

## **Terms of Reference District Coordinator**

**Position:** District Coordinator

**Location:** GNI Nepal Working Districts

**Application Deadline:** 26 April 2017

**Starting Date:** 01 June 2017

**Duration Contract:** One year with the possibility of extension

**Gross Salary:** NRs. 1,125,600 per/annum (commensurate upon qualification and experience)

**Reports to:** Manager- General Project Implementation Unit (GPIU)

### **Background:**

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 39 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 211 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects.

GNI Nepal has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building.

District Coordinator will be based the working districts of GNI Nepal, and will mainly responsible to support overall District Office with planning, implementing, monitoring, coordinating community development project.

## **Job Description:**

### **1. Program Planning and Implementation**

- Assist the district team as well as implementing partners (IPs) for designing annual Plan of Action (POA), quarterly and monthly plan based on POA; and provide technical assistance for smoothly implementation of activities based on the POA.
- Assist the IPs to prepare and update annual activity planner and tracker (based on the guideline developed by GNI Nepal), and ensure for implementing the project's activities based on the planner.
- Ensure the timely delivery of project's interventions and financial delivery as per the POA and other plan of district office and IPs.
- Develop annual working calendar of district office; and update the implementing progress against the plan.
- Under the guidance of General Project Implementation Unit (GPIU) and other thematic departments, provide technical guidance to implementing team including IPs to ensure quality on delivery of project's intervention.
- Support district team including IPs to create the enabling environment at district and working areas for smooth and effective implementation of project.

### **2. Program Development**

- Lead to conduct survey like Community Situation Analysis (CSA), Community Need Assessment (CNA), and update the information for designing and develop district level project as well as POA.
- Ensure the regular updates of project's information from district and working community; and ensure for using those information at the time of project development and preparation.
- Lead to design district project proposal based on GNI Nepal template through providing information.
- Provide district level information to GNI Nepal Program Department including other department relating to design and initiate new projects.

- Lead to conduct need assessment as well as program related assessment for initiating new projects as per the requirement.
- Provide technical guidance to IPs for development and designing projects supported by GNI Nepal.

### **3. Administrative and HR Management**

- Ensure proper administrative work of district office with compliance to GNI Nepal policies, guideline and procedures.
- Meet programmatic and financial compliance of GNI Nepal while planning and implementation of project.
- Provide technical guidance, follow-up and monitoring to district team of GNI Nepal.
- Work closely with district team and assist for building their capability for implementing project.
- Lead to evaluate performance of district team and ensure proper feedback mechanism.
- Facilitate regular staff meeting, and promote healthy working environment among the team members.
- Ensure that every team members are aware about GNI Nepal working policies, modality, and guideline through providing regular coaching, induction and guidance.
- Ensure the working values of GNI Nepal through promoting its corporate identity and maintaining GNI Nepal guideline and policies.

### **4. Coordination and Communication**

- Coordinate with district and local level stakeholders, IPs, and other like-minded organization while planning, implementing and monitoring the project.
- Coordinate and communicate with IPs for smooth and effective planning and implementing the project's intervention.
- Ensure proper communication, coordination and harmonization with different stakeholders related to project.

- Support the IPs for proper coordination and communication among stakeholders, beneficiaries while planning and implementing the project.
- Plan and execute coordination meetings (DPAC, Project Meetings and etc.) for harmonization of project and GNI Nepal intervention.
- Ensure proper communication while providing organizational information to like-minded stakeholders (as a form of organizational report); and maintain credibility while disseminating organizational information.

## **5. Monitoring, Evaluation and Reporting**

- Ensure timely preparation of progress reports (weekly, monthly, quarterly, and annual) from IPs and district office.
- Provide technical guidance to IPs for preparing quality reports, analyze and submit to GNI Nepal Head Office as per the reporting timeline.
- Provide information, progress data and other required information of project to GNI Nepal Head Office as suggested by thematic departments.
- Ensure the timely preparation and submission of project related documents, reports from IPs and district office.
- Work closely with GNI Nepal Head Office (GPIU, thematic departments, MEAL department, and others) for timely submission of project information.
- Assist to collect case stories, best practices, lesson learn; and capture those information in timely reporting system.
- Develop and update M&E plan based on the agreed logical framework and ensure regular updates of progress results based on the M&E Plan.
- Plan and execute joint monitoring visit in the project location ensuring the participation of stakeholders, IPs, beneficiaries and others.
- Conduct social audit, program audit in project intervention areas.
- Ensure for maintaining accountability and credibility in project delivery.
- Conduct regular field visit to backstop and monitoring the project's interventions.

- Provide support on assessment, research, studies and monitoring & evaluation related activities planned and commissioned by GHI Nepal Head Office.
- Work closely with GNI Nepal MEAL department to maintain compliance related to monitoring and evaluation.

## **6. General Functions**

- Promote GNI Nepal Value, branding, corporate identity in working areas.
- Work as a representative of GNI Nepal in district.
- Ensure proper documentation of administrative, financial and human resource related task in compliance with GNI Nepal policy, guideline and manuals.
- Maintain healthy coordination and communication among implementing team, IPs, like-minded organizations, stakeholders and others in district and working areas.
- Work closely with different departments of GNI Nepal Head Office for effective planning, designing and implementing GNI Nepal Projects for effective results.

## **Job Specification**

- Master degree in relevant field with at least three years of experience in development organization with sole responsibility of managing projects and program.
- Experience on conflict management, advocacy, governance, and community development.
- Strong participatory management and supervision skills including interpersonal, communication, training and facilitation skills.
- Sound knowledge in reporting, data analysis as well as knowledge of using computer applications.
- Good knowledge of the English language along with writing and communication skills.
- Work experience in the Mid and Far Western Development Region of Nepal would be an asset.

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Note:

We encourage women and candidates from ethnic and marginalized communities to apply.

Canvassing at any stage of the process shall lead to automatic disqualification.