

DISTRICT COORDINATOR

Position Description

Location Accham, Nepal

Position Status Full-time, Regular

Salary Level O2

Current Team Member N/A

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action - helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, youth engagement, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.

Program / Department Summary

Mercy Corps Nepal as the prime organization has been implementing a five-year program - "Promoting Agriculture, Health and Alternative Livelihood" (PAHAL) funded by USAID. PAHAL seeks to strengthen livelihoods, improve nutritional status and increase the capacity of vulnerable households to mitigate, adapt to and recover from shocks and stresses in communities with deep poverty and high rates of malnutrition in critical zones of the Mid-Western and Far-Western Regions of Nepal. The goal of the PAHAL program is: Vulnerable populations in the middle and high hills of Far-Western and Mid-Western Nepal are food secure. The target area of the program covers 14 districts in the Mid-West and Far-West regions of Nepal. The Mid-West region comprises of 7 districts - Surkhet, Dailekh, Pyuthan, Rolpa, Rukum, Salyan, and Jajarkot, while the Far-West region comprises of 7 districts: Dadeldhura, Doti, Accham, Baitadi, Bajhang, Bajura, and Darchula.

General Position Summary

The District Coordinator (DC) will be responsible for the monitoring and overseeing implementation of the overall program activities of a five-year, multi-million dollar USAID/Food for Peace and USAID/Nepal-funded Development Food Assistance Program (DFAP), titled as the "Promoting Agriculture, Health and Alternative Livelihood (PAHAL)" in the designated district of one of the above mentioned 14 districts across the Far and Mid-Western development regions of Nepal. The DC is responsible for meeting reporting requirements and adhering to deadlines and serves as the Mercy Corps/PAHAL primary liaison with district stakeholders, program partners and beneficiary communities at the district level. This position will closely work with program partners, regional teams and report to the Resilience Program Coordinator for program related and Regional Field Coordinator for administration related. S/he will be responsible for partnership management (Local NGO), for coordinating beneficiary training and capacity building activities in the district, and for coordinating technical support for the implementation of program activities.

The DC must be a dynamic and effective person who is able to understand and lead field implementation under the PAHAL "resiliency" framework. S/he understands and has the capacity to mobilize teams and

partners, facilitate interaction between all sectors (both government and non-government) and is able to mobilize program implementation. Having a basic understanding and/or experience of any of the following technical sectors is a plus such as – agriculture production and markets, alternative livelihoods, disaster risk reduction (DRR), financial service, natural resource management, nutrition, water sanitation and hygiene. Anyone who is motivated finding new solutions and working in a positive, team-oriented way is highly appreciated.

As gender and social inclusion (GESI), governance and M&E are all cross-cutting and core components of the PAHAL program, the DC is required to own these components and ensure that GESI sensitivity and integration, governance practices and the M&E systems are integrated across all program components, and the implementing partner is supported to ensure it happens.

Essential Job Responsibilities

The specific duties and responsibilities of the District Coordinator include, but are not limited to, the following:

PROGRAM MANAGEMENT

Program Implementation

- As the PAHAL District Coordinator and the key point of contact for PAHAL ensure the local implementing partner (LNGO) fully understands the sub-award function and program areas of implementation.
- Facilitate and support the local implementing partner to fully implement the PAHAL program activities on the ground.
- Work with the LNGO to ensure they fully take ownership for the district PAHAL program and support them to build relationships with both local and government sector collaborating agencies and departments.
- Work with the LNGO executive body, Project Coordinator and the staff team to help them identify areas for strengthening program implementation as well as their capacity building areas.
- Provide support to the local implementing partner and key stakeholders in the district on enhancing their overall knowledge regarding the PAHAL resiliency approach and accountability of the program.
- Maintain close and cooperative working relationships with LNGO's finance & program staff, provide inputs in the effective financial management, ensure the monthly and quarterly reports submitted to PAHAL Regional office is on timely fashion, accurate and related with PAHAL activities before sending to regional sub-award & compliance officer. As appropriate oversee financial/accounting activities are carried out in accordance norms of sub-award agreement and accounting principle.
- Ensure the fund projections are correct and sufficient to carry out the activities for projected timeframe. Monitor the fund request/receipt and ensure all installments are correctly reflected in the report.
- Actively participate in the discussion/meeting held for fund projection/program review. Oversee whether the project expenditure is on track based on the planning and do the burn rate analysis as needed & appropriate.
- Support the implementing partner to organize the district, VDC and community level events /workshops/training as needed and conduct /participate in monthly meeting with LNGO.
- Coordinate with the PAHAL technical staff in the region and the Technical Component Managers in the Central to ensure technical support is timely accessed by the implementing partner and oversee its implementation effectively. Support the PC to ensure implementing partner staff are fully up to date in their respective technical issues and are able to timely implement.

- Coordinate and communicate with the Regional Field Coordinator, Regional Technical Team, Resilience Program Coordinator, and the Technical Component Managers for effective program implementation in the district.
- Utilize personal knowledge, connections, and skills to build sustainable and productive relationships with and between diverse key stakeholders from the public, private and civic sectors.
- Ensure GESI and governance activities are owned by the implementing partner and implemented accordingly.
- Participate in program planning events as and when required.
- Support partner to take lead on and ensure PAHAL program is collaborating and sequencing with other USAID programs in the relevant areas.

Monitoring, Evaluations, and Learning (MEL) and Reporting

- Monitor all of the PAHAL program thematic technical sectors are being integrated effectively in the community activities to ensure resiliency framework is understood and executed.
- Monitor program activities on a regular basis to ensure timely and effective program implementation.
- Ensure monitoring of field activities within the district to be on time, target and budget, and propose recommendations for improvements.
- Ensure organization of regular District Project Advisory Committee (DPAC) monitoring visits and meetings to share program progress and receive feedback.
- Coordinate closely with Monitoring, Evaluation, and Learning focal persons to generate and collect required information and data for measuring program intervention results.
- Participate and support implementing partner to prepare monthly/quarterly plan and reports.
- Support implementing partner to generate quality progress report and documents that capture program learning, good practices and success stories.
- Ensure that innovative approaches, good practices, challenges, and positive results are documented to support agency learning.
- Follow reporting requirements and report to the Supervisor as required.
- Support the scope of work, achievement of deliverables and overall quality of work of any internal or external evaluation or research partners in the district.
- Establish good coordination with government, non-government stakeholders and other collaborating partners to prevent duplication of activities.

Others

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
- Ensure proper integration of GESI aspects into sector-specific program planning and implementation working closely with GESI officers.
- Other duties as assigned by the direct Supervisor, Deputy Chief of Party and the Chief of Party.

FINANCE & COMPLIANCE MANAGEMENT

- Ensure all internal control procedures are adhered to and that necessary measures are put in place to ensure high standards of accountability and compliance.
- Work closely with finance/compliance to mitigate fraud, conflict of interest and legal ramifications of Mercy Corps activities.
- Support and orient on MC Code of Ethics and uphold Mercy Corps' Zero tolerance of corruption policy.

INFLUENCE AND REPRESENTATION

- As required by the PAHAL management at both central and regional levels liaise with and represent the program to local government officials, civil society/community leaders, political parties and other key stakeholders in the district.
- Ensure close coordination and information sharing with consortium partners, sub-grantees, local government and other implementers, as well as with other Mercy Corps programs.
- Establish and maintain professional and productive relationships with communities and local government.
- Serve as a key focal point for program related issues and problems in the district and seek support from regional and central as required.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility

None

Accountability

Reports Directly To: Resilience Program Coordinator (Programs), Regional Field Coordinator (Administration)

Works Directly With: Regional Field Coordinator, Resilience Program Coordinator, Sub Awards and Compliance Manager, Technical Component Managers, Local NGO, Regional Sub Awards and Compliance Officer, Regional M&E Officer, Regional Component Officers and local stakeholders.

Knowledge and Experience

- At least Bachelor degree in Civil Engineering, Natural Resource Management, Environmental Science, Business / Development Studies/Management or any related discipline.
- At least 3-5 years of experiences on project management/coordination among different stakeholders and organizations at district/national level Work experiences and understanding on DRR/CCA sector, Financial Services, Technical Education and Vocational Training, Natural Resource Management, WASH and nutrition will be an added advantage. Work experience in the Far or Mid-Western region and with a multi-disciplinary team is an advantage.

- Strong training design, development and facilitation skills.
- Demonstrated ability to work in complex environments under tight deadlines.
- Strong organizational and logistical skills with demonstrated experience in strategic planning and ability to work independently are required.
- Good writing and computer skills, including preliminary research and information gathering from the internet, MS Word, Excel and PowerPoint preparation are required.
- Fluency in written and spoken English and Nepali required. Knowledge of local language is an advantage.
- Effective writing skills to prepare reports, complete analyses and make presentations.
- Negotiation, networking, advocacy, coordination and representation skills with key local actors is preferred
- Ability to work effectively with an ethnically diverse team in a sensitive environment.

Success Factors

The successful DC will combine serious professional management/coordination skills and experience in the field either of DRR/CCA, Financial Services approaches, Natural Resources management, Technical Education, and Vocational Training as well as in building and maintaining government, community and partner relationships. S/he will have an ability to think creatively about contributing directly and measurably to community resilience through EWS, community preparedness and response and financial services approaches and have excellent experience in both community mobilization and government engagement. The DC will have proven experience with diverse teams and capacity building, individual staff development, and strong mentoring skills. Multi-tasking, prioritizing, problem solving and simultaneous attention to detail as well as strategic vision are essential.

The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

Signatures

Team Member

Date

Supervisor

Date