save the Children's dual mandate of development programmes in emergency preparedness and response for children.
- Support field office on the tasks/ responsibility given by Supervisor in adhoc/need basis as and when required.
- Represent SC within district, province, national and international forum as per need.


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
Essential

- Advanced university degree in relevant areas such as, forestry, environment, climate change, natural resources management, livelihoods with minimum of 4 years' experience in forestry, climate change mitigation, agriculture and adaptation interventions or undergraduate degree with minimum 6 years' experience in the relevant field.
- Solid project delivery, implementation, and monitoring skills with a proven history of delivering results.
- Good understanding of plantation, community forests climate change and carbon trade, environment protection, climate risks and familiarities in Nepal's second NDC
- Specific knowledge and skills in forestry, and climate risk information management and communication
- Proven experience in coordination with municipalities, district stakeholders' other government partners and the ability to lead and motivate.
- Ability to analyze information, evaluate options and think and plan strategically.
- Effective interpersonal skills including leadership skills and the ability to motivate those line managed by you and provide constructive feedback on performance.
- 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.

Desirable:

- Worked within the NGO community, donor agencies and government departments in relevant role.
- Experience of working in plantation related programs and from forestry background.
- Ability and willingness to stay and travel to any part of the country.
- Skills related to participatory methods, computer literacy, and team management.



Skills

- Information Management
- Communication
- Coordination
- Relationship Building
- Facilitation

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.

Safeguarding obligation:

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that The position holder 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.

Health and Safety:

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

Safeguarding our Staff:

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

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: