



Functional Title	:	Collaborating Learning and Adapting Lead
Responsibility level/Grade	:	Grade J / Senior Director
Department/Project/PN	:	Program
Work station	:	Kathmandu
Incumbent's Name	:	
Supervisor/Principal Evaluator	:	Chief of Party
Co-Evaluator	:	ACD - PQ

JOB SUMMARY

This position will closely work with Chief of Party (CoP) to ensure holistic analysis and integration of social behavioral change analysis, learning & knowledge management, GIS and GESI aspect across all components of the programme. S/he will lead initiatives on engaging related stakeholders and mainstreaming gender equality and social inclusion throughout all project components. S/he will also lead the process of strengthening the institutional capacity of different target groups (federal and local government agencies, NGOs and other stakeholders) in social behavior change analysis, knowledge management, Gender Equality and Social Inclusion. The objective of engaging with multiple stakeholders and mainstreaming gender and social inclusion perspectives are to ensure participatory equity, accountability and transparency, and to develop relevant partnerships and networks amongst different stakeholders. It will also help in the process of assessing the implications on women and men of any planned action, including legislation, policies or programming, in all programme areas. The incumbent will have to develop, implement and update the stakeholders engagement plan with support from the wider team and lead the process of formulating a comprehensive strategy which considers both women as well as men’s concerns and experiences as an integral dimension during design, implementation and monitoring and evaluation of programme activities in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. In addition, s/he will facilitate the strengthening of federal and local governance structures by supporting in DRM capacity; connecting communities to influence a wider ecosystem; and encouraging trust and accountability. S/he will provide overall leadership, management and strategic vision to the Monitoring, Evaluation and Learning (MEL) aspect of the program.

The employee shall fully comply with HR, admin and finance policy and procedures including the safety and security procedure of CARE and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Program Quality, Development and Implementation

- Review, analyse national capacity and policies relevant to the DRM, conduct national level DRR/M policy mapping, support policy discourse initiatives, including policy feedback to senior staff and partners at all levels.
- Lead the process of building partnership and promoting coordination with key federal and local government stakeholders, private sector and other CSOs to contribute in multi sectoral integration of DRR/DR, so that major activities, events, participation initiatives and opportunities for innovation achieve maximum impact.
- Promote full cycle of policy to practice and practice to policy piloting of DRM initiatives to ensure knowledge products and training guides are accessed and applied from line ministries to municipalities to communities



- Provide technical input and support to the development of training modules/packages for municipalities and national agencies on DRM components - preparedness, response, recovery, and risk reduction
- Support programme team and ensure mainstreaming of Gender Equality and Social Inclusion throughout all project components
- Participate and support the programme team in programme monitoring/ evaluation and ensure gender and social perspective is fully adhered to
- Ensure systems and plans are in place to guarantee that plans are designed and implemented based on sound analysis, address the underlying causes of poverty and achieve measurable positive impact on the poor and marginalized.
- Ensure that Gender Equity and Diversity issues are properly considered and addressed in all activities.
- Ensure MEL engagement in design and implementation of project activities to achieve desired result.
- Ensure consistent MEL methodology and quality assurance across programs
- Provide technical support in conducting analysis, mainly in designing study methodologies, tools and sampling strategies.
- Design and carry out project closure requirement for donor at the end of the project cycle and transfer data, process, learning and knowledge to CARE.

R2. Coordination and Collaboration

- Develop gender and risk governance framework for TAYAR and ensure all plans adhere to that framework by engaging in the annual co designing process
- Conduct gender, social inclusion and governance related training or briefings for management, with a focus on policy issues. Coordinate with the management in gender policy development, implementation, and monitoring, ensuring that management roles and responsibilities in relation to the promotion of gender and governance mainstreaming are clearly spelled out
- Document, publish and disseminate best practices on various aspects of gender and governance mainstreaming for improved action both at strategy and implementation level.
- Promote and establish cooperative relationships with various stakeholders and local authorities.
- Lead Gender analysis process and ensure that gender equality and diversity issues are appropriately addressed during overall program implementation.
- Support in conducting Political Economy Analysis in order to capture the relevant political and economic concerns and contribute in improving the effectiveness of interventions
- Ensure that all staff, partners and counterparts have common understanding on Gender and social advancement and deeper analysis in programming.
- Advise in designing and planning of activities to ensure issues related with different governance structures, budgeting and GESI is mainstreamed across all themes as well as integrated into all program strategies, approaches and interventions including for quality outcomes
- Act as the MEL focal persons from the project for sharing, learning and updates on new developments on MEL and data management related requirements.



