

POSITION 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:

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

WORK CONTEXT/ BACKGROUND:

World Vision International Nepal (WVIN) is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. WVIN has been working with the world’s most vulnerable people operating in Nepal since 2001. WVIN serves all people regardless of religion, race, ethnicity or gender. Program aims to improve the well-being of the poor especially children through sustainable development, humanitarian emergency affairs (HEA) and advocacy.

As a Child Safe Organization (CSO) WVIN commits to and ensures “do no harm” in our work with children and communities. Furthermore, we require and promote child safe behaviors at work as well as in personal life. Every individual affiliated with WVIN is responsible and accountable to comply and promote with the standards of CSO.

World Vision is implementing a Disaster Risk Reduction and Management (DRR) project across all of its operating districts, commencing in October 2018. WVIN has well defined organisational targets and KPIs for DRR that are expected to be achieved through this project. In addition, WVIN aims to mainstream DRR into all sector programs. The National DRR Coordinator position is expected to lead all works necessary to achieve these target outcomes.

Key Position Information

Job Title	Disaster Risk Reduction Specialist
Position Reports To	Operations Readiness Manager Matrix Reporting to Resilient Manager
Position Locations	Field Operations, WVIN National Office
Position Purpose	<p>The purpose of this position is to provide technical leadership across all WVIN’s Disaster Risk Reduction programming, and to lead the implementation of WVIN’s Disaster Risk Reduction (DRR) project across all working WVIN Districts, and ensure WVIN’s annual KPIs and targets related to DRR are achieved. The objective of the DRR project is to facilitate development and effective implementation of local disaster risk management plans to promote community based disaster management initiatives aiming to increase the resilience of children, communities, as well as local government officials to be better prepared for and able to respond to natural hazards.</p> <p>This Disaster Risk Reduction Specialist role proactively leads on establishing and implementing capacity building plans to ensure WVIN’s Field and PNGO staff have the necessary skills and tools to implement the DRR project and to ensure the organizational capacity to respond the local level disaster. Similarly, the role is responsible for developing all tools, templates, protocols and resources necessary for WVIN’s Field staff and PNGOs to effectively implement the DRR project, mainstream DRR into sector programs, and achieve the organisation’s DRR KPIs. The role is also responsible for contributing to project design and resource acquisition to expand WVIN’s DRR work. The Disaster Risk Reduction Specialist position will also manage relationships with external DRR partners/networks and works in close coordination with the government and stakeholders and WVIN field offices.</p>

POSITION DESCRIPTION

	DRR Specialist position that is based in the National Office will provide oversight to DRR project implementation in Kathmandu, Lamjung and Sarlahi Districts. The role is expected to travel to WVIN field offices east and west and the area programme to deliver training and project monitoring up to 60% of time apart from the above districts.		
Number of direct Report:	Nil	Position Supervised	Matrix reporting line from the field office - 2
Grade	I4	Date Developed:	August 2018
Financial Authority Budget	Refer to WVIN LOA policy	Decision Making Authority	Refer to WVIN LOA policy

Important Functional Relationships		
External	Internal	Committees/Groups
<ul style="list-style-type: none"> Relevant DRRM related Government Departments and agencies including Ministry of Federal affairs and local development Relevant DRRM related National, regional and global networks and partnerships 	<ul style="list-style-type: none"> WVIN Field offices, especially DRR lead points WVIN departments at NO, especially: <ul style="list-style-type: none"> GAM Operations Finance Programmes Public Engagement MEALS 	<ul style="list-style-type: none"> AIN- Disaster Response Working Group National Disaster preparedness and DRRM Coalitions Emergency Clusters

