

Terms of Reference

Position Title: Programme Coordinator

Project: Building CSO Enabling Environment in Nepal (BEEN)

1. Background

NGO Federation of Nepal (NFN) emerged as an umbrella organisation of NGOs in the aftermath of the establishment of multiparty democracy in 1990. The NFN, apart from defending NGOs' autonomy, has been working for promoting human rights, social justice and pro-poor development. Today, it has been evolved as a leading civil society organisation in Nepal with 7115 NGOs affiliated to it from across the country.

The NFN has been implementing three-year project titled *Building CSO Enabling Environment in Nepal (BEEN)* with financial assistance from Civil Society Mutual Accountability Project (CSMAP)/FHI 360 since 1 January 2017. The objective of this project is to strengthen enabling environment for civil society at the national level and improve key civil society and policies, laws, or regulations through effective and coordinated advocacy initiatives. Expected results of the project are: (i) Improved legal and policy framework, based on international standards, to create an enabling environment for civil society and media, (ii) Improved public understanding and confidence in the role of civil society organizations (CSOs) and media, and (iii) Improved self-regulation of the sector and internal governance of CSOs and media.

2. Duties and responsibilities

Programme Coordinator is the key position of the project. Under the guidance and supervision of the Executive Director, he/she shall focus his/her works in translating the plans and budgets into actions by appropriate implementing strategies, tools and techniques. Specifically, Programme Coordinator shall have following duties and responsibilities:

Planning and decision making

- 1) Prepare work plans, budgets and procedural guidelines according to the project document,
- 2) Provide necessary information and feedback to the Executive Director for appropriate decision makings and formulating operational strategies,
- 3) Organize meetings of *Project Management Committee (PMC)* and *Review Meetings* of the project at centre,
- 4) Select consultants/service providers to conduct the project activities, and
- 5) Managing contingencies that shall be encountered during the implementation of the project and in the process of revision of programme and budgets when needed.

Implementation

- 6) Execute day-to-day functions of the project and organize central level activities, and
- 7) Support to Provincial Committees/Offices and district chapters to implement the project activities, and track the progress and ensure the quality of deliveries,

Coordination and networking

- 8) Mobilize a wide range of stakeholders, CSOs and interested communities in the process of project implementation, and
- 9) Explore the agencies working in the field of CSO enabling environment, institutional good governance and capacity development at central and local level and collect information of good practices, tools and techniques,

Communication

- 10) Keep close contact/communication with provincial committees/offices and NFN district chapters,
- 11) Update Executive Director with adequate and accurate information about the progress status of districts' activities,
- 12) Keep contact with CSO Director and Finance Officer at CSMAS/FHI 360, and
- 13) Provide necessary information to Executive Director, which are important for communication between the project and Project Management Committee, Central Committee, and relevant government and non-government agencies,

Financial Management

- 14) Managing finance and budgets of the project by providing proper information and recommendations,
- 15) Support in fund flow, financial management and monitoring of financial progress in close coordination with Admin Finance Officer,
- 16) Ensure submission of financial report to FHI 360 monthly, and
- 17) Facilitate when commencing audits of accounts and book keepings.

Monitoring and Supervision

- 18) Assess the benchmarks and results of the project according to the log-frame,
- 19) Assist Executive Director to supervise and evaluate the performances of project staffs,
- 20) Undertake visits to provinces and districts as per the direction of Executive Director, and
- 21) Support to undertake evaluation of the project.

Documentation and Reporting

- 22) Collect information, event reports and other documents, and compile them,
- 23) Prepare quarterly progress reports of the project with close consultation with Field Officer, Information Officer and Admin Finance Officer,
- 24) Make sure preparation and submission of final report to the FHI 360, and
- 25) Be involved in publishing brochures, producing reports, and updating webpage.

Others

- 26) Perform other activities as per direction of Executive Director.

3. Competencies

- 1) Demonstrates integrity by modelling the NFN's Code of Conduct and ethical standards,
- 2) Promotes the vision, mission, and strategic goals of the NFN,
- 3) Demonstrate sensitivity on key issues related to cultural, gender, religion, race, nationality and age and adaptability,
- 4) Familiar with good governance tools and techniques,
- 5) Excellent interpersonal communication and networking skills for advocacy, lobbying and campaign,
- 6) Able to coordinate government and non-government agencies as per necessity,
- 7) Actively supports a knowledge sharing and learning culture in the office,

- 8) Basic knowledge of Result-based Management and monitoring,
- 9) Strong IT skills,
- 10) Ability to support the implementation of new systems,
- 11) Focuses on impact and result for the client and responds positively to the feedback,
- 12) Consistently approaches work with energy and a positive and constructive attitude, and
- 13) Demonstrates strong oral and written communication skills.

4. Required qualification and experiences

Education

Minimum Bachelor of Law (LL.B.)

Experience

- 1) At least three years of working experiences in the field of NGO Sector, specifically promoting CSO accountability and enabling environment,
- 2) Adequate experience of organizing trainings, conferences, workshops and meetings and developing training manuals and guidelines,
- 3) Proven track record and sound knowledge on multiple issues of NGO sector, and
- 4) Experience in the use of computers and office software packages.

Language Requirements

The incumbent must have fluency in English and Nepali language.

5. Duty location

The duty station of the incumbent shall be the Project Office located in Kathmandu. But he/she needs to travel to the regional/provinces and districts frequently.

6. Type of service

The type of service shall be of contractual basis. The contract shall be signed by two parties: the NFN itself and the selected candidate. The incumbent shall agree on terms, conditions and policy guidelines of the NFN including appointment, deputation, leave, holidays, hours of work, removal or dismissal, disciplinary action, transfer, promotion, resignation, and performance evaluation.

7. Time contribution

The incumbent shall provide **100 percent** time to the project. So, he/she shall work as a **full time staff** in the project.

8. Duration of contract service

The post is initially for one year contract with possibility of extension over several years. **But, there shall be three-month probation period starting from the date of contract.**

9. Benefit provision

The incumbent shall get the monthly salary as per project policy and approved budget. In addition, he/she shall get an amount equal to his/her current pay scale of one month as the *Festival Allowance* once a year. Medical and accident insurance is another benefit provided to the incumbent. No other remuneration, compensation or subsidy will be paid. Similarly, no other social security facility will be provided by the NFN. Daily Subsistence Allowance (DSA) for project related official travel will be paid to the incumbent on the basis of rates established by the NFN's policy guidelines.

10. Supervisor and accountability

Executive Director shall act as supervisor of Programme Coordinator. So, he/she shall be accountable to the Executive Director and directly report to him/her.

Note: This Term of Reference may be revised as necessary to meet the needs of the project.