

Anukulan X/BRACED Project
Terms of Reference
For
District Project Coordinator

Title of Job: District Project Coordinator
Duty Station/Location: Surkhet (Sundar Nepal Office)
Responsible to: Regional Programme Team Leader/ Regional Respective Programme Specialist
Period of Service: One Year with the possibility of extension

Purpose of Position:

The District Project Coordinator (DPC) will lead the district level programme with overall responsibility of managing programme, providing strategic direction and technical backstopping, ensuring progress in line with the monitoring plan, project targets in order to achieve the expected outcomes of the Anukulan Project. The purpose of the job is to ensure efficient and effective management of all the aspects of the Anukulan project at district level in line with the project's policies and procedures.

a. Leading and managing team to deliver project activities:

- Lead/ensure that the programme activities are being effectively implemented at the district level as per the project detailed implementation plan..
- Lead to create an enabling environment at district for smooth and effective delivery of the project.
- Lead for result based planning, activity implementation and monitoring of the district level activities.
- Lead to develop detail implementation plan (DIP) at district level; and detail implementation Guideline and ensure activities are smoothly delivered as per plan.
- Abide by the principles of good governance, multi-stakeholder approach, disadvantaged group targeting, aid effectiveness, social inclusion and gender equality in programme cycle management.
- Present district level annual plan in District Development Council, Multi-Stakeholder Mechanism in coordinating with respective line agencies related with the project at district level for endorsement.
- Coordinate with local government, line agencies, civil society and LNGO partners as appropriate for effective delivery of the programme, synergy creation and leveraging additional funds for project.
- Lead to mainstream DFID's safe and effective development practices in program planning and implementation.
- Ensure the capacity development of pocket level CBOs (MPC, Farmer organizations) and service providers for effective implementation of the programme.
- Represent programme proactively in different (meetings, sharing events etc) as necessary.
- In consultation with Regional Programme Team Leaders contract with partners, consultants and resource persons.

b. Ensuring finance management and reporting

- Ensure systematic accounting system, proper recording of expenses, monitoring of financial system of the LNGOs.
- Ensure the timely forecast of the budget and disbursement of the funds to LNGOs.
- Ensure the expenses made at district levels are realistic, as per the approved and specified financial norms in line with Detailed Implementation Guidelines and has sufficient support documents.

c. Managing Team

- Lead, manage and coordinate the district team and their activities ensuring broad uniformity and close coordination in pursuit of the project objectives.
- Help to enhance the performance of staff through appropriate coaching, mentoring and capacity development approaches.
- Support to LNGOs to implement a staff performance evaluation system at district level to ensure effective and efficient service delivery in order to achieve programme outputs.
- Coordinate with regional thematic specialists, regional programme team leader and also other District Programme Coordinator for effective implementation of planned activities and its monitoring system at the district.
- Coordinate with the respective project focal person of the concerned national NGOs in smooth delivery of the project
- Support for capacity development of local LNGOs partners and other stakeholders as per the need of the project.

d. Monitoring and Reporting

- Lead the implementation of the Anukulan project at district level- Project monitoring and reporting systems at district level and prepare and submit outcomes, outputs and activities in-line with monitoring plan. And also ensure timely submission of financial reports and according to the project requirements by LNGOs to the national NGOS.
- Support to gather and analyse information/data and to prepare Outcome Monitoring Summary (OMS) reports in-line with log-frame at area level about challenges, progress and learning of project outcomes/outputs in specified time periods (e.g. bimonthly, quarterly, half yearly and yearly basis).
- Engage and ensure participation of district stakeholders and well as regional representative in joint monitoring at district level
- Ensure the monitoring and documentation of field level activities and share progresses and learning in relevant forum at different levels as appropriate.
- Contribute to appraisals, periodic review (annual, mid-term review, final review) of the Anukulan as necessary and appropriate.
- Ensure public auditing is being implemented in each activity implementation.

Key Competences required:

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi- disciplinary teams. More specifically, the position requires the following competencies:

Managing work

- Able to identify priorities and focus on important activities;
- Experience of managing projects and services;
- Proven ability to plan, organize and achieve results on time.

Working with people

- Proven ability to lead a team; help people to develop; prioritise tasks in a multi-task environment
- Provide clarity and direction to the team
- Able to manage performance effectively. Solicits and values input from others.
- Demonstrable gender sensitivity, workforce diversity and pro poor commitment

Personal effectiveness

- Listening and influencing: Demonstrates good listening skills. Presents his/her views in a convincing way and aware of different perspectives, feelings and concerns.
- Managing relationships: Able to network and maintain working relationships with stakeholders, partners and staff.
- Positive Attitude: Aware on self-emotion and able to perform well with positive attitude in difficult situations.
- Proven ability to plan, organize and achieve results and experience of managing projects, contractors and services.
- Excellent oral and written communication skills in English and Nepali

Managing finance

- Good understanding of accounting and budgeting system
- Experience of managing resources to achieve value for money and monitoring of expenditure

Knowledge and expertise

- A clear understanding of contemporary development issues particularly on poverty, social inclusion, livelihoods, climate change and market development approaches

Required qualification and experience:

Bachelor degree in forestry or agriculture or natural resource management with 3 years relevant experiences or Master degree in forestry, agriculture or related subject with 2 years relevant experiences.