Key Objectives of the Position		
<p>The key objectives of this position are:</p> <ul style="list-style-type: none"> Manage project implementation in the field with scope, cost and timelines. Oversee the project deliverable are meet the standards of the projects and meet the donor requirements. It includes the overall implementation including local level project lead responsibilities of the projects in Kathmandu, Lamjung and Sarlahi; Ensure WVIN DRR Related project activities are effectively implemented in target districts and organizational annual KPIs related to DRR are achieved; Monitor the project progress and resolve the issues the project staffs including PNGO staff are facing and supervise the project staff on their performance who are matrix to the position; Design and roll out capacity building plan for field staff and PNGOs to equip them to effectively implement all DRR and response related project skills and expertise; Lead on or contribute to drafting and rolling out guidance documents to equip Field staff PNGOs to implement all DRR related project, including implementation Guideline, Quality Benchmark, and contextualized project model tools; Coordinate with MEALS to ensure appropriate analysis and programme results, including sharing of results and continuous improvement of programme design and implementation; Coordinate and provide technical support across Operations field staff to ensure adequate technical quality in the delivery of WVIN's DRR related Projects, meeting minimum standards and targets; Lead to design of Disaster Risk Reduction related projects for each of WVIN's Area Programs, including for institutional grant proposals for successful funding acquisition; Lead to establish and maintain external relationship, engagement, network and coordination with government line agencies, national partners and donors. Support field team on the same area to establish strong relationship with local stakeholders; Coordinate and lead to ensure the DRR policies and processes are integrated into technical programme and targets are achieved throughout WVIN programmings; 		
Expected End Results	Weight (%)	Indicators
	30%	<ul style="list-style-type: none"> Provide project management and implementation oversight for the DRR project and all DRR activities cross-cutting across

POSITION DESCRIPTION

<p>Provide project management and coordination with Field Offices for effective implementation of the DRM project</p> <p>Project goal and impact are achieved through effective and efficient project implementation in close cooperation with the project implementing partners.</p>		<p>other sector projects under implementation across WVIN Field Offices;</p> <ul style="list-style-type: none"> • Facilitate DRR Project phase in, phase out, transition and sustainability planning; Orient partner and any field staff on all components of the WVIN DRR Project design and minimum standards; • Coordinate with field team to ensure DRR Project activities implemented by 100% according to plan; • Work with field team to ensure DRR Project budgeting, details implementation plan, and operational strategy are in place, up to date and effective and approved in line with project strategy and are clearly communicated to Field Offices and partners; • Ensure quality project planning and set up a monthly progress tracker of the project • Field teams are clarified on nature of this project, reporting process, quality and timeline; • Ensure implementing NGO partner is equipped with resources to deliver the project objectives; • Cooperate and provide assistance to the consultants hired under the project; • Timely in-field monitoring and supervision of activities are taken place; • Ensure and monitor the allocation of resources in the most efficient and cost effective way while aiming for the highest quality of implementation; • Monitor on monthly basis actual expenditures and compare them with the implementation model, budget requirements, review the budget if needed with the Finance team and other stakeholders who are implementing the project; • Ensure the visibility standards of WVIN and donor are met; • During activity implementation, conduct periodic quality monitoring visits to project sights to assess whether activities are being done to the required standards. For example, if a series of trainings is being conducted, attend a random sample of these to assess the quality of delivery; • Develop and maintain the tracking tools to measure and monitor progress of all protection related activities across all APs; • Coordinate with Field staff to ensure PNGOs effectively nurture and manage WVIN's relationships with district and municipal DRR related government bodies, networks and development partners, building and exercising influence to achieve WVIN's advocacy target outcomes. • Lead on implementation of Child Protection Policy and Child Safe Organization practices across DRR project activities
<p>Organizational Capacity Building on Disaster Risk Reduction and Management</p> <p>Provide the technical leadership on the Disaster Risk Reduction and building organizational capacity to respond on the disaster.</p>	<p>25%</p>	<ul style="list-style-type: none"> • Develop and implement field capacity building plan to ensure WVIN field staff and PNGOs are equipped to implement DRR project activities and achieve the targets. Measure, track and report on field level technical competencies/capacity; • Train, mentor, coach and provide regular on-going advice to field staff to build capacity to implement quality DRR programming and successfully reach the most marginalized groups through WVIN programming; • Provide support to the field manager and the partner PNGO for the preposition on organizational capacity building on disaster management. • Facilitate for building capacity of Project Team at the district level, implementing partners and targeted beneficiaries;

POSITION DESCRIPTION

		<ul style="list-style-type: none"> • Provide in-field support for Field Offices during key events to strengthen programming quality and results; • Work with Resilience Manager and coordinate across Field and Partner staff to ensure the development and regular use of all technical tools necessary for the successful implementation of the DRR project– including implementation guideline, quality benchmark, training materials, training curriculum, information materials, BCC materials and other resources; • Develop and deliver training and capacity building for field staff to ensure adequate competencies at field/partner level to deliver all necessary components of the education projects to ensure project targets achieved; • Sharing of lessons learnt and best practices from major activities implemented; • Lead to review, development and design of DRR Technical Program, project models, and new projects • Communicate with Field staff and PNGOs to ensure they understand project compliance requirements and audit results, and that all staffs understand the project compliance system and follow it accordingly.
<p>Networking and Advocacy Developing and sustaining work relationship with internal/external stakeholders of WVIN at national level</p>	20%	<ul style="list-style-type: none"> • Develop strategic relationship and partnership with key stakeholders; • Represent the project in selected national and district level meetings and workshops; • Interact, build and nurture effective working relationships with relevant GO/NGOs, Agencies, and Civil Society Organizations in order to foster, strong networking, coordination, collaboration and partnership at national level for DRR; • Serve as a resource person for disseminating knowledge and skills to GO/NGO and other institutions for WVIN profiling; • Establish adequate referral linkage of project target groups with the appropriate service providers, policy makers and other stakeholders; • Design and implement advocacy actions plan to influence local government and stakeholders; • Educate on the project specific advocacy issues and plans to partnering I/NGOs and other relevant stakeholders; • Organizational values and strategic priorities, branding and positioning of World Vision are strengthened.
<p>Documentation and Reporting</p>	20%	<ul style="list-style-type: none"> • Quality monthly, quarterly, annual and other progress and financial reports are produced and submitted and documented in time aligning with project design and donor requirement; • Develop progress reports as and when required; • Maintain database management in Horizon for Projects as per requirement; • Qualitative reporting and implementations models ensured; • Collect evidences of good practices from district in regular basis and share with project team.
<p>Professional & Personal Development</p>	5%	<ul style="list-style-type: none"> • Increasing demonstration and understanding of and commitment to World Vision’s Core Values in the approach to work and relationships; • Performance review completed and development goals achieved; • Current career plan that is consistent with World Vision’s strategic goal; • Anything else requested by the Operations Readiness Manager contributing to organizational targets.

POSITION DESCRIPTION

Person Specification		
Education	Bachelor Degree in Disaster Management or any DRR related discipline	Essential
	Master Degree in Disaster Management any DRR related discipline <u>or</u> 4 years of work experience in managing DRR programming for NGO	Essential
Knowledge	High level of practical knowledge on local disaster risk management planning process. Practical knowledge in Community Based Disaster Risk Management Good knowledge of development work and humanitarian emergencies in low resource context.	Essential
	Good media relations and advocacy skills	Essential
	Strong interpersonal, networking, coordination and organizational skills	Essential
	Excellent oral and written communications skills in English and Nepali	Essential
	Good presentation and communication skills	Essential
Experience	At least 4 years (for those with Master degree) of field experience in managing DRR related projects or programming in the field or headquarters of a major NGO, INGO, or government department	Essential
	Experience in the preparation of teaching material and tools	Essential
	Familiarity with development theory, community based disaster management, DRM frameworks; Vulnerability and Capacity Assessment,	Essential
	Strong experience and recognized expertise in models and methods of training, facilitation and capacity building, and organizational development for staff and communities.	Essential
	Understanding and experience in working with children and communities in Nepal	Desired
	Competent in the use of MS Office, social media and web platforms	Essential
Work Environment	Extensive travel to field is expected in a monthly basis to observe progress of the project activities, coordination with the stakeholders and to facilitate the project team for an effective implementation of the project activities.	
Core Capabilities		
Achieving Capabilities:	Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
Self-Managing Capabilities:	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, values, programmes and operations Practicing innovation and creativity	
Relational Capabilities:	Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

Prepared by - Dhruva Gurmachhan		Date: August, 2018
Supervisor – Operations Readiness Manager		Date:

POSITION DESCRIPTION

Position Holder		Date:
Date of Appointment -		