



# **JOB DESCRIPTION**

## **PROJECT COORDINATOR**

### **1 Department / Project(s)**

Promoting Economic Resilience of COVID 19 Affected Vulnerable People (PERCAV)

### **2 Workplace**

Pyuthan with intensive travel to Project Areas, Swargadwari Municipality and Mandavi Rural Municipality of Pyuthan district and Runtigadi and Sunil Smriti Rural Municipality of Rolpa district

### **3 Reports to / Level**

Team Leader/Project Manager

### **4 Supervises**

District Coordinator, and Enterprises development facilitators of Implementing partners

### **5 Job Summary**

Under the supervision of Team Leader/Project Manager, the Project Coordinator will be working in Department of Foreign Affairs and Trade (DFAT), Australian Government funded Promoting Economic Resilience of COVID 19 Affected Vulnerable People (PERCAV). The PERCAV project is implemented to reduce the inequalities and economic hardships faced by vulnerable population majorly women and Person with Disabilities. The project intends to contribute government to overcome the lack of resources and capacity in economic upliftment of its citizen as well as capacitate them for effective preparedness and recovery plan to overcome the COVID-19 negative impacts. improve the livelihood status and food security condition of COVID-19 affected families. PERCAV project has been implemented by ADRA Nepal in partnership with FIRDO Nepal and RUDAS Nepal in two LGs each from Pyuthan and Rolpa districts respectively from July 2021-June 2023. The project will directly benefit LG to strengthen their GESI plan and Economic Recovery Plan and strengthen the individual capacity to initiate or upgrade their on-farm/ off-farm enterprises. S/He is responsible in planning, implementation, monitoring, evaluation and reporting of the project, technically backstopping partner staffs for field activities implementation.

Assist local implementing partner organization for planning and implementation of technical trainings at field level, developing business development plan on farm enterprises like goat keeping, pig, poultry, farming, vegetable, ginger/turmeric, tailoring, retail shop, fresh house, and hotel business and develop IEC materials like flip chart, training manual and videos for the promotion of business. Besides, S/He is also responsible for identification and promoting market information system, strengthening business, assistance for input and output marketing at the project areas, collection centre establishment/strengthening and coordination/collaboration with different stakeholders at local level. Plan and execute



training to project beneficiaries and staff business plan development, production, and marketing of different commodities. Monitor and supervise enterprises development training, support to establishing linkage between LG and partner organizations. Support Local government for the preparation of DRR/economic recovery plan, Disability inclusion plan/policies and profile, the construction, management, and operation of climate resilience infrastructure as per the DRR/economic recovery plan. He/she will also be responsible for monitoring of the project activities at the field, overall data base management, and preparation of project reports and data collection.

## **6 Required Competencies**

### **6.1 Knowledge**

- Master's degree in Livestock development/Veterinary Science, Agriculture
- At least 5 years of experience in agriculture enterprises development like Goat, pig, and poultry. Experience in goat value chain promotion, Ginger and turmeric value chain development, and women empowerment will be value added

### **6.2 Skills**

- Strong skills on business plan development, capacity development and management of entrepreneur
- Strong communication, coordination, and collaboration skills
- Support to motivate and establish team, partners, and other stakeholders with diverse backgrounds
- Proven experience in organizing and facilitating trainings related to Goat, pig, poultry feed, breed, health, input and output management and vegetable, ginger and turmeric cultivation, tailoring, retailer shop, fresh house business.
- Able to work in a multi-partner environment
- Able to handle project independently with minimum supervision
- Good communication skill with fluency [written and spoken] both in Nepali and English and can write report independently

### **6.3 Attitudes**

- Ability to work under pressure, and minimum resources conditions
- Willing to cooperate other team members
- Good listener and communicator
- Willing to travel frequently in the project working areas
- High level of integrity
- Respect to the voice of others

## **7 Responsibilities and Expected Outcomes**

### **7.1 Project implementation**

- Ensure that partners are implementing the project activities as per the project detail implementation guidelines
- Ensure project activities are complying to the project proposal and log-frame



