

JOB TITLE: Project Coordinator – Livelihood	
TEAM/PROGRAMME: POD/Sponsorship	LOCATION: Bardibas Field Office
GRADE: 3	CONTRACT LENGTH: Fixed term
<p>CHILD SAFEGUARDING:</p> <p>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>ROLE PURPOSE:</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>The Project Coordinator – Livelihood is overall responsible for providing technical guidance and management to partners in the implementation of livelihood interventions under the sponsorship program in Bardibas Field Office. The position holder is responsible to provide technical oversight to partners (Partner NGOs and local structures) through various approaches including coaching and on the job capacity building on the livelihood theme. The position holder is also responsible for ensuring that implementing partners have the right technical knowledge and skills for the implementation of livelihood programs at implementing sites by maximizing the impact as per the country strategy. The position holder further will ensure quality monitoring of the partners in close consultation with line manager and Technical Managers best utilizing the available resources to attain livelihood/child poverty goal of Save the Children adhering to Save the Children’s national strategy, and with Save the Children’s global initiatives, supported by Manager – Sponsorship and Technical Managers in the impact areas. The position holder should have innovative and relevant ideas on development of effective options for livelihood improvement of poor and ultra-poor communities of the project areas. The position holder has to explore affordable and acceptable options for sustainable Child Poverty reduction options for the marginalized communities at the fields. The position holder will work in close collaboration with relevant and like-minded organization and stakeholders i.e. Rural/Municipality offices and its relevant units.</p> <p><i>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.</i></p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Sponsorship Program Manager</p> <p>Staff reporting to this post: NA</p> <p>Direct:</p> <p>Indirect:</p> <p>Budget Responsibilities: \$Two Thousand (approx. per year)</p> <p>Role Dimensions:</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Project implementation & quality</p>	



- Provide strategic and clear direction/guidance in planning and budgeting of child poverty project funded by Sponsorship in accordance with the guidelines, framework, policies.
- Ensure the partner implements the plan & budget as stipulated in the detail implementation plan and phased budget and provide support for recovery plan if required to achieve the result.
- Ensure that all target beneficiaries targeted under Samunnati program received significant benefits in the project areas.
- Ensure adequate technical support to the partner organizations to implement detail implementation plan and phased budget with quality and compliance.
- Liaise closely with the Senior Program Coordinator to understand partner technical gaps and identified technical support required and provide support to partners accordingly.
- Ensure that partners are coordinating with the relevant local government counterparts throughout the planning, budgeting processes and implementation of the project activities.

Project review and monitoring

- Conduct regular and joint field visits with appropriate tools and checklists, including discussions with the beneficiaries on program effectiveness, and feedback on improvements.
- Conduct regular (monthly) review & analysis of program implementation and monitor to identify strengths and gaps of the partner and share with the team for appropriate action.
- Conduct the review of progress made by the partner organizations on quarterly basis and identifies the areas where they need to improve in terms of capacity building, cost efficiency, efficient use of staffs and help them to make necessary changes in their original plans if required.

Capacity development of partners and stakeholders

- Lead, manage and motivate partner staff and make sure they have clear objectives, results and work plans and receive meaningful feedback on their performance regularly.
- Lead on capacity building of partner staff through coaching, mentoring and training.
- Design and develop training manual, guides in coordination with Technical Manager- Livelihood.
- Provide technical and facilitative support to the local governments in building their capacities to understand broader livelihood/child rights perspectives and to develop/execute the policies, strategies, and guidelines relevant to the children's rights, protection, and participation.

Coordination, collaboration and networking

- Enhance professional and meaningful coordination and linkages/networking with local governments, and other likeminded organisations for effective program implementation.
- Maintain synergy with core programs and identify the areas for integration/synergy with Child Protection and Child Rights Governance to work collaboratively for changes in life of children.
- Closely work with Sr. PC and Sponsorship Program Manager to enhance coordination and collaboration with local government to maximize the resources for thematic excellence.
- Support for PIIC initiatives and advocacy with local governments through engaging partners and other likeminded civil society actors and networks in the impact areas.

Project reporting

- Ensure the partners conduct analytical discussion within their team on thematic data of child poverty for reporting before submission to SCI.
- Assist to respective Technical Manager and Line Manager to prepare and submit semi-annual and annual integrated reports on time.
- Support partners to set up data base systems at their level and use information from data base to track projects / program progress on monthly basis.
- Facilitate and support partners for effective use of digital system in program like OPMIS.



- Work together within team, Technical Manager and with ACCM team, in branding, visibility, documentation and policy environment.

Representation

- Represent SCI in livelihood/child poverty related platforms, forums and networks at district, provincial, national level.
- Participate and provide inputs in strategic planning of child poverty project.

Program integration

- Provide appropriate technical support to partners to integrate child poverty project with community mobilization, safer programming (clean, green & safe structures/institutions), ACCM, policy advocacy, MEAL and other crosscutting including high level of documentation to ensure thematic integration and excellence.
- Coordinate with MEAL unit at BFO for quality data inputs, assessments and output/outcome monitoring on thematic level.
- Provide needful assistance for local level technical coordination, declarations, handover and meetings/workshops in consultation of Program Manager, Technical Manager and MEAL unit.
- Assist in thematic information/data collection for the program design, feasibility studies and dissemination of learnings, publications and sharing on reliable platforms.

Other

- Other tasks as requested by the Line Manager or Head of Field Office, Bardibas.
- Support the Save the Children Humanitarian responses where appropriate, ensuring timely and quality responses in line with international standards and technical best practice.
- Ensure Safer programming, Gender Diversity and Climate resilience are built within the project.
- Work closely with other themes in Sponsorship program for program integration, cost-effectiveness, leverages and quality implementation.

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 and EXPERIENCE

Master's in Agriculture, Management, and other relevant disciplines with 3 years of work experience in the field of livelihoods (Agriculture livelihoods, vocational skills and micro-enterprise development) OR Bachelor's degree in the aforementioned subjects with 5 years of work experience in livelihoods.

SKILLS

Desirable

- Program design, planning and execution
- Computer skills and English proficiency
- Coordination, representation, and negotiation
- Advocacy and lobby skills
- Training, coaching, and mentoring
- Reporting and analytical skills
- Resource mobilization and facilitation
- Experience and knowledge of education sector in Madesh Pradesh
- Experience of sponsorship management

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:

The position holder is responsible to ensure that their conduct is in line with the SCI's Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels.

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 Code of Conduct and SCI anti-harassment policy

JD written by:	Date:
JD agreed by:	Date:
Updated by:	Date:
Evaluated:	Date: