

JOB PROFILE

Job Title: Project Coordinator

Responsible/Reporting to: Executive director/Chairperson

Program - Youth Participation in Local Governance of Rolpa

Location: Rolpa, Liwang (frequently field visit)

Employee Type: Full Time

Job Summary:

The Youth Network Project Coordinator will oversee the implementation of the Youth Participation in Local Governance of Rolpa project, focusing on establishing and strengthening youth networks at both community and municipal levels. This role involves coordinating with diverse stakeholders, facilitating training sessions, organizing workshops, and ensuring the effective functioning and sustainability of the youth networks. The Project Coordinator will also be responsible for monitoring and evaluating project activities, documenting progress, and reporting to relevant stakeholders.

Key Responsibilities:

Program

- Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the organization, partner and donor.
- Facilitate the establishment and reformation of youth networks at community and municipal levels, in collaboration with existing informal and formal youth groups.
- Coordinate with local authorities, community leaders, and other stakeholders to ensure the active participation and representation of marginalized youth groups, including conflict survivors, youths with disabilities, Dalits, indigenous youths, and women.
- Organize training sessions and workshops on human rights, leadership development, advocacy, and gender equality and social inