

Title: Team Leader -Civic Space Project
Reports to: Project Steering Committee, Project Focal Person of NFN Board, Executive Director of NFN, and the focal person of AIN as needed.
Duty Station : NFN Central Office, Kathmandu with frequent travel to the field as required.
Contract Duration: One Year with possible of extension
Scope of Work: Under the direct supervision of the Executive Director of NFN, Project Steering Committee and in close coordination with AIN Project Focal Person, the Team Leader will lead the Project team and implementation of the project activities both at NFN and AIN/SCI.
KEY AREAS OF RESPONSIBILITIES: 1. Project Implementation a. Manage and lead the program to ensure delivery according to the contractual requirement with the donor and Government of Nepal, and that all activities and deliverables are completed within the agreed timescale and budget. b. Lead the design and regular update of detailed annual work plans (Detailed Implementation Plan – DIP, as per the proposal) and budgets and ensure these are used by the teams at NFN and AIN appropriately to monitor progress towards completion and achievement of program objectives. c. Make sure the project plan is delivered and executed on time with highest quality standards, ensuring that the Project Steering Committee members are consulted and coordinated with in designing and implementation of the project interventions. d. Support and coordinate with the MEAL Specialist in monitoring implementation, progress analysis and use data for decision-making and improving program performance. 2. Coordination and Reporting a. Represent the project in formal and informal relationships with EUD, government, implementing partners, CSO networks and the international and local NGO community. Maintain good working relationships with the project stakeholders. b. Work with NFN and AIN teams to identify the tactical support needs of the program and ensure the support is provided. Report to the NFN and AIN chairs on an agreed frequency and proactively engage with them of any support requirements. c. Organize, attend and actively participate in periodic program update meetings with the Project Steering committee and Project Advisory Committee and ensure a summary of progress and challenges are prepared and presented with follow-up actions as required. d. Ensure that programmatic reports for donors and government are prepared as required, ensuring these are of the highest quality and submitted in a timely manner. Be fully aware of the grant compliance regulations of EUD and ensure that the reports are submitted as per agreed schedules and any other requirements or criteria are fulfilled. 3. Team and Operational Management a. Directly supervise project coordinators, MEAL specialist, and communications officer. b. In collaboration with the AIN and NFN teams, and concerned project staff, establish and update systems, procedures/guidelines and processes for the smooth project implementation. Make sure to conduct periodic review of implementation, incorporation of learnings and contextual analysis into the adaptive management and DIP, and facilitate necessary mid-course corrections. c. Oversee the financial operation making sure the expenses are as per the agreed guideline and requirement of the project including executing on the cofinancing arrangements as per the requirements.

- d. Make sure the project events are organized with sufficient preparation to achieve goals of each event with flawless logistical management.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently and effectively
- Holds the team accountable to deliver on their responsibilities, providing the necessary support to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Engages and motivates others.
- Future orientated, thinks strategically and on a national-global scale.
- Keeps updated with the civil society policy and enabling environment and other aspects of civil society's interests and plans to act proactively and reactively.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, external partners, NFN and AIN members, CSO networks, civil society actors 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; demonstrates highest levels of integrity.

QUALIFICATIONS

- Master's degree in Development Studies, Public Policy, Sociology, or related discipline.
- At least seven years of working experience in project coordination, project cycle management, result-based planning, monitoring and reporting within development organizations. Experience in supporting senior leadership and executive-level coordination is preferred. Sound knowledge of proposal writing, fund raising and resource mobilisation is highly desirable. Commitment towards gender equality, social inclusion, and poverty reduction.

EXPERIENCE AND SKILLS

- Demonstrated ability to work effectively with government representatives across different sectoral ministries, private sector entities, local community organizations, donors and other stakeholders, particularly at the sub-national level.
- Strong track record in leading consortia of CSOs and preferably networks/platforms.
- Sound knowledge of development landscape and inclusion agenda of Nepal
- Knowledge of EUD approaches and regulations.
- Strong staff management, budget and MEAL skills.
- Strengths in inspiring and enabling others through teamwork, training, and capacity building to realize organizational objectives.
- Strong negotiation and conflict management skills.
- Excellent oral and written communication skills in English and Nepali.
- Familiarity with the political, social, and cultural context of Nepal.

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.
