

<b>Shock Responsive Social Protection (SRSP) Coordinator</b>	
<b>TEAM/PROGRAMME:</b> POD	<b>LOCATION:</b> Surkhet Field Office with frequent travel to the fields in Jajarkot, Pyuthan and Bajhang
<b>GRADE:</b>	<b>POST TYPE:</b> National
<p><b>Child Safeguarding</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people because The position holder work in implementation of the country programme and are visiting programme frequently.</p>	
<p><b>PURPOSE:</b>                      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>Under the guidance of Resilience, Humanitarian Manager (POD) and Head of Field Programme Operations - Surkhet Field Office, The position holder will be responsible to implement a project on ECHO/PIN funded Locally Led Disaster Risk Management and Anticipatory Action in Multi-Hazard Affected Areas of Karnali, Lumbini and Sudur Paschim province, Nepal focused on shock responsive social protection (SRSP). The position holder will be responsible to coordinate with SCI team, PIN and stakeholders, project management, planning and monitoring, ensure technical support reached out to the concerned stakeholders. The position holder will be also responsible to ensure implementation of MEAL plan, documentation to scale up learning, profile Save the Children’s work on SRSP. The position holder will work in close coordination with the Save the Children team, partners, concerned government line agencies and civil societies in such a way that it provides tangible benefits to children and targeted communities. The position holder will offer technical support for capacity building to related stakeholders and government officials, gather learning, and involved in documentation of learning.</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”.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Head of Field Programme Operations- Surkhet Field Office  <b>Project related technical reporting to:</b> Humanitarian Manager  <b>Budget responsibilities:</b> Yes (the Project budget relevant to municipality and province level activities)</p> <p><b>Scheme of Delegation:</b> <u>as per approved schedule of delegation</u></p> <p><b>Dimensions:</b>                      The position holder will be responsible to implement the project, provide technical support on SRSP, build relationship with provincial government, district stakeholders and support CO team in building relationship with provincial and ministries, departments, external agencies, provide strategic guidance to implementing partner; lead lobbying and advocacy works at provincial level. The position holder should possess project implementation experiences. The Senior Coordinator- SRSP will work closely with Head of Field Programme Operations- Surkhet Field Office, PDQ department and Humanitarian Manager (POD).</p> <p>The position holder will be responsible for contributing fund-raising initiatives carried out by the CO team. The position holder will ensure information about community needs, risk and vulnerability available in time and meet quality standard. The position holder will ensure risk assessment requirements; household survey, participatory assessment formats/tools are in line with SCI standards, be aligned with tools and templates developed and utilized by the concerned stakeholders.</p>	

**KEY AREAS OF ACCOUNTABILITY:**

**Technical Capacity Building on SRSP:**

- In coordination with PIN and in close consultation with Humanitarian Manager, take lead in planning and organizing the delivery of technical aspects of the project and capacity building of partner staff and provincial as well as municipal officials as required.
- Lead to facilitate and organize capacity building activities in coordination with PIN and Humanitarian Manager based on capacity building plan as per the project outputs and indicators.
- Take lead in developing and/or updating tools, SOPs and guidelines on SRSP at provincial level.
- Provide support to fundraising for the development of quality project, fundraising materials and relevant products

**Technical Assistance and Quality Assurance:**

- Ensure quality of programmes in the field including benefiting to the vulnerable population.
- Monitor and supervise implementing partners for the development and implementation of Minimum Standard for SRSP and other delivery
- Make regular field visits to partner to check and ensure the quality, identify best practices, identify issues to be addressed, and share with Humanitarian Manager to seek technical advice
- Ensure the use of consolidated multi hazard and multi-sector risk assessment tools/guidelines that fits in line with the SCI CSP, MEAL plan and learning from stakeholders.
- Ensure that all project implementation materials /guidelines are reviewed by relevant technical team

**Project management /implementation:**

- Takes lead role at province level and support at federal level in delivery of SCI component in a consortium led by PIN and ensure SRSP result is delivered and is integrated in other results of the project
- Ensure timely and quality technical support is available to the partner's team on SRSP activities through implementation of DIP.
- Ensure the effective and efficient implementation of the project grants
- 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.

**Coordination:**

- Lead Save the Children to coordinate closely with PIN to ensure implementation of SCI deliverables
- Take lead to build good working relationships with all the stakeholders working in Anticipatory Action and SRSP at province level and across other teams within SCI
- Work closely with the implementing partner deployed by PIN for the implementation of the SCI component of the project
- Coordinate with local government and provincial government to implement SRSP activities
- Work with logistic team to ensure that programme supply needs are clearly defined and coordinated for implementation
- Provide assistance to SCI staff to the local coordination with partners, municipality and clusters,

**Advocacy:**

- Lead SRSP advocacy work at provinces, municipalities and relevant stakeholders
- Develop and implement of advocacy strategy at province and local level
- Work as a province level focal point to coordinate with PIN

**Documentation and reporting:**

- Organize field visits to ensure to prepare high quality learning documents and reports as per SC and the donor's requirements and timely submit to related stakeholders
- Encourage SCI team and partners to document the innovative approaches, best practices, lesson learned, and case studies
- Ensure quality progress reports and learning documentation are prepared and share them at appropriate level
- Keep Humanitarian Manager 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 and role modelling Save the Children values
- Holds the team and humanitarian actors/partners accountable to deliver on their responsibilities - 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 and stakeholders/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

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- A minimum of 4 years' (3 years for GSI ) experience in DRR and/or humanitarian sectors including 2 years' experience on SRSP with the Master degree in relevant areas such as disaster risk management, social policy, social sciences or equivalent/ or 6 years ( 4 years for GSI group) of experience with bachelor degree.
- Advanced university degree in relevant areas such as disaster risk management, social policy, social sciences or equivalent
- Solid project delivery, implementation, and monitoring skills with a proven history of delivering results
- Experience of capacity building on shock responsive social protection, anticipatory action, DRR and emergency preparedness work
- Good understanding of shock responsive social protection, anticipatory action, DRR and Humanitarian programming or relevant thematic area
- Specific knowledge and skills on disaster information management and communication
- Proven experience in coordination with municipalities, district stakeholders' other government partners and the ability to lead, motivate and develop others
- Ability to analyze information, evaluate options and to think and plan strategically
- Effective interpersonal skills including leadership skills and ability to motivate those line managed by you and provide constructive feedback on performance
- Fluency 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
- Ability and willingness to stay and travel to any parts of the country
- Skills related to participatory methods, computer literacy and team management

**Skills**

- Information Management
- Communication
- Coordination
- Negotiation
- Communication
- Relationship Building
- Report Writing

**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 role 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 anti-harassment policy.

**JD written by:**

**Date:**

**JD agreed by:**

**Date:**

**Updated by:**

**Date:**

**Evaluated:**

**Date:**