R3. Capacity Building and Learning

- Enhance technical capacity to mainstream GESI, including staff/partner skills in gender and political economic analysis
- Support to develop GESI, MEL and SBCC tools and procedures.
- Advise and support to revise partnership guidelines and ensure partnership guideline incorporate GESI, MEL and SBCC perspectives adequately.
- Work closely with senior management and ensure all policies and procedures are derived from GESI perspective.
- Contribute to build positive organizational culture, which involves a more gender and social diversity among staff at all level, and equal valuing of women's and men's perspectives and working styles and contribute to make co gender working environment within organization.
- Support the efforts of organizational transformation initiatives in terms of identifying effective change strategies and learning to cope with resistances.
- Ensure that the program remains dynamic, with opportunities for innovation and personal growth by promoting a culture of, and mechanisms for reflective practice and learning at all levels.
- Establish mechanisms for knowledge sharing and learning between various units and with parties beyond the program.
- Ensure that lessons learned are consolidated and used to inform ongoing and future practices.
- Build and nurture technical knowledge and growth within the MEL and project teams
- In coordination with the project management team, provide on-going and one-off technical MEL support and advice to programs and partners as needed. This may include orienting NGOs on accountability, MIS system, MEL best practice etc.
- Ensure that core MEL training modules and approaches are rolled out effectively and with fidelity to MEL staff and partners, e.g. developing DIP and M&E plans, designing survey and operational research etc.
- Ensure the capacity of MEL staff by designing suitable training and capacity building program to PNGO's and MEL staff.

R4. Program Strategy

- Lead the preparation and implementation of the overall Stakeholder Engagement Strategy in line with the agreed plans and objectives of the program.
- Lead the preparation of relevant strategies based on sound contextual analysis
- Seek strategic partnerships necessary to promote the agreed programming principles and ensure that partners understand the program strategies.
- Provide technical support during planning and reporting by ensuring data utilization during target setting, availability of data for reporting requirement such as quarterly reports, annual results report (ARR), end line report and project close out report etc
- Provide technical support in developing, reviewing and updating Monitoring Evaluation and Learning documents
- Participate actively in the annual planning and review process.
- Provide strategic direction for achieving the theory of change (ToC) through robust MEL system in place.



- Provide leadership by actively participating in MEL initiatives. Update of MEL system with new donor requirements and initiatives.

R5. External Relations and Partnerships

- Support the process of operationalizing municipal action plans for DRM with focus on GESI with the DRM Lead
- Ensure integration of gender responsive budgeting for DRM at federal and municipal level
- Lead and ensure that multiple stakeholders are engaged during participatory Risk Sensitive Land Use Planning process
- Work closely with DRM Lead and promote role of women in the prevention and management of disaster situation.
- Promote the system of addressing cultural, social and economic rights of women through natural linkage and programming.
- Develop strategies to support existing and new women forums to ensure full participation of women in all resilience building activities at federal and local levels.
- Develop a mechanism to ensure that activities takes gender perspectives fully into account, through full participation of women in relevant programming.
- Develop Private Sector Engagement plan and build potential PPP opportunities
- Establish and maintain good relationships with relevant – counterparts/departments of the Government, international and national NGOs, CBOs and other civil society organizations.
- Identify issues to be addressed to heighten donor and government accountability
- Support and work effectively in coalitions and networks as relevant
- Ensure timely reporting and communications with donors, government and other key stakeholders
- Ensure cordial media relations

R6. Staff Management

- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective and coordinated team.
- Ensure the proper implementation of CARE's performance management system for direct reports, including job description and IOP (Individual Operating Plan) development, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.
- Ensure that space and incentives are available to allow staff to develop and innovate.
- Oversee the recruitment and orientation of new senior program staff.



R7. Monitoring, Evaluation and Learning

- Provide technical support in conducting annual studies/surveys mainly on methodologies, tools and sampling strategies and in development of tools to ensure smooth data collection of routine monitoring data
- Design and implement joint monitoring mechanism to ensure the program effectiveness.
- Develop/Update data tracking tools and approaches for project monitoring
- Develop the mechanism for ensuring quality and timely reporting requirements
- Provide technical support for conducting mid-term as well as final project evaluations as per the requirement.
- Supervise MEL and Knowledge Management staff to carry out MIS related capacity building and training events.
- Provide technical support in data quality assurance and compliance with reporting requirements and their timely submission to donor

R8. Upholding CARE's Core values and ensuring its principles

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY:

Spending Authority: As per ASF

SUPERVISION:

Staff for SBCC, GIS, GESI, MEL and Knowledge Management

WORKING CONDITIONS:

Kathmandu based with field visits as required

PERSON SPECIFICATION REQUIREMENTS:

Qualification:

Master's Degree in Political Science, Gender Studies, Research Methodology or a related field with 12 years of relevant experience with extensive management exposure with at least 10 years of progressively responsible work experience in designing, managing, and/or implementing DRM/R , local governance, GESI, Monitoring & Evaluation and Research and/or related projects.

Experience:

Experience in Program Development and Management, experience and skills in Organizational Change Processes, People/Relationship Management, Financial Management, Information/Knowledge Management and External Relationships/ Fundraising is required. Experience in data analysis, Monitoring & Evaluation and Research, designing surveys and research tools, studying critical program areas to incorporate lessons learned in the impact evaluation study and strong qualitative and quantitative data handling and analysis skills.

Skills and knowledge:

- Excellent working knowledge of all key disaster response standards and their implications for response work.



- Knowledge of the key current debates on effective risk reduction, preparedness and response methodologies particularly in relation to marginalized and vulnerable groups
- Knowledge of the operational context in Nepal and the challenges facing DRM work preferred
- Experience with integrating DRM with development programming and disaster risk reduction strategies
- Experience and skills in policy influencing and engaging with varieties of government , non-government and private sector stakeholders
- Sound judgement and the confidence to take independent action; a high degree of initiative and persistence combined with high levels of discretion and diplomacy.
- Ability to analyse and synthesize complex information, use initiative in seeking solutions
- Experience of working in global teams and good coordination and communication skill
- Strategic program planning skills
- Proven skill in documentation and reporting
- Familiarity with USAID strategies, policies, tools, and rules and regulations

Competencies:

Adaptability:

- Adapts to changing business needs, conditions, and work responsibilities.
- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.
- Recovers quickly from setbacks, and finds alternative ways to reach goals or targets.
- Manages change in a way that reduces the concern experienced by others.
- Clarifies priorities when leading change.

Emotional Intelligence:

- Emotional Self-Awareness to focus attention on self emotional state
- Emotional Self Regulation to be able to choose the emotions they want to experience, rather than being the victim of whatever emotions occur
- Emotional Self-Motivation with the ability to use their emotions to take positive action to continue to persistently pursue goals even in the face of significant adversity or difficulty
- Empathy - possess the ability to listen effectively and accurately enough to put yourself in the other person's shoes
- Nurturing Relationships with the ability to demonstrate sincere concern for others through word and deed, demonstrate appreciation for people's efforts and contribution.

Stress Management:

- Maintains composure in highly stressful or adverse situations.
- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.
- Stays calm and maintains focus in turbulent, threatening, or emergency situations.
- Makes rational decisions and continues to perform effectively.



- Provides direction in crisis situations and defuses potentially violent people or situations, calming others and removing them from harm.

Negotiations Skills:

- Diplomatically handles challenging or tense interpersonal situations.
- Works through difficult or awkward interpersonal situations in a positive manner.
- Broaches sensitive issues that allows rational and open discussion.
- Delivers tough messages with sensitivity to minimize the negative impact on others; critiques constructively.
- Thoughtfully intervenes in conflicts to improve communication, diffuse tension, and resolve problems.
- Seeks to find common ground and preserve relationships.

Managing Performance for Success:

- Delegates the appropriate responsibility, accountability and decision-making authority.
- Makes sure that roles, responsibilities and reporting lines are clear to each staff member.
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.
- Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff.
- Encourages risk-taking and supports staff when they make mistakes.
- Actively supports the development and career aspirations of staff and appraises performance fairly.

Strategic Decision Making:

- Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- Gathers data and others' input when making decisions.
- Considers lessons learned from experience, differing needs, and the impact of the decision on others.
- Balances and analyses wisdom, experience, and perspective when making decisions.
- Finds solutions that are acceptable to diverse groups with conflicting interests and needs.
- Weighs the pros and cons of each option before making a decision and moving forward.
- Able to explain the rationale for a decision and makes necessary decisions even when information is limited or unclear.
- Learns from the consequences of decisions.

Political Acumen:

- Uses knowledge of the organization and political climate to solve problems and accomplish goals. Understands how the roles, products, and services of one's work unit relate to and impact those of other work units.
- Understands the interrelationships between different departments of the organization.
- Applies to issue knowledge of the mission, values, resources, culture, systems, and business strategies to find solutions that best serve the organization and its customers.



- Knows the reasoning behind key policies, practices, and procedures, and seeks exceptions when needed to achieve goals.
- Capitalizes on both formal channels and informal networks to achieve goals. Forms alliances with key players to get things done.
- Understands internal and external politics and their impacts on the organization. Aligns resources and maneuvers politics to solve problems or reach goals.

Communicating with Impact:

- Ensures that others involved in a project or effort are kept informed about developments and plans.
- Ensures that important information from management is shared with employees and others as appropriate.
- Shares ideas and information with others who might find them useful.
- Uses multiple channels or means to communicate important messages. Keeps manager informed about progress and problems.
- Establishes communication plans and/or systems to ensure that communications fully support the work of the organization.
- Ensures that regular, consistent communication takes place within area of responsibility.

Coaching:

- Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Coaches others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Helps others identify key goals and use their talents to achieve those goals. Sees others' potential and strengths, and works to build on them.
- Takes time to observe behaviors that contribute to or detract from others' success.
- Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner.
- Takes steps to learn the work interests and career goals of teammates.
- Actively supports others stretching beyond their comfort levels and trying new techniques that may enhance success.
- Coaches for incremental, one-step-at-a-time improvements, offering praise and recognition as each step forward is made.
- Encourages repeating and building upon areas of strength, and dissects areas that may be improved. Suggests methods and gives examples that provide a roadmap to improved performance.
- Models success behaviors, a high performance work ethic, and constant self-improvement.

Building Partnerships:

- Develops networks and builds alliances with all stakeholders within and outside the organization.



- Participates in cross-functional activities to achieve organizational objectives.
- Collaborates across internal and external agency boundaries to meet common objectives.
- Keeps support areas like budget and HR informed of program priorities, needs, and issues, in pursuit of responsive service.

Incumbent's Signature: Date:

Supervisor's Signature: Date: