

Job Description

Position	:Project Coordinator
Location (base)	:SODCC,Parsa Field Office Bara & Rautahat
Reports to	:Project Manager
Department or Program	: Aarambha,Leave No Girl Behind (LNGB)Project
Contract Starting date	: as soon as possible
Probation Period	: 6 months
Contract End Date	: July 31, 2021 with possible extension

Introduction

Social Organization District Coordination Committee Parsa (SODCC Parsa) is reputed and non-profitable organization which is established in 1994 and registered district administration office Parsa under the government rules and also affiliated in social welfare council. Now it has been working for the children and women in province 2 to improve the status of children and women specially focus on the area of education, health, sanitation, child protection, gender based violence reduction, poverty alleviation, women empowerment, awareness raising and emergency response. Also it has been working for the capacity enhancement of youth, organizational management, community mobilization, and leadership development of women, children and stakeholders for well planning and program implementation

Leave No Girl Behind (LNGB) is a five-year program funded by the Girls' Education Challenge (GEC) lead by People In Need (PIN). The project will be implemented by two local partner organizations, with strong emphasis on literacy, numeracy and social norms transformation. Within the structure, there will be two Project Coordinator, of which each will be responsible for one district activities and support Project Manager for the implementation of the project. The Project Coordinator will work in close coordination with each other and under the direct supervision of Project Manager.

Scope of work

Under the direct supervision of the Project Manager, Project Coordinator will complete primarily field-based activities for SODCC, Leave No Girl Behind project. S/he will ensure effective and timely coordination with project team, local stakeholders, and PIN and Aasaman for all aspects of the project and the successful completion of assigned responsibilities. S/he will report directly to SODCC Project Manager based in the head office.

Project Implementation

1. Assist Project Manager in the implementation of project activities in the targeted field locations of Province 2 districts.
2. Assist Project Manager to develop project strategies, activities and policies related to the LNGB project.
3. Conduct, monitor and support program implementation of LNGB in selected sites in close coordination with LNGB's consortium partners.
4. Identify marginalized individuals, communities and households, conduct assessments and data collection as per the marginalization framework used by the project.
5. Mobilize or facilitate formation of support groups/working committees in the project sites, and provide training to such groups/committees.
6. Ensure safeguarding of children, vulnerable groups (including people with disabilities) and those in risk during planning, designing and implementation of project activities.
7. Support the LNGB project team in developing referral mechanism and service matrix.
8. Support SODCC staff and volunteers in any activities in the field.

9. Organize field visits to project districts and fields sites as per the requirement of the project.
10. Spend long periods (several weeks) in rural field sites, which may involve extensive walking.

Coordination and Liaise

1. Assist Project Manager to liaise with concerned government stakeholder and other existing partner in the assigned district and maintain healthier professional relationship.
2. Provide support to the Project Managers to organize local level/district level/national workshops/orientation/induction in relation to LNGB project.
3. Coordinate with relevant organizations, municipalities and other concerned stakeholders and timely update of the situation.
4. Communicate regularly with Project Manager.

Documentation, Monitoring, Evaluation and Reporting

1. Coordinate with MEAL team on any field surveys, assessments or evaluations pertaining to the project.
2. Assist the Project Manager with filing risk register reports, field visit and monitoring checklists as per instructions from the Project Manager.
3. Participate in meetings and prepare meeting minutes as per instructions from the Project Manager.
4. Monitor GESI responsive workshop (school intervention) and life skills classes in the Community Learning Centres at different project sites.
5. Monitor workshops with in school and out of school adolescent girls and boys, both in schools or outside schools.
6. Identify and immediately communicate needs and gaps in such classes and school level interventions and life skill intervention.
7. Monitor different projects implemented by the committees formed in the schools and in the communities.
8. Maintain ordered project's documentation, lists, reports, log books, according to SODCC and donor's requirements and compliance.
9. Complete field reports and send them to Project Managers, in coordination with chief master trainers.
10. Ensure that the project activities are conducted in compliance with both SODCC and donor's rules and regulations, especially child protection; do no harm, anti-corruption, transparency and accountability.
11. Carry out routine monitoring and evaluation of the project to ensure quality.
12. Support Project Manager in monitoring progress and evaluation of project activities including financial performances.

Data Collection and Information Management/Dissemination

1. Collect required data from field, in coordination with the project's MEAL team and update in mobile application and as per project needs. In case of increase in data and reporting needs, will support to compile and clear and support to MEAL coordinator.
2. Maintain data and information confidentiality as set out in the Data Protection Policy of PIN.
3. Coordinate with the MEAL team for required updated data from central level and ensure that the shared data in the field is updated and verified.

General Responsibilities

13. Other tasks assigned by SODCC / PIN.

Required Qualifications**Education and Training**

- Bachelor degree in social science or development related fields, with good understanding and interest in project management.

Relevant Experience

- Minimum of two years' experience working in project management, field monitoring, data collection, and reporting preferably with development projects

Desired Knowledge, Skills and Competencies

- Good understanding of gender issues and rights-based approach
- Willingness to undertake extensive field works in remote and rural Madhesi communities
- Outstanding communication skills- written and spoken
- Fluency in English-written and spoken
- Knowledge of local language/s to be considered an advantage
- Strong critical thinking and ability to self-initiate

Priority will be given to female candidates from Province 2, with considerable field experience and knowledge of local language.

Core Values

- Respect diversity and inclusion
- Have high level of commitment and integrity