Functional Title : **Project Coordinator**
Department/ Project/ PN : **Mother and Child Wellbeing (MCW) project**
Workstation : **Rautahat, District**
Supervisor/ Principal Evaluator : **Executive Director**

JOB SUMMARY
KEY RESPONSIBILITIES AND TASKS:

R1: Program, Planning and Implementation (50%)

- Ensure effective technical support to the project, including facilitating capacity building of staff and ensuring quality delivery of technical assistance by the technical team.
- Take a lead in developing monthly, quarterly and annual plan of the project in coordination with central level technical leads of New Mother and Child Wellbeing project under the Mother and Child Wellbeing (MCW) project
- Enhance Purchasing and delivery of food, supplies, and equipment for the food service program. Collaborate with the Health Coordinator and Health/Nutrition Specialist for service delivery to children with special dietary needs.
- Mapping of existing private and public service providers, nutation and food security groups and networks, and other stakeholders to understand the situation and develop project activities based on the information
- Provide technical support to the district base project team in planning, implementation, monitoring and reporting of the field activities in line with the New Mother and Child Wellbeing project under the Women's Economic Empowerment and Climate Justice (WEECJ) Program project goal and objectives
- Support the district team, municipality team, local government and community level interventions for mainstreaming of the GESI and SBC and social norms issues in (WEECJ) activities in coordination with GESI, SBC and social norms specialist.
- Keep all the project staff and board members updated on project requirement; implementation guideline, tools and procedure for their understanding and use
- Work with local government and other stakeholders and identify the common issues and agendas about FP/RH where project can support and provide technical and programmatic assistances to address the issues as appropriate
- Conduct workshops, advocacy meeting, policy dialogues, and interactions with the local government and other stakeholders at local level for localization of Mother and Child Wellbeing (MCW) project polices and program
- Participate as part of the management team, providing input and support for the overall direct care programs.
- Ensure that (MCW) activities planning compliance are ensured while planning and implementing the program

R2: M&E, Documentation Research (15%)

- Make sure that project data is being collected from field regularly, analyze them against quality benchmarks and share with New Mother and Child Wellbeing project under the Women's Economic Empowerment and Climate Justice (WEECJ) Program

- Have frequent field visit to monitor (MCW) project against quality bench mark, produce & share monitoring reports
- Support to M&E specialist of (MCW) project M& E specialist while conducting baseline / end line survey, research, developing M&E action plan and implementation of the plan
- Ensure data quality of the periodic report; verify those data and information from sources periodically in sample basis and orient the field staff at the site for further improvement
- Organize quarterly review meeting of the project at district, identify the gaps and issues and take the action accordingly for the further improvement
- Organize the monitoring visits of Government Officials at project for their information and update about the programs
- Document the learnings and major findings of the project interventions and share with CARE Nepal/iDE Nepal and government on regular basis
- Organize periodic review meeting of the project team in coordination with (MCW) project team based at District and central team.

R3: Linkage, coordination and advocacy and program integration (25%)

- Coordinate with district level stakeholders including government entities and like-minded organizations to avoid the duplication of the Mother child wellbeing (MCW) project activities and develop the synergy in programs
- Coordinate with Livestock Service Office, Agriculture Development office for (MCW) project programing at district level.
- Coordinate with municipalities (livestock, agriculture, health, education, women and children section) for (MCW) project programing at local level
- Oversight district-based consortium team and streamline the project activities as per the goals/ objectives of the project
- Ensure the participation of the project team in different livestock and agriculture service-related committees at district and municipalities for coordination among stakeholders.
- Share the project update with livestock, agriculture service Office of district and Local government periodically and invite them for monitoring of the project activities in the field
- Coordination with GESI and social norms specialist for information, issues and support require related of GESI, SBC and social norms.
- Work closely with the local level Government Chief Administration Officer (CAO), private sector engagement officer, youth mobilization and social norms officer for implementation of the program activities.
- Work closely with municipal youth council, youth organization and networks, private service providers and hub hospital at district for necessary coordination and collaboration

R4: Contribute in mainstreaming GESI, social norms and Good Governance across the program areas (5%)

- Organize capacity building and training to all staff and ensure coaching and mentoring on regular basis on GESI, Social norms and good norms
- Establish the accountability mechanism at project office in coordination with Executive Director / board of the organization and operationalize it accordingly
- Provide orientation/ training on prevention of Safeguarding training and make sure that all staff members well aware of safeguarding policies and sign on the code of conduct.

R5: Financial management, Administrative and Human Resource Management (5%)

- Make sure that budget request is made on time and disbursement is made with high compliance as per the partner funding agreement made between CARE Nepal & iDE Nepal organization
- Review project budget, track the expenditure of budget regularly
- Monitor project expenditures and take necessary action to ensure the burnt rate is within acceptable limits
- Ensure that functional administrative systems are established and maintained in the project and the partners
- Follow strictly the organizational policies and requirements on procurement manual, finance manual, personnel manual, etc.
- Ensure that all staffs have job descriptions and performance appraisal formats and orient them as required.
- Ensure that the personnel policies (contract renewal/extension, disciplinary actions etc.) are effectively followed.

Upholding Organizations Core values and ensuring its principles

- Link and demonstrate organizations core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior and safeguarding of program participants.
- Engage in safeguarding and code of conduct awareness raising activities.

AUTHORITY:

Spending Authority: NA

Supervision: Health Officer, MEAL officer, Agriculture & Marketing officer, GESI Officer and Admin and finance Officer

Working conditions:

Based in Rautahat District Office with estimated 60% travel to project implementing local government, ward and communities.

Skills and Knowledge:

- Strong interpersonal communication skills
- Have local knowledge of language and socio-cultural practices
- Team work, team management skills and team building
- Report writing
- Basic computer skills; MS word, Excel and PowerPoint
- Budget management
- Relationship management with government officials and other key stakeholders at district
- Training and facilitation skills
- Experiences in implementing in governance tools to improve the social accountability in health including GESI, SBC and social norms.
- Two-Wheeler driving License (Valid Period of time)