- Attend and facilitate regular coordinate meeting with implementing partner organizations
- Ensure the project participants are regularly mentored and coached
- Support to establish good coordinate with local government (LGs), relevant district/provincial government offices for receiving necessary permission/approval for project implementation
- Coordinate with LGs and other required agencies for providing training and distribution of project assistance
- Coordinate with other organizations, other project of ADRA to minimize duplication and to ensure synergy
- Support to organize municipality project advisory committee meeting and submission of the project plan and periodic reports to LGs as requirement and obtain evidence of receipt of such documents
- Ensure that the targeted beneficiaries are reached and reflects the indicators/target mentioned in the logical framework
- Motivate field staff and ensure their capacity building in project implementation.
- Prepare risk matrix and flag up issues in project implementation and identify corrective/mitigating measures
- Prepare safeguarding matrix for project activities and report on safeguarding to donor
- Ensure GESI including PWD inclusion is mainstreamed,
- Ensure collaborative work with local government like DRR/Economic recovery plan preparation, resilient infrastructure development, Disability inclusion policy preparation, gender responsive budgeting and auditing are accomplished on time
- Ensure Gender Based Violence network, PWD network are capacitated
- Planning and implementation of sustainability plan and exit strategy Outcome

### **Outcomes**

- Project detail implementation plan and detail implementation guidelines are in place
- Project activities are planned and implemented as per the plan
- Project outputs and outcomes are achieved as per the plan

## **7.2 Provide Technical support**

- support for the capacity development of project participants in enterprise development and management
- Support for the development of business plan
- Support for the development of training package for skill enhances of project participants in their interest business
- Support implementing partner organization for the procurement and distribution of quality breed, shed construction materials and fodder and forage seeds and sapling
- Support for registration enterprises and preparation of required document for the registration
- Facilitate for the linking of entrepreneurs with actors of value chain and marketing of the product
- Plan and execute training to entrepreneurs for business plan development, Goat, pig, poultry feed, breed, health, input and output management and vegetable, ginger and turmeric cultivation, tailoring, retailer shop, fresh house business



- Support for production cost analysis and provide guidance for the entrepreneurs for the promotion of business
- Facilitate entrepreneurs for market linkage and access to market related information's
- Support for the development of concise short-term (1 day) Agency-based Women Empowerment (AWE)
- Support for the conduction TOT to the project staff on AWE package and implementation of AWE package through mobilization of EDF
- Support to train and mobilize FCHV for counselling on gender equality as well as COVID preventive measures
- Support for day Celebrations advocating and sensitizing on gender equality and gender-based violence
- Support for the development of communication and visibility materials
- Support for policy mapping and policy dialogue for the gender and disability inclusion related policies of LGs
- Support for the conduction of gender sensitive and inclusive budgeting workshop
- Support for the conduction of dialogue meetings with district agencies for initiation in mobilization of GBV network
- Facilitate in mobilization of LGs mechanism of GBV funds and safe house
- Capacity building of LGs judicial committee and GBV control network

#### **Outcomes**

- Capacitate and support the project participants/potential entrepreneurs in necessary technical skills and knowledge to operate the enterprise of their choice and knowhow
- Facilitate in formalization of enterprises for greater access to investment and integration in the value chain
- Strengthening leadership and decision-making skills of women entrepreneurs
- Strengthen the GBV networks of LGs

### **7.3 Partner Management**

- Ensure that contractual arrangement with partners are up to date
- Coordinate with partner NGOs and regularly backstop them to achieve project objectives
- Ensure project activities are in compliance to the project proposal and log-frame
- Conduct monitoring visits and provide feedback
- Conduct joint meetings periodically
- Ensure compliance by partners in all aspects

#### **Outcomes:**

- Good working relationship is maintained with partners ensuring project outputs are achieved and compliance met.

