

Job profile

PAC BUSINESS HEAD - NEPAL

**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

Practical Action exists to enable lasting change to the systems that keep people in poverty and vulnerable to the impacts of climate change and nature loss; working alongside communities to create resilient livelihoods and thriving, inclusive societies.

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 change making 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: Board of Director

Matrix Managed by: Asia Regional Head of Practical Action Consulting

Grade: 7

Line Manages and responsible for: PAC Nepal Finance Officer, Consultancy Delivery Responsible, Business Development Consultants

Location: Kathmandu

Purpose, Scope and Relationships

The purpose of the role is to play a vital role in Nepal for Practical Action Consulting's overall management and business development to add value and impact through strategic inputs. S/he shall oversee areas of donor intelligence, proposal development and fundraising to strengthen organisational profile.

The position will have an oversight and accountability for the Nepal Operations by building a strong pipeline of business opportunities for Practical Action Consulting in Nepal, through pro-active networking and private /public partnerships; leading our visibility and positioning in Nepal and, in so doing, driving our fundraising efforts; identifying potential partners and sources of finance to develop compelling business proposals that deliver against Practical Action's core mission in Nepal; developing and delivering on viable strategic business plans that clearly spell out our offer in relevant goal areas, are ambitious but feasible and articulate the resources we need to deliver; supporting the Country Director in ensuring we maintain sound and compliant governance structures and systems; overseeing and ensuring sound management of people, programmes, consultancies, finances and controls, communications, monitoring & evaluation and compliance; Leading, motivating, and developing the Practical Action Consulting team in Nepal, including Associates and Partners to maximise Practical Action's impact and values through excellence in individual and collective performance; and ensuring we have adequate resources and an enabling culture to drive the internal change processes that Practical Action is implementing.

The scope is to provide support across core areas of the strategy in achieving change and impact, strengthening organisational profile, supporting in the generation of funds and managing relationships and delivering performance. The position is also responsible for articulating Practical Action Consulting's contribution towards Practical Action's global change ambitions and build and nurture strategic relationships including government, private sector, community institution and development partners in support of these change ambitions. Reporting to the Country Director, the 'PAC Business Head' will manage strategic relationships with donors, partners, governments and other stakeholders in Nepal. This is an exciting and challenging role which will need to work effectively and collaboratively with teams in Nepal, with the team in the region and with colleagues in other countries including the UK as relevant.

The key working relationships are with the Board of Directors, Asia Regional Head of PAC, Consultancy Contracts and Finance Manager, Country Director, Business Development and Communications Lead of Practical Action Nepal, PAC Team and Business Development Teams in the

Region and UK. The role will ensure coherent and smooth complementarities between the two entities of Practical Action Nepal, while being responsible for Practical Action Consulting's operation in Nepal. The Business Head will develop close working relationships with Strategic Partners and Clients relevant to Change Ambitions, such as relevant Ministries and Departments, Donors, Clients and relevant organisations. The role will engage and collaborate with other teams in the Regional Office, Thematic Leads in other Regional and Country Offices and Practical Action Consulting (UK and Region) including relevant Global Change Ambition Hubs, UK Colleagues (International Programmes Support Team, Fundraising, Communications and Marketing, Impact Influence and Innovations Teams)

Job Functions and Responsibilities

The Business Head ensures that all available opportunities for raising funds for Practical Action Consulting are successfully explored and maintained, contributing to the financial viability and overall sustainability of the organisation in Nepal. The position also plays a key role in managing the operations and risk management, including the proper management, well-being and safety of staff and the proper stewardship of Practical Action's resources. The Business Head models new ways of working and drives the team toward the 2030 vision, fostering innovation, holistic planning and programming and helping to build effective teams, coalitions and networks. S/he encourages on-going staff development to motivate and strengthen the teams' resilience in the face of change.

Accountabilities

Generating Funding and Strengthening Profile

1. Plays a lead role in strengthening the profile of Practical Action Consulting in Nepal, using the revitalised brand, to position more strongly with government, donors, clients, the private sector, research institutions and the media, using clear and effective stories of impact.
2. Maintains deep knowledge of the market, identifies and builds relationships with strategic partners, including potential donors and clients, for longer term collaboration.
3. Oversees fundraising and business development efforts ensuring we have the right capacities in place and that proposals are of high quality, compliant with our internal and donor requirements and are well planned and budgeted.
4. Identify and secure adequate funding for ongoing and future programme activities on a timely basis. Ensure good stewardship of the funding, negotiating acceptable terms and conditions.

Strategic Alignment

1. Leads the development and delivery of viable strategic business plans that are aligned to the group strategy and relevant to the Nepal context.
2. Provides input to our governance structure to provide recommendations on the most appropriate way forward to achieve maximum impact.
3. Ensures delivery of work is aligned to progress against Livelihood Improvement, Climate Resilience, Gender Equity & Social Inclusion, and Systems Transformation

Achieving Change Ambitions

1. Promotes the use of the Framework for Change across our work ensuring that design, delivery, learning and knowledge are used to drive quality and to contribute to change at scale.

2. Promotes and guides a culture in Practical Action that integrates gender and inclusion across all our work, ensuring that all our work is gender transformative..

Delivering Performance – Planning and Risk Management

1. Supports the financial management of Nepal liaising with the MD of PAC Nepal and Consultancy Contracts and Finance Manager, that we have the right resources, controls and capabilities in place.
2. Oversees delivery of work, ensuring that we are delivering to high quality, achieving results, and doing so on time, within budget and in compliance with our own and the donor's rules.
3. Ensures that internal and external audit findings are appropriately addressed, and management actions are completed on time.
4. Responsible for ensuring effective risk identification and management in coordination with the Consultancy Contracts and Finance Manager, including oversight and management of governance and legal risks. Ensure adequate internal controls are in place to protect office assets and to ensure the resources are used in accordance with donor terms and conditions.
5. Ensure that qualified staff and appropriate policies, procedures and systems for finance and other strategic support functions (e.g procurement, transport, inventory, etc.) are in place and functioning throughout.
6. Ensure operations are conducted in accordance with all statutory and tax requirements.
7. Oversees safety & security management, in line with global policies.
8. Ensures that all group policies are properly adopted and applied.

People and Culture

1. Provide overall leadership to delivery teams to achieve high quality results, encouraging transparent and collaborative ways of working with all functions and teams.
2. Work closely with People and Culture team to ensure strategic resources to effectively deliver.
3. Take time to build team capacities, donor compliance, and operational excellence.
4. Proactively support the professional growth of team members by offering quality feedback and opportunities to progress and grow.
5. Demonstrate and actively enable team learning and development including approaches such as coaching, mentoring, facilitated workshops, review and action planning.
6. Foster a culture of inclusive and equitable working and collaboration.

Organizational Policies, Safeguarding and Code of Conduct

1. 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, Financial Crime policy and Whistleblowing policy.
2. Ensure beneficiaries / clients whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
3. Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies.

4. 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.
5. 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. Be 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

- Significant professional experience in fundraising, management and partnership development.
- Proven experience as a manager or head within a consulting firm in an international context or similar.
- Excellent knowledge of the Nepal consulting context, good understanding of government structures, culture, the donor environment, the NGO / consultancy environment.
- Leadership capabilities and ability to represent the team, the organisation and our work.
- Experience of managing a high performing team to drive excellence and nurture leadership.
- Good knowledge of and interest in Practical Action's change ambition areas.
- Knowledge and experience of working in a complex environment, including remote working, working with people from diverse backgrounds and working with multiple teams.
- Exposure to broader international development agenda.
- Ability to manage multiple responsibilities and to set priorities.
- Proven track record of making sound decisions, based on evidence, opportunities and risks.
- Knowledge of Institutional Donors, Consulting environment, CSR and philanthropy and experience in formulating a fund-raising strategy.
- Ability to work collaboratively across teams and to contribute strategically.
- Excellent communicator and negotiator with interpersonal skills
- Strong skills in verbal and written communication and report writing.
- Outlook on Innovation and Digital
- Fluency in English and Nepali
- Commitment to development principles and Practical Action's vision, mission and ambition.

BEHAVIOURS & MOTIVATIONS

The most important practical behaviours, for role success are:

- Collaborative
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- Creative
 - Dynamic
 - Completing
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Qualifications: Master's level qualification preferred; undergraduate qualification in a relevant field required.

Line Manager

Date:

Employee

Date: