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Field Coordinator(contingent to donor funding approval)

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, girl's education, 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

Nepal is exposed to a variety of natural hazards and human induced disasters. More than 80 percent of the total population of Nepal is at risk from natural hazards, such as floods, landslides, windstorms, hailstorms, fires, earthquakes and Glacial Lake Outburst Floods (GLOFs). With three distinct topographical features, from the snow covered mountains, the mid hills and the Terai, Nepal has a diverse set of climatic conditions. During the monsoon season, the plains of the Terai are highly prone to flooding, while the hills and mountains are highly susceptible to landslides and debris flows, including those caused by landslide damming, excessive erosion of hill slopes and rock falls.

Climate-induced heavy rainfall triggered numerous flash floods and landslides in Nepal during the 2021 monsoon season, claiming many lives, destroying homes and damaging infrastructure. According to data from the Ministry of Home Affairs, between June and 27 October 2021, 673 people lost their lives, 69 were missing and 181 were injured in water-induced disaster incidents. Reduction and Management Authority (NDRRMA), along with UN and other agencies, have forecasted a caseload of 97,999 households and 465,495 people will be affected by the monsoon this year in Madhesh Province, which is almost a quarter (23%) of the total national caseload.

Mercy Corps with the support from FCDO will prepare for the efficient deployment of cash and voucher assistance (CVA) in all eight flood-prone districts in Madhesh Province. This prepositioning will enable Mercy Corps to be able to respond quickly to flood induced disasters through local partners in the affected areas when humanitarian capacity is overwhelmed. Additionally, to respond to the disaster risks facing vulnerable populations in the Province, and to build the capacity of the local government, Mercy Corps will provide technical support to enhance emergency preparedness capacity engaging with civil societies and private sectors.

Hiring organization

Mercy Corps

Duration

Full-time, Duration 3 months with Possibility of Extension.

Salary Grade

M1

Job Location

Madhesh Province

Valid through

03.08.2022

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General Position Summary

The Field Coordinator will provide technical assistance to the project in Madhesh Province on emergency preparedness, Cash and Voucher Assistance (CVA) response and capacity building of local and provincial stakeholders including civil societies and private sector. S/he will be working closely and building rapport with the local partners, province and local government, private sector project participants contributing to the achievement of project goals through project development, displaying expertise in emergency preparedness and response and cluster coordination.

Essential Job Responsibilities

The specific duties and responsibilities of the Field Coordinator includes the following points primarily, but is not limited to the following:

- Support to execute standby agreement with civil society organizations, Technical and Financial Service Provider (T/FSP) for emergency preparedness and responses.
- Work with partners to undertake quality market capacity assessment to identify conditions for implementing cash and voucher assistance and produce report
- Lead consultation on post-disaster vulnerability targeting criteria including the Minimum Expenditure Basket with local government
- Support conducting CVA training and orientation to local implementing partners and Local Government staff on CVA and disbursement mechanisms including on vulnerability targeting
- Provide technical support to partners on Financial and Procurement policies for CVA and disbursement mechanisms and mobilization.
- Mobilization of Technological and Financial Service Provider for deployment of digital CVA modalities.
- Engage on strengthening communication channels of Emergency Operation Centers at different levels (PEOC, DEOC and LEOC).
- Support orientation to vendors and enumerators and register flood affected targeted households and generate reports.
- Coordinate with service providers to disseminate messages to participating households on response modality and benefits entitlement through both in person gathering and push IVR calls.
- Facilitate redemption of CVA assistance through value electronic vouchers and or transfer of (multipurpose) cash transfer working along with Financial Service Providers (FSP) .
- Assist undertaking Post Distribution Monitoring (PDM) within two to four weeks of support through call centers.
- Ensure project accountability matrix is duly followed for smooth and quality implementation of Cash and Voucher Assistance
- Provide capacity building initiatives of provincial and local governments, civil society and private sector to strengthen capacity and prepositioning of system and procedure for timely CVA, improve coordination and harmonized response.
- Work closely with Country Community Accountability and Response Mechanism (CARM) focal person to ensure participants, communities and stakeholders are oriented on CARM, safeguarding and the issues are managed as per MC policy

Finance & Compliance Management

- Monitor adherence to the grant agreement, Mercy Corps and donor policies and procedures and relevant external rules and regulations.

Security

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

Accountability to Affected People

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 beneficiaries and communities as equal partners in the design, monitoring and evaluation of our 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

Supervisory Responsibility: Not applicable

Accountability

Reports Directly to: Project Manager

Works Directly with: MEL Coordinator, CCG coordinator

Knowledge and Experience

- Bachelor's degree in Development Studies, environment science , Social Science or any other relevant fields. Master's Degree preferred
- At least 5 years' experience of humanitarian/emergency response especially in implementation with a strong background on capacity building of stakeholders.
- Experience working in cash transfer modalities including both cash and vouchers, with specific experience and/or knowledge of digital cash transfer options.
- Experiences working in partnerships, coordination among different stakeholders and organizations at local and provincial level is required.
- Prior experience working on FCDO funded programs is highly preferred.
- Good understanding of humanitarian contexts in Madhesh Province. .
- In-depth knowledge and significant experience of implementing large CVA distribution and multi stakeholder engagement.
- Experience of emergency preparedness with a good understanding of the emergency cash preparedness process.
- Experience of the humanitarian coordination system, humanitarian standards and principles, and humanitarian accountability initiatives.

- Working experiences and understanding on short-term emergency response, M&E, social protection, and SBCC will be an added advantage.
- Demonstrated ability to work in complex environments under tight deadlines.
- Strong coordination skills, including capacity to coordinate with teams remotely.
- Excellent spoken and written English and Nepali language skills and ability to interact effectively with international and national staff.
- Ability to communicate in local language is strongly preferable
- Experience working with governments, civil society, national and international organizations.
- Ability to effectively represent Mercy Corps and its interests to key stakeholders.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.
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Success Factors

The successful Field Coordinator will combine exceptional technical skills and experience in implementation of emergency response with strong knowledge of CVA modalities. The Coordinator will be able to maintain relationships with key stakeholders at the provincial and local level. They will have an outstanding ability to develop, implement and manage Emergency Cash Response. They will also have proven experience with cross-cultural team and capacity building, individual staff development and strong mentoring skills. Prioritizing, problem solving, ability to seize opportunities, attention to detail and 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. Mercy Corps Team members represent the agency both during and outside of work hours when deployed in a field posting or on a visit/short term assignment to a field posting. 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.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.