

JOB DESCRIPTION

World Vision International Nepal



Our Vision: Our Vision for every child, life in all its fullness.
Our prayer for every heart, the will to make it so.

Our Values: These core values are the fundamental and guiding principles that determine World Vision's actions.

- We are committed to the poor
- We value people
- We are stewards
- We are partners
- We are responsive
- We are Christian

WORK CONTEXT/ BACKGROUND:

World Vision International Nepal is a child focused Christian humanitarian organization established in 2001. Its program aims to improve the well being of the poor especially children through sustainable development, humanitarian emergency affairs (HEA) and advocacy. WVI Nepal works in over 11 districts across the country.

WVI Nepal's strategic target is on the well-being of children, especially the most vulnerable. Programming is focused on maternal and child health and nutrition, education, livelihoods and child protection. Community resilience is also promoted throughout all programming.

WVI Nepal works in partnership with community partners (e.g. mothers groups, school management committees, farmers groups); government partners (e.g. DDC, VDCs, DEO, DPHO), and Non-Government Organization (NGO) partners. The NGO partners are contracted to deliver some of the activities as part of the ADP. While WV takes primary responsibility for community relationships and social mobilization, NGOs are contracted for technical support and inputs. WV prioritizes working with NGO partners that are local to the Programme area.

Key Position Information

Job Title	Lead Development Facilitator (LDC) Project Specialist		
Position Reports To	ADP/LPA Manager		
Position Location	Allocated Programme		
Position Purpose	The purpose of LDC Project Coordinator is to oversee, support, and manage all Lead Development Coordinator in a LPA/ADP program. As well as to work in and among communities, ensuring implementation of all project development initiatives, and serving as a catalyst and mobilizer of NGO partners, community/local partners and government counterparts. The incumbent will mobilize the team to bring effective administrative and programmatic results.		
No. Direct Report:	Site Dependant	Positions Supervised:	LDF
Grade	GL 14	Date created /updated:	December 2014
Financial Authority		Decision Making Authority	
Budget			

Important Functional Relationships

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External	Internal	Committees/Groups
NGO Partners Government Stakeholders Community groups Local body such as DDC, VDC and relevant line agencies Corporate partners	ADP/LPA Manager ADP/LPA Staff MCDC CSC / CSO ATC Relevant NO functions such as MQ, finance, CS, P&C etc.	Community stakeholders/beneficiaries

Key Objectives of the Position

- Manage all LDFs in a program
- Work as a key facilitator and mobilizer, working with ADP/LPA team, partners and other community groups
- Build staffs, partner's and community's capacity
- Manage projects as per PDD and POAs
- Ensure financial, administration, CS and other WVI key requirements are complied

Coordinate with internal and external stakeholders to bring synergy in the team.

The position is accountable for the following:

Expected End Results	Weight (%)	Indicators
Manage Lead Development Facilitators	20	<ul style="list-style-type: none"> • Provide strong servant leadership, encourage, motivate, support, coach and mentor the project team, ensuring capacity is built and appropriate results are attained. • Ensure strong facilitation skills of LDCs which including catalyzing, connecting, and building the capacity of community groups/people • Support LDCs in working with NGO partners and community groups for micro-planning, implementation and social audit • Monitor individual employee performance and conduct regular, ongoing performance management and biannual performance evaluation • Be intentional and systematic in building capacities of subordinates • Coordinate with other LPA to bring newness and synergy in the team building and managing staff • Ensure field staff are safe and comfortable to adopt to the local situations.
Programme planning and implementation	30	<ul style="list-style-type: none"> • Support to ensure all activities are implemented as per WVI policy and guidelines; and project activities are timely completed as defined in the plan; this should be done in partnership with Operations and DME department in support of ADP/LPA Manager • Ensure organization's initiatives and priorities are well applied, managed and highlighted to bring results • Provide intentional input in integrating disaster management and advocacy related issues in the project/programme planning process. • Ensure communities are motivated for their active participation in project planning, implementation, monitoring and evaluation • Identify local level advocacy related issues and recommend ADP/LPA team to address pertinent issues collectively

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		<ul style="list-style-type: none"> • Ensure that gender analysis, environment, Christian commitment, peace building, disability and child protection are mainstreamed within WVIN initiatives in their assigned communities. • Support to raise awareness and facilitate critical analysis of community issues and opportunities. • Actively participate and contribute as an ADP/LPA team member in all areas, including feedback, reflection and learning. • Actively collect good practices of the communities and share them with ADP/LPA team and local key stakeholders. • Gather, analyze and suggest to improving issues raised in the community accountability. • Ensure local bodies include CWB related agenda in their regular plans • Ensure the deadlines and standards are met as per the WV calendar in support of LPA/ADP Manager • Work closely with the NGO partners' Programme coordinator, Sponsorship Management Coordinator, sponsorship volunteers, registered children, their parents and community partners to maintain CS requirements with WV partnership standards and quality results • Ensure Development Facilitators of LNGOs understand and apply knowledge in child monitoring and participation
<p>Working with technical specialists and subject matter experts</p>	<p style="text-align: center;">10</p>	<ul style="list-style-type: none"> • Assist with DME of prioritized projects. Identify technical project and programme needs at appropriate times through the lifespan of the programme. • Ensure the project models, technical aspects are well understood with support from the area technical specialists and are applied in the field appropriately. • Assist technical specialists and implementing partners to take complicated subjects and communicate them simply and practically. • Support them in gathering good practices, challenges and resources for publication and documentations such as reports
<p>Capacity building of NGO partners</p>	<p style="text-align: center;">10</p>	<ul style="list-style-type: none"> • Actively support Programme Manager, MCDC and collaborate with other programme and support staff in project planning, implementation, monitoring and reporting processes relevant to assigned areas. • Review, appraise different aspects of capacity of NGO partners and plan their capacity building regularly • Seek opportunities and collaboration with different stakeholders to build their capacities to contribute in effective project management with systematic process. • Coordinate and educate NGO partners' board members to contribute their expertise in projects and NGO management. • Coordinate with WVIN key functions, MCDC and ATCs to intentionally build capacities of NGO partners in their technical areas • Network with local government structures/officials,

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		other non-governmental organizations (NGOs) and community leaders in the project districts/areas to ensure continued project quality assurance
Financial management	15	<ul style="list-style-type: none"> • Support NGO and community partners to manage planned budgets in his/her working area(s). • Ensure NGO partner's financial documents as per the project implementation process • Verify and recommend local expenses incurred in the projects • Work on financial variance of the program budgets on monthly basis with support of Finance Coordinator • Analyze and recommend for appropriate budget preparation and expenditure review • Support LDCs to maintain cost effectiveness and accountability of projects • Comply with basic WVIN financial requirements • Ensure local partners are aware and apply anti-corruption standards in the field • All the financial and administrative tasks for the subordinates are complied and well managed
Coordination with key stakeholders	10	<ul style="list-style-type: none"> • Manage coordination with key district, regional and local key stakeholders in support with technical staff and MCDC • Follow up on the key action points and recommendations in the projects and ADP Management. • Share the key points to the relevant staff, NGO Partners and ADP to incorporate in their plans and follow up.
Personal development and transformation	5	<ul style="list-style-type: none"> • Develop strong understanding of local dynamics and how it affects development processes. • Be flexible and adaptable to up-scale his/her knowledge and skills- the development facilitator is expected to progress in his/her growth and transformation as civil society groups and organizations also grow and become stronger. • Coach/mentor peers to foster his/her knowledge and skills
General Responsibilities		<ul style="list-style-type: none"> • Other responsibilities: While this job description is intended to be an accurate reflection of the duties involved in this position, WVIN reserves the right to add, remove or alter duties when necessary. • Being available to be deployed during emergency response within agreed period and geographical area(s).
Person Specification		
Education	<ul style="list-style-type: none"> - Bachelor's Degree (Master's Degree preferable) in a relevant field - Strong understanding of community/people-led development work - Basic understanding of design, implementation, monitoring, and evaluation of project 	Essential
Knowledge & Skills	Strong understanding of community-led development work	Essential
	Basic understanding of design, monitoring and evaluation	Desirable

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	Basic understanding on the disaster management related matter	Desirable
	Strong critical and analytical thinking skills	Essential
	Strong facilitation skills, including catalyzing, connecting, and building the capacity of community groups	Essential
	Strong communication skills including cross cultures	Essential
	Strong interpersonal skills, including the ability and commitment to listen to others	Essential
	Humility, respect and care for others especially the vulnerable	Essential
	Resourcefulness, adaptability and flexibility	Essential
	Openness to and eagerness to learn	Preferred
	Good team player	Essential
	Commitment to World Vision's values	Essential
	Basic financial management knowledge and analytical skill	Essential
Experience	<ul style="list-style-type: none"> At least three years' previous relevant experience, including at least one year of development facilitation in and with communities 	Essential
Work Environment	Generally project locations are in remote areas. Staff is expected to live in those locations.	
Core Capabilities	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	Thinking Capabilities Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

Prepared by		Date
Manager		Date

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Position Holder		Date
Date of Appointment		