### **7.4 Monitoring, Evaluation and Learning documentation**

- Planning and implementation regular monitoring surveys/reports and end line survey
- Establishment data base management system



- Frequent field visit undertaken monitor, supervise project activities, issues flagged up and areas of improvement documented/suggested
- Ensure the development of a mechanism to encourage reflection and lessons from each staff and record those systematically.
- Ensure proper complaints handling mechanism and beneficiary feedback mechanism are in place and staffs/beneficiary are well oriented on them
- Ensure regular coordination is done for holding monitoring by LGs and relevant agencies including CPAC, LPAC
- Ensure public audit is done of the project activities
- Collaborate with M&E dept for annual monitoring and evaluations
- Manages monitoring visits of national and international level monitoring visitors

#### **Outcomes**

- Project data-based system are maintained to meet the reporting requirements
- Effective monitoring and evaluation system are in place

### **7.5 Budgetary responsibility**

- Prepare quarterly budget plan, monthly budget forecasting of overall project and the partners.
- Reviews the forecast and fund request of partners and process for necessary release of funds
- Consider cost effectiveness and efficiency in every activity
- Continuously review the expenditure including the monthly financial reports, vouchers and recommend required adjustments to achieve targeted outputs
- Assist in developing systems to check fiduciary risk for ADRA and partners
- Ensure proper utilization of project fund that meets ADRA and donor compliance and all the standard procedures

#### **Outcome:**

- Project fund is effectively and efficiently used
- The compliance of partner, ADRA and donor are met

### **7.6 Writing, Reporting and Publication**

- Support for the preparation of reporting schedule for partner NGOs
- Consolidate partners' report and submit project report periodically (monthly, quarterly, semi-annually, annually and end of project) with qualitative and quantitative information outlining plan vs achievements, learning made during the reporting period, outstanding issues and the plan for the next reporting period
- Collect and analyse information on how project has impacted in the community and produce case studies periodically
- Plan and organized review and planning meetings
- Lead and draft manuals, good practices and lesson learned in line with the basic standards of ADRA Nepal project report writings and publications.
- Build the capacity of staff in recording lessons and drafting human interest stories

#### **Outcomes:**



- Project progress including lesson learned are properly documented and reported complying with ADRA and donor standards
- Best achievement and success stories are properly documented and published considering the donor protocols

### **7.7 Liaison, Coordination/Collaboration and Communication**

- Establish effective coordination and collaboration with Local Government, implementing partner organization and other project
- Prepare and providing necessary reports to SWC and in arrangement of LPAC meetings
- Coordinate with LGs and other required agencies for identification of beneficiary and distribution of project assistance and to implement the project smoothly including resource leveraging for project activities/beneficiaries
- Establish sound coordination with other agencies in the field for synergy of the project and avoid the duplication
- Timely preparation and submission of the project plan and periodic reports to LGs as requirement and obtain evidence of receipt of such documents

#### **Outcomes**

- Effective coordination is established with implementing partner, LG, and other organization.
- Sound collaboration with other agencies working in the project area contributed to synergistic outputs

### **7.8 Logistics**

- Prepare procurement plan of the project and in ensuring goods/inputs are provided on time
- Ensure donor visibility in project supported activities and publications at field level
- Ensure proper management of logistics for trainings, meetings, and workshop at field level
- Managing logistics for national and international level visitors to the field

#### **Outcome:**

Inputs/goods are supplied in time to the field staffs ensuring logistical compliances

### **7.9 Support for the establishment of Team Spirit**

- Motivates team to achieve goals
- Reviews and orients the team member regarding objective hierarchy and assures whether team are following the system or not
- Supports and seeks supports from/ to other project staffs
- Cope with multi project environment and manages/uses resources

#### **Outcomes:**

- Effective and healthy team established at field level
- Establish sound working environment at project office level



### **7.10 Work Health, Security and Safety (WHSS)**

- Support for carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others
- Cooperate to measures introduced in the interests of work health, security, and safety
- Attend relevant training provided in relation to WHSS
- Immediately report to the supervisor on all matters which may affect workplace health, security, and safety to their supervisor
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons

**Outcome:**

Compliance meets with ADRA Work Health, Security and Safety (WHSS) Policy guidelines

### **7.11 Others**

- Any other duties assigned by the Supervisor.