Functional Title: Governance and Accountability Specialist (CSC and Social Audit)

Responsibility level/Grade: Specialist / F

Work Station: Kathmandu

Incumbent’s Name:

Principal Evaluator Title: Coordinator – GESI & Governance

JOB SUMMARY

This position will ensure that CARE Nepal's programs are applying program quality and accountability interventions at every level. The Governance and Accountability Specialist will also make sure that Complaints Handling Mechanism is fully functioning in the program and project areas that CARE or its partner are working. S/he will ensure accountability towards beneficiaries; and also ensure that local government and partners are in line with donor compliance.

The Governance and Accountability Specialist will support local government in preparing policy and procedure and coordinate for strengthening participatory planning process. This position will support CSO partners in their capacity assessment, conducting dialogue sessions, training and capacity building sessions and interventions in different organizational capacity areas. S/he will also support in targeting and identifying GESI groups at different level, provide technical support on leadership development specially the women leadership at different level of these CSOs and facilitate strategic plans of the CSO partners across the programs. The incumbent’s role is also focused on developing institutional capacity of the local federations/forums, support in execution of capacity development plan, prepare advocacy plan, and strengthen these federations to proactively participate in local government's planning and policy influencing process.

The employee shall fully comply CARE policies and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1 Strengthening accountability systems

- Regular encouragement and enforcement on complying CARE's Humanitarian Accountability Framework at all level.
- Capacity building and support to field offices, especially to M&E, learning and Accountability Officers on downwards accountability; information sharing, complaints handling and participation.
- Regular technical assistance and training to all front-line workers from both CARE and partner organization.
- Make sure all the complaints and feedbacks are properly registered, investigated and responded in a timely and appropriate manner.
- Create, test and utilize innovative and contextualized means for effective information sharing, participation and welcoming and handling complaints.
- Create mechanisms to feed all feedbacks and complaints into program decision making processes.
• Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors

R2 Strengthening partnership activities
• In coordination with the Partnerships and alliances Specialist, provide adequate support to field team members for effective strengthening of partnership in the local and provincial level
• Provide technical support in Partnership Policy Preparation and Revision, Partner selection tools and techniques preparation and update and also in alliance engagement processes.
• Identify development needs of staff and partners and arrange appropriate strategies and actions for building their skills and knowledge in consultation with their Supervisors and program team respectively.

R3 Governance (Local Government and CSOs governance)
• Provide support to establish partnership with local and provincial government in program areas
• Support LGs in policy and procedure preparation process
• Support in strengthening the local planning process and capacity building (Training, Exposure etc) to elected representatives (especially the women, Janajatis and Dalits)
• Facilitate to identify the replicable and inclusive models that comes out of CARE’s experiences, collaborate with LGs and support in implementation.
• Facilitate processes with use of Governance tool to the ongoing partners and provide support to its replication to other partners and areas
• Facilitate 'partner and alliance/CSO capacity assessment' to the program partners and different alliances in coordination with Partnership and Alliance Specialist, develop capacity building plan, strategies and support to implement.
• Facilitate training sessions, learning and exposure visits, mentoring and coaching to partners based on their capacity building plan.
• Facilitate partners to develop/revise their Strategic plan, Gender and Social Inclusion Policies and other essential policies.
• Facilitate organizational development, governance, equality mainstreaming, participatory planning and implementation, social mobilization, underlying causes of poverty and vulnerability analysis, partnership etc related training to CARE Nepal’s civil society partners.

R4 Upholding CARE’s Core values and ensuring its principles:
• Link and demonstrate CARE Nepal’s core values, programming principles, strategic objectives, gender equality and social inclusion in behaviors and programming.
• Comply and exercise organizational values and culture
• Help to promote rights and good governance
• Responsible for gender responsive behaviour in all actions and decisions

SPENDING AUTHORITY: NA

WORKING CONDITION:
Kathmandu with frequent field visits.

PERSON SPECIFICATIONS REQUIREMENTS:
Qualifications and Experience:
Master’s degree in social science or any relevant field with minimum 3 years of experience in governance and accountability initiatives.

Skills and Competencies:
- Knowledge and experience on partnership, accountability and local self-governance policies and practices, policy analysis and advocacy.
- Familiar in humanitarian accountability principles, policies and tools and solid understanding of rights-based approaches to development and multi-sectoral and long-term approaches to development programming.
- Interpersonal and facilitation skills.
- Strong coordination, networking and advocacy skills.
- Strong verbal and written language skills in both Nepali and English.
- Computer skills, including knowledge of relevant software e.g. Microsoft office and others
- Excellent in communicating, sharing ideas and information, presenting findings and recommendation and expressing opinions.
- Strong planning and organizing skills and ability to work in team
- Ability to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal
- Ability to generate commitment and build consensus among others and gain their support

Incumbent’s Signature: ________________ Date: ________________

Supervisor’s Signature: ________________ Date: ________________