

# Hamro Sikshya (Our Education) Project

## Terms of Reference REGIONAL PROJECT COORDINATOR (RPC)

### **A. MAIN FUNCTIONS**

- A.1 Provide overall leadership to implement specific activities agreed in the yearly work plans for which GoGo Foundation has either main (sole) or joint (with either of the collaborating partner) responsibility at district level;
- A.2 Ensure that the project activities are implemented on time ensuring expected quality standard and maintaining budgetary prudence;
- A.3 Take lead – but in close collaboration with Regional Project Coordinator and District representatives of collaborating organizations and under the overall guidance of the Project Director – in preparing annual: a) detailed implementation plan and b) district level work plans of project activities with budget as per prescribed format for all 3 project districts;
- A.4 Undertake follow-up and monitoring of project activities, maintain the records of expenditures accurately and ensure prudent financial management;
- A.5 Prepare periodic progress reports covering physical progress and the expenditures as per the agreed work plan;
- A.6 Supervise, and when required provide guidance to, the project staff in districts to enable them perform their duties;
- A.7 Maintain a strong working relationship with the project's district partners, district government line agencies and target groups to ensure smooth implementation of the project;
- A.8 Assist the Project Director to carry out Performance Appraisal of the junior staff (e.g. Program Facilitators, Sr. Admin/Finance Assistant) when required;
- A.9 Contribute to meeting Government of Nepal (GoN)'s and the donor (EC) relevant compliance requirements; and
- A.10 Undertake other activities as required by the GoGo Foundation and Consortium partners at district level.

### **B. TECHNICAL (not limited to)**

- B.1 Oversee the training provided by the Consultants and Trainers to project partners (CSOs and Youth Clubs) on Social Accountability (SA) tools;
- B.2 Supervise the project-trained SA practitioners from CSOs and Youth Clubs in the application of SA tools;
- B.3 Ensure that Complaint Redressal Mechanism is properly set and that the number of complaints registered is increasing;
- B.4 Make sure that the grievances are redressed on time to win confidence of people;
- B.5 Take lead in organizing community outreach programs; and
- B.6 Be the 'trouble shooter' in case there arises any problem during the implementation of project activities..

**C. LIAISON**

- C.1 Maintain a strong working relationship with the district government line agencies, local authorities, other stakeholders and representatives of consortium partners, in particular with SFCG's Regional Office on project-related matters;
- C.2 Having a knack at maintaining good relations with all concerned and at ensuring the visibility of project activities.

**D. WORK STANDARD**

- D.1 Be a model to other staff in work and as a person. This will be seen in for example quality of work, time-keeping, co-operation with others, attitude towards the programme & in general behaviour in and out of field work;
- D.2 Be able to manage all duties and people for whom he/she is responsible, without supervision and at a good standard, and to develop new aspects of the job as needed;
- D.3 Be honest in all matters (for example: financial, time keeping) and to promote honesty in junior staff. Financial honesty includes not seeking or obtaining financial advantage for him or herself or others through his or her work;
- D.4 Keep confidential information acquired in the course of work, especially those matters relating to people (employees and others);
- D.5 Have good written and spoken skills in English and Nepali languages;
- D.6 Maintain good relations with staff, community member, partner organization; and
- D.7 Build and maintain good public relations with those the programme, including officials, community members, aiming to emphasise the aims and philosophies of the programme and organization to create a good image

**E. MINIMUM QUALIFICATION AND REQUIRED COMPETENCIES:**

- E.1 At least a Bachelor's Degree in Education (B. Ed) or BA in Social Science, preferably Master's in Education (M. Ed) or MA in Social Science;
- E.2 3-5 years of experience in project management; and
- E.3 Good command of English and Nepali languages and good skills in report writing;