Job profile

PROGRAMME DELIVERY COORDINATOR
Practical ACTION

ABOUT US
We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS
We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.
OUR ORGANISATION

Our organisation

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. Practical Action community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. Practical Action Consulting helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. Practical Action Publishing brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
JOB PROFILE

Responsible to: Regional Director

Grade: 7

Line Manages: As delegated

Unit: Programme Delivery Unit

Location: Kathmandu

Purpose, Scope and Relationships

The purpose of the role is to support in the delivery of all projects & awards in compliance with donor requirements, and our own policies and procedures including Project & Award Management tools and processes. S/he will support projects/awards staff in collaboration with Thematic Leads and MEL Manager to establish effective monitoring and evaluation systems that enable us to assess impact and cost-effectiveness.

The scope is to ensure high standard of analysis, tracking according to plan and budget, synthesising and preparing summary for the Regional Director. Moreover, s/he will synthesise the lesson learning in all the projects/awards to make sure that this knowledge is applied to future project design, policy work and other activities of the organisations. S/he will foster learning within projects/awards and share learning / knowledge with Thematic Leads and business development to inspire and influence relevant stakeholders and improve future proposals. S/he will also support the project managers to understand the local level planning process and accordingly meet the local requirements and compliances to make sure that our works are reflected in government planning.

The key working relationships are with projects/awards team and will develop close working relationships with the Thematic Leads. The role will engage with government, donors, partners and multilateral agencies coupled with excellent networking and communications skills.

Job Functions and Responsibilities

Achieving Change Ambitions and Delivery and Impact 10%

• Work closely with the MEL Coordinator and project team to ensure firm integration of a transformative gender, MEL and systems approaches in the delivery of all our work to strengthen and demonstrate impact.
• Support projects/awards staff in collaboration with Thematic Leads and MEL Manager to establish effective monitoring and evaluation systems that enable us to assess impact and cost-effectiveness
• Ensure a high standard of analysis, synthesis and lesson learning is carried out in all the projects/awards, and that this knowledge is applied to future project design, policy work and other activities of the organisations.
• Foster learning within projects/awards and share learning / knowledge with Thematic Leads and business development to inspire and influence relevant stakeholders and improve future proposals
• Contribute to quarterly internal reports.
• Support the project managers to integrate our projects in local level plans and ensure local government ownership for sustainability
• Actively contribute to the development of annual Strategic Business Plans.

Generating Funding and Managing Relationships – 10%

• Support the development of quality proposals by contributing relevant practical operational knowledge examples, facts and figures in project/award design.
• Manage operational relationships with donors and partners.
• Manage relationships with government, community and stakeholders related to project implementation in coordination with the Project Managers and ensure compliance requirements for NGOs on projects/awards agreements.

Delivering Performance as One Practical Action - 55%

Project & Award Management

• Coordinate the delivery of all projects & awards in compliance with donor requirements, and our own policies and procedures including Project & Award Management tools and processes. Prepare Summary sheet for the Director on monthly basis.
• Coordinate with the Government for project and general agreements of Practical Action in Nepal. Lead project evaluation process to be conducted by SWC and ensure government compliance.
• Support the Project Managers to ensure projects & awards are delivered on time, to quality, within budget, in compliance with our internal and donor rules and to achieve results. This includes support to monitor budgets and work plans, map out critical paths, identify and seek solutions for challenges.
• Work closely with finance to build Project Manager’s capacity on budget management and ensure that responsibilities for budget management are appropriately understood and applied.
• With project managers and finance, monitor all award budgets and work plans on a monthly base, identify issues and challenges and support Project Managers to develop workable solutions.
• Coordinate with the Project Manager to ensure all new awards start with an effective inception process that orients staff and sub-award partners on work plans, budgets, MEL frameworks, donor rules, reporting timelines, and approaches.
• Support the Project Managers and Finance and Services team in case of modification of awards
• Support the Project Managers to ensure proper sub-award management on all awards including partner capacity building, use of correct sub-award formats, partner monitoring and partner support.
• Work with the Finance team to manage logistics and procurement for projects/awards in compliance with organizational and donor requirements to achieve value for money
• With UK and global teams, contribute to the development of the overall PAM tools and processes.

Risk Management
• Ensure project wise risks are identified and tracked in risk registers and are monitored for all projects & awards and, in particular, lead the monitoring of high risk awards. Support the Project Managers to prepare project specific risk registers.

**KPIs and monitoring**
• Ensure that KPIs on delivering performance (relevant to Project & Award Management) are regularly tracked and monitored

**Quality and alignment**
• Work closely with thematic teams to ensure that technical best practices are integrated and learning is regularly captured and used to improve approaches

**Donor reporting**
• Ensure high quality narrative donor reports are prepared and submitted on time and coordinated with the financial report.

**Safeguarding and Code of Conduct**
• Act as the Safeguarding and Code of Conduct focal point across the region, ensuring that all staff and consultants understand our policies, and reporting mechanisms. Ensure that any safeguarding issues or concerns are raised at the appropriate level in a timely fashion and contribute to addressing any issues as part of a situation management team, where appropriate.

**Strengthening Organisational Profile – 10%**
• Build credibility and a solid organisational profile on the ground and work effectively with communities, local authorities, central government, partners and other stakeholders.
• Support project teams to contribute to compelling storytelling in collaboration with the Communications, MEL and Knowledge Coordinators.
• Represent Practical Action on operational matters and actively contribute to the development of our brand essence and positioning

**Organizational Policies, Safeguarding and Code of Conduct**
• Ensure that all involved acting on the organisation’s behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
• Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
• Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
• Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.

Responsibility for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behavior based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion

**PERSON PROFILE**

To be successful in the role, the ideal candidate will be able to demonstrate:
**EXPERIENCE & KNOWLEDGE**

- At least three years’ experience of project / award management and at management level and preferably with experience of managing multiple awards
- Understanding of the socio-economic and political context in Nepal and its potential relevance to the development sector. Knowledge of one or more of Practical Action’s thematic areas, and or experience of working in technology innovation, would be advantageous.
- Excellent knowledge of donor compliance rules and/or ability to research and develop an understanding of rules.
- Strong capacity in managing budgets, work plans, M&E plans and capacity in capturing and using knowledge and learning to improve quality.
- Ability to identify, assess, monitor and manage risks including developing mitigation strategies
- Excellent report writing, strong analytical, networking and communication skills (verbal and written)
- High levels of demonstrated skills in prioritising task and meeting deadlines
- Able to work remotely and independently with an understanding of working across multiple sites.
- Willingness and enthusiasm to work in challenging and difficult situations on national and international visits to project sites across South Asia.
- Commitment to development principles and Practical Action’s vision, mission and ambition
- In-depth understanding of the theme related development priorities of Nepal, policy environment and analytical ability to unfold systemic issues will be essential as a strategic thinker
- Experience in influencing relevant stakeholders for advocacy
- Ability to effectively represent the regional office, the organisation and Practical Action’s work
- Commitment to development principles and Practical Action’s vision, mission and ambition
- High levels of demonstrated skills in prioritising task and meeting deadlines

**BEHAVIOURS & MOTIVATIONS**

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

**Qualifications:** Master’s degree in Development, Engineering, Social Science or in any related disciplines

---

Line Manager

Employee

Date: 

Date: