



Functional Title	:	Western Implementation Coordinator
Responsibility level/Grade	:	Grade H / Coordinator
Department/Project/PN	:	Program
Work station	:	Nepalgunj
Incumbent's Name	:	
Supervisor/Principal Evaluator	:	Urban Resilience Lead
Co Evaluator	:	Collaborating, Learning & Adapting Lead

JOB SUMMARY

This position requires a committed and experienced individual to help the project team in managing and implementing municipal level DRM/R activities. The incumbent will be responsible for facilitating DRM activities at the municipal level through overall coordination and ensure successful implementation of program in respective municipalities in close coordination with stakeholders including government units and like-minded CSOs in the region. A key part of the role will also consist of monitoring and managing the activities in the region and reporting the same to the Urban Resilience Lead.

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 Management and Technical Support

- Lead the field level implementation of the project activities
- Maintain ongoing surveillance of project activities and report to the central team
- Ensure adequate monitoring, reporting and acquittal of project activities.
- Ensure that different activities are implemented in a coordinated and cohesive manner.
- Support in the operationalizing of municipal action plans for DRM with focus on GESI
- Promote integration of gender responsive budgeting for DRM at municipal level
- Support in reviewing, designing and developing appropriate DRM related training curriculum, manuals, guidelines and extension materials to deliver the training for municipal units, program partners, CSOs and local bodies in coordination with central level program team.
- Provide strategic support to management team at center in addressing governance issues and GESI mainstreaming initiatives.

R2. Coordination, Collaboration and Communication

- Coordinate with local and provincial government units and facilitate project related activities
- Coordinate with other humanitarian actors, so that they are well aware of project and its mandate
- Work closely with humanitarian actors (act as direct focal point in the concerned region) and build effective relationship with partners for efficient programming,



- Participate in coordination meetings organized by relevant agencies on a frequent basis.
- Document information received from different sources, compile these information for the assigned region and share it with DRM and Resilience Director.
- Participate in assessment conducted by donors and other stakeholders where ever possible
- Provide specific updated information of DRM activities to central team and other government agencies regularly.
- Create a systematic, process-driven approach to promote and establish cooperative relationships with like-minded organizations, local stakeholders and local authorities in order to ensure multi sectoral integration of DRM/R at municipal level
- Build strategic alliances with other key actors internally and externally to advocate for the need of GESI sensitive programming.
- Ensure multi stakeholder engagement during Risk Sensitive Land Use Planning (RSLUP) exercise.
- Advocate and inform about project activities to key municipal government units and search for spaces for collaboration

R3. Capacity Building and Learning on GESI

- Ensure that the field team consult with men and women, and any other relevant groups in the context (e.g. religious. caste or ethnic minorities), to assess the social and cultural context and develop safe and effective feedback strategies for all and ensure that both formal and informal feedback mechanisms are used and information gained from monitoring will be directed through appropriate channels to help inform right authorities for action
- Demonstrate a high level of awareness and sensitivity to the particular needs and capacities of women, girls, men and boys affected by humanitarian crises.
- Ensure collection of and the availability and use of sex, age, vulnerability-disaggregated data (SAVDD)
- Ensure equal access and participation of women and affected population in DRM activities
- Work with and support women's organizations to promote access and participation of women and girls beneficiaries
- Ensure all contracts/agreements (partners, and contractors) includes prohibited behavior, procedures for monitoring, reporting and investigation in reference to PSEA policy

R4. Monitoring Documentation and Reporting

- Contribute in advancing program impact and approach by promoting organizational and social learning, to generate knowledge and evidence of impact
- Provide overall project supervision, monitor progress of activities and suggest changes and adjustments based on learning (through participatory and gender- sensitive results-based monitoring)
- Ensure knowledge of existing experiences on gender-responsive budgeting in Nepal and elsewhere is available to the team and informs implementation, document and disseminate project learnings as resources for Gender Responsive Budgeting such as case studies and best practices;



- Support and coach project staff for effective implementation and development of project strategies
- Provide appropriate orientation and guidance to project staff and partners on project approaches and strategies (including DRM programming and monitoring)
- Ensure that learning from review exercises is used and shared widely, including with partners and relevant stakeholders
- Ensure that evidence generated through monitoring is used effectively in partner's and CARE's advocacy work and remain well documented
- Identify development needs of project and partners' staff and follow-up with strategies and actions for supporting their professional and capacity development in consultation with central team.
- Prepare timely and quality annual (and other) reports in adherence with the guidelines and submit to concerned authorities and donors.

R5. External Relations and Partnerships

- Promote the system of addressing cultural, social and economic rights of women through natural linkage and programming.
- 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

R6. 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:

Resilience Officers (4 nos)

WORKING CONDITIONS:

Nepalgunj based with frequent field visits to different municipalities.

PERSON SPECIFICATION REQUIREMENTS:

Qualification:

Master's Degree in a related field with 7 years of relevant experience in coordination preferably working in integrating DRM with development programming and disaster risk reduction strategies.

Experience:

Relevant coordination experience in supporting teams in developing and using DRM/R plans at local level.



Skills and knowledge:

- Excellent working knowledge of all key Disaster Management related policies and institutions and their implications for response work
- Knowledge of the operational context in Far western region of Nepal and the challenges facing DRM work
- Management and leadership skills for the development of effective teams able to operate in difficult circumstances across regions and with flexible deployment to different locations
- Analytical skills for the review of plans and proposals of DRM related projects to be funded or scaled up as part of the project
- Skilled in leading assessments and strategic decision-making for decisions on what is needed & when with limited information
- Proven communication and facilitation skills to ensure full understanding and buy into DRM strategic needs
- Excellent written communication skills for situation reports
- Experience in the usage of computer and office software packages.
- Fluency in written and spoken English and Nepali.
- 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
- Proven skill in documentation and reporting
- Familiarity with USAID strategies, policies, tools, and rules and regulations
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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.

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: