

Field Facilitator / Community Mobilizer (1/municipality)

Position title: Field Facilitator / Community Mobilizer

Duty station: Community-based within the municipality, frequent travel by foot or local transport

Reports to: Program Coordinator (day-to-day) and Livelihoods & Services Officer (technical)

1. Purpose of the role

- Mobilize communities, TDOs, user committees and groups to participate actively in project planning, implementation, monitoring and social accountability processes.
- Support household and group-level implementation of activities on services, livelihoods and disaster preparedness, with particular focus on poor and marginalized households.

2. Key responsibilities

a) Community mobilization and group facilitation

- Conduct regular household visits and community meetings to share project information, identify PMHs/PMGs and encourage participation of women, Dalits, Janajatis, youth and persons with disabilities.
- Facilitate formation and strengthening of TDOs, user committees, producer groups and savings/enterprise groups in line with project guidelines and MoFAGA Tole Development Organization procedures.
- Support communities to voice needs during participatory planning, LED and LDCRP processes and municipal forums.

b) Support to service access and livelihoods activities

- Assist in organizing and following up on outreach camps, trainings, exposure visits and infrastructure-related community consultations.
- Provide simple follow-up coaching to households and groups on livelihoods practices, enterprise activities and use/maintenance of services and facilities.
- Help identify vulnerable households for DRR/EWS activities and support their participation in preparedness trainings and drills.

c) Data collection and reporting

- Collect basic field data (attendance, household information, service access, training follow-up, disaster preparedness actions) using simple forms or mobile tools as trained.
- Provide timely field updates to the Livelihoods & Services Officer and Program Coordinator, highlighting challenges, risks and community feedback.
- Support community-led monitoring, including social audits, public hearings and community scorecards as per project MERL plan.

3. Minimum qualifications and experience

- Minimum Intermediate/+2 level in any discipline; Bachelor's degree preferred where available.

- At least 2 years of experience in community mobilization, facilitation or social work with NGOs, CBOs or cooperatives.
- Candidates from within the target municipalities and from marginalized groups are strongly encouraged.

4. Skills and competencies

- Strong interpersonal skills and ability to build trust with diverse community members.
- Ability to read and write basic Nepali; local language skills are essential in some sites.
- Comfortable travelling extensively within wards, often by foot, and working in rural/remote settings.
- Commitment to inclusion, respect and non-discrimination in all interactions.