

PHASE Nepal

FIELD COORDINATOR

Project period: September 2026 – December 2027

Project Background

Project: Strengthening Community Health Systems for Respectful, Equitable and Accountable Maternal, Newborn, Child Health and Nutrition Services

PHASE Nepal is implementing the project “**Strengthening Community Health Systems for Respectful, Equitable and Accountable Maternal, Newborn, Child Health and Nutrition Services**” in partnership with UNICEF Nepal. PHASE Nepal will directly implement the project in Karnali Province and provide technical and financial oversight to the Dalit Ethnic Upliftment Center (DEUC), Bara for implementation in Madhesh Province. Field staff in both provinces will be engaged by PHASE Nepal and will work in close coordination with DEUC in Madhesh.

The project aims to strengthen the quality, equity and accountability of maternal, newborn, child health and nutrition (MNCHN) services by promoting respectful care, strengthening health worker and FCHV capacity, integrating the Maternal and Child Health (MCH) Handbook into routine antenatal care and counselling, strengthening community engagement and dialogue, and using health facility and community scorecards to identify gaps and support service improvements.

The project will be implemented in six municipalities: Bheri Municipality, Sani Bheri Rural Municipality and Birendranagar Municipality in Karnali Province, and Hanumannagar Kankalini Municipality, Kolhabi Municipality and Birgunj Metropolitan City in Madhesh Province. The project will particularly focus on pregnant and postnatal women, mothers and children, adolescents, and underserved and marginalized communities, with emphasis on improving access to respectful, equitable and accountable MNCHN services.

Position Details

Position	Field Coordinator
Number of positions	1
Supervisor	Team Leader
Supervises	Field Officers and Community Mobilizers in both provinces; operational coordination with DEUC field staff
Based at	Birgunj, Parsa
Engagement	14 months, full-time

Key Responsibilities and Qualifications

Position Summary

Serve as the main operational focal point for implementation across the six target municipalities, coordinating the field team, municipal engagement, routine implementation follow-up and communication with relevant project and government stakeholders.

Implementation Coordination

- Coordinate implementation across the six target municipalities against the approved workplan, results framework and technical standards.
- Provide day-to-day guidance to Field Officers and Community Mobilizers of both Karnali and Madhesh province.
- Coordinate field schedules, activity readiness, site-level follow-up and timely completion of agreed actions.

Government and Municipal Coordination

- Coordinate with provincial health authorities, municipal health sections, Health Facility Operation and Management Committees (HFOMCs) and health facilities.
- Support integration of programme activities into municipal health planning, budgeting, supervision and review processes.
- Maintain regular coordination with municipal focal persons and support local ownership of programme activities.

Programme Quality and Technical Follow-up

- Support consistent implementation of respectful care, MCH Handbook, community dialogue and health facility scorecard activities.
- Identify implementation gaps and coordinate corrective actions with the relevant technical and field staff.
- Ensure field teams use approved tools, procedures and documentation requirements.

Monitoring, Reporting and Problem Solving

- Track implementation progress against workplans, milestones and agreed targets and flag delays or bottlenecks.
- Coordinate routine field updates and contribute to progress reviews and reporting.
- Follow up on action points from monitoring, supervision, coordination and review meetings.

UNICEF and Federal level Coordination

- Support routine communication with UNICEF and federal stakeholders, including the Family Welfare Division (FWD) and National Health Education, Information and Communication Centre (NHEICC), with senior-level engagement led by the Team Leader.
- Coordinate responses to routine implementation-related queries and requests as delegated.

Learning and Documentation

- Support documentation of implementation experience, challenges, good practices and lessons learned.
- Coordinate collection of field stories, activity documentation and evidence required for programme learning and dissemination.

Safeguarding, GESI and Accountability

- Ensure field implementation follows safeguarding, PSEA, confidentiality, data protection, ethical and GESI requirements.
- Support inclusive participation of underserved groups and appropriate referral or escalation of protection concerns.

Qualifications and Experience

Education:

- Master's degree in Public Health (MPH) or a related health/development field, preferably with a BPH or BSc Nursing background.
- A relevant bachelor's degree combined with substantially longer relevant experience may be considered.

Experience:

- Minimum 4-5 years of experience in public health programme coordination or implementation, including experience supervising or coordinating field teams.
- Experience in MNCHN programmes is essential.
- Experience coordinating with government, municipalities and health facilities.
- Experience with UN/UNICEF-supported programmes is preferred.
- Experience working in Karnali and/or Madhesh is preferred.

Skills:

- Strong coordination, facilitation and communication skills.
- Strong technical writing, reporting and documentation skills.
- Ability to coordinate multiple field teams and stakeholders and resolve implementation bottlenecks.
- Good understanding of community health systems and field implementation.
- Ability and willingness to travel frequently to programme sites.
- Fluency in Nepali and English (spoken and written).

General Expectations for All Positions

- Work in accordance with PHASE Nepal policies
- Comply with the PHASE Nepal Code of Conduct, PSEA, safeguarding, GESI, confidentiality, data protection and ethical requirements.
- Maintain professional conduct and respectful engagement with programme participants, government stakeholders, health workers, FCHVs and communities.
- Carry out other reasonable responsibilities related to the position and programme objectives as assigned by the supervisor.