

Job profile

# CHIEF OF PARTY

**Practical  
ACTION**

## 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

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.

## ABOUT THE PROJECT

The United States Agency for International Development (USAID) Bureau for Humanitarian Assistance (BHA) works to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance falling into two conceptual areas: 1) humanitarian response during emergencies and 2) Early Recovery, Risk Reduction, and Resilience (ER4) activities to address longer-term recovery after emergencies.

USAID has announced Round 04 - Nepal Early Recovery, Risk Reduction, and Resilience (ER4) Activity whereby it focuses on enhancing the disaster management capacity of the Government of Nepal (GoN) and the highly vulnerable, disaster-prone communities, empowering them to reduce risks and improve their ability to mitigate, withstand, respond to, and recover from disasters.

The position of Chief of Party has been advertised in anticipation to serve the above mentioned activity.

## JOB PROFILE

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### Purpose, Scope and Relationships

**The purpose** of the role is to lead and implement the this USAID funded project. The role involves leading the project with vision, technical guidance, and strong management to achieve project goals and ensure alignment with the work plan. Key responsibilities include managing key staff, promoting a positive and inclusive team environment, and building partnerships with USAID/BHA team, Nepal government agencies, and other stakeholders.

**The scope is to be responsible** for the overall delivery of the project. This role emphasizes safeguarding by assessing risks, fostering a respectful and dignified work environment, upholding organizational values through integration of protective measures, and establishing accountability mechanisms. It includes managing operational, financial, people and administrative priorities, adapting processes to USAID and Practical Action standards. The position also focuses on annual project planning, sharing insights, and providing leadership in monitoring and evaluation to ensure quality reporting.

**The key working relationship is** with the project team and will develop close working relationships with the Country Management Team, Thematic Lead - Climate and Resilience, Programme Managers, People and Culture, Finance, Administration, Operations, Global Thematic Team and any other relevant Regional Teams. The role will engage with the Government, USAID/BHA, partners, and relevant stakeholders.

### Job Functions and Responsibilities

- Provide strategic leadership, vision, direction, and technical guidance to lead the project effectively.
- Oversee project management and implementation, ensuring alignment with the work plan and achievement of project goals and deliverables including start-up, ongoing management, and administration.
- Cultivate and maintain strong relationships with USAID, Government agencies, project partners, and key stakeholders, serving as the primary liaison for all project stakeholders.
- Ensure safeguarding risk assessments are made, integrating risk mitigation into project planning. Establish feedback and accountability systems with support from Country Office safeguarding focal points to address safeguarding concerns promptly. Collaborate with the security focal point to ensure team safety and activity implementation with security considerations.
- Manage the project's operational, financial, and administrative priorities, directing planning and budgeting in line with Practical Action's procedures and ensuring compliance with USAID policies, national laws, and Practical Action's safeguarding standards.
- Build partnerships with international, national, and community stakeholders to maximize project impact.
- Design and manage the annual project cycle in alignment with USAID's planning cycles, documenting and sharing insights, impact, innovations, and lessons learned using a collaborative and adaptive learning approach.
- Lead documentation and dissemination activities to highlight project achievements and influence decision-makers and policymakers.

- Supervise and mentor key technical staff and consultants, fostering a collaborative team environment. Work with country leadership on preparedness and response strategies for major events.
- Lead the program management team, ensuring clarity on roles, expectations, communication, and work plans.
- Strengthen team capacity individually and collectively, facilitating collaboration and setting clear objectives.
- Promote accountability and provide constructive feedback through regular team meetings, one-on-one meetings and performance reviews.
- Create a respectful work environment where excellence is valued, recruit and onboard staff, and support succession planning.
- Work with People and Culture Leads for supporting safeguarding, diversity, and talent development.
- Champion equity, diversity, inclusion, and belonging throughout operations, management, and program implementation.
- Provide leadership and oversight of the Monitoring & Evaluation (M&E) function, ensuring high-quality reporting and deliverables.

### ***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 is well promoted and respond to all concerns appropriately.
- Responsible 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:

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<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• <b>Over 7 years of progressive management experience in international humanitarian and development projects, with at least 5 years in field-based roles.</b></li> <li>• <b>Expertise in Forecast-based Action, Disaster Risk Financing, Early Warning (EW) systems, and Disaster Risk Reduction (DRR) policy and planning.</b></li> <li>• <b>Proven leadership in managing large-scale projects in developing</b></li> </ul>
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countries.

- Extensive experience in managing humanitarian and DRR initiatives involving multiple sub-awardees.
- Skilled in recruiting, developing, and leading staff, as well as overseeing programmatic and financial reporting.
- Prior experience in South Asia, with familiarity with Nepal's DRR governance, social, political, economic, and cultural context.
- Strong track record in relationship building with host governments, donors, stakeholders, and local partners.
- Dedicated to safeguarding with a deep commitment to equity, diversity, inclusion, and belonging.
- Highly skilled in adaptive management and learning, with a proven record in projects related to resilience, emergency response, natural resource management, and disaster risk reduction, particularly in South Asia.
- Fluent in English, with excellent communication, inter-cultural, interpersonal, and negotiation skills.
- Strong financial management, budgeting, and project operations expertise.

**BEHAVIOURS  
&  
MOTIVATIONS**

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

**Qualifications:**

- Master's degree in development studies, international relations, environmental studies, or a related field.

\_\_\_\_\_  
Line Manager

Date:

\_\_\_\_\_  
Employee

Date: