

Job profile

PROJECT COORDINATOR

**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.

JOB PROFILE

Responsible to: Project Director

Matrix Managed by: Country Director

Grade: 7

Line Manages: Consultants as relevant.

Matrix Manages: NA

Unit: Practical Action Consulting

Location: Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose is to play a coordination role within the project team to ensure that the project design aligns with the desired outcomes. Excellent stakeholder management, including coordination with investors and industry associations is a key component forging relationship with all the relevant entities. The role involves leveraging the organization's strengths and capabilities, disseminating knowledge. Practical Action's Strategic Intent aims to bring about impact at scale that can enable people for productive use of energy.

The scope is to be responsible for the day-to-day management of the project's activities, ensure timelines, deliverables, and quality standards are met. This includes overseeing administrative processes, stakeholder communication, and financial tracking to ensure that all elements stay on course. This role primarily focus on project level decision-making, addressing critical issues such as scope changes, funding issues, stakeholder conflicts, if any that impacts the overall project direction.

The key working relationship are with the Project Director, Country Director, donor, relevant project leads and team members from the consortium partners. This position will work closely with project team members and the thematic leads in Practical Action UK and Nepal office.

Job Functions and Responsibilities

Delivering Performance – 80%

- I. Planning, monitoring and reporting of project activities.**
 - a. Understand all the contract documents related to the project and ensure that donor requirements are fully considered in work plans, partnership contracts including LOA and MOU, and reports.
 - b. Work with the relevant project team members to ensure quality evaluations are planned and engaging tools used.
 - c. Ensure project monitoring, reporting and learning. Monitor, reflect and review project strategy on agreed intervals, communicating changes to relevant stakeholders involved in the project.
 - d. Prepare Detail Implementation Plan (DIP) with annual, quarterly and monthly targets (physical as well as financial for effective execution of the project activities). DIP will further include monitoring, evaluation and learning plans, procurement plans, communication and documentation plans, etc.
 - e. Ensure GESI component is implemented, evidence for learning questions is gathered and relevant global indicators are measured.
 - f. Ensure quality and timely reports are written and submitted to the donor.
 - g. Ensure quality assurance of the knowledge products developed under the project.
 - h. Ensure timely audit of the project and support in preparation and review of financial project reports in conjunction with the respective units and team members.
 - i. Manage consultants/expert teams to ensure quality delivery.
 - j. Oversee the budget ensuring expenditure is on-track. With donor permission, adjust the budget based on learnings for improved impact.

- II. Coordination and communication**
 - a. Coordinate with consortium partners, investors, donors and relevant stakeholders to deliver agreed outputs.
 - b. Organize meetings, workshops and other information dissemination events with different stakeholders.
 - c. Establish communications protocol (ways of working) to ensure Project information is regularly communicated.
 - d. Develop and strengthen networks of professional contacts outside the organization.
 - e. Coordinate and collaborate with UK and Nepal team members.
 - f. Proactively involve in various learning sharing events at various levels to share findings and knowledge as well as to influence relevant stakeholders.
 - g. Ensure that Project progress reports are prepared and shared as per requirement.
 - h. Work closely with the Energy Thematic Leads of Practical Action and relevant technical specialists of consortium members including the GESI consultant.

Managing Relationships – 10%

- a) Act as communication and coordination focal point with other relevant stakeholders for the project.
- b) Develop and strengthen networks of professional contacts outside the organization for the projects.
- c) Maintain relationship with the consortium partners, donors, and local, district, provincial and national level stakeholders ensuring that transparency at all levels maintained, and project information communicated to relevant stakeholders in timely fashion.
- d) Understand the specific knowledge and skills to get the work done and deliver project related knowledge outcomes is collaboration with different thematic areas when required.

Leading and Managing People – 5%

- a) Support to recruit staff/consultants with the needed competencies and attitudes and build a culture of learning & adaptation with the project team and partners.
- b) Manage people ensuring their maximum productivity to ensure the project outcomes.
- c) Manage, coach and mentor team members for professional growth by offering quality feedback and opportunities to progress and grow.
- d) Conduct timely quarterly People Management conversations with direct reports.

Strengthen Organizational Profile – 5%

I. Knowledge Management

- a. Lead the team to prepare and implement any learnings captured to ensure that they are effectively captured and disseminated.
- b. Coordinate with relevant stakeholders for learning and knowledge related to Clean Energy.

II. Compliance and Feedback

- a. Ensure the compliance (i.e. government, donor, organizational policies, procedures and requirement, including safeguarding and code of conduct, financial regulations, HR policies, and projects and awards management system PAMS) maintained in each level of project administration.
- b. As a Practical Actioners, provide proactive feedback and reporting to Regional Management Team for any risks and internal/external issues around project/organizational reputation as well as any solutions to overcome it.

III. Organizational Policies, Safeguarding and Code of Conduct

- a. 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.
- b. Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies.
- c. 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.

- d. 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:

EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • At least five years of working experience in the area of clean energy services. • Knowledge and work experience in the area of productive use of energy and solar energy. • Experience in coordination with government, private sectors, civil society and development partners coupled with excellent networking and communications skills. • Excellent coordination and collaboration skills. • Excellent negotiating and people management skills. • Experience developing ingenious ideas and innovations in the energy sector. • Hands on experience in enterprise and private sector development • Experience in advocacy and engagement with external stakeholders • Excellent knowledge of development issues affecting Nepal’s economic, social and political development • Proven experience in capturing knowledge, learnings and management. • In depth understanding of gender transformative approaches, preferred understanding of Participatory Market System Development approaches • Ability to effectively represent Practical Action’s work in National and International platform. • Commitment to development principles and Practical Action’s vision, mission, values 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
BEHAVIOURS & MOTIVATION	<p>The most important practical behaviors, for role success are:</p> <ul style="list-style-type: none"> • Completing • Collaborative • Creative • Dynamic

Qualifications:

Masters degree in Renewable Energy/Environment/Engineering/Economics/Management and other relevant studies.

Line Manager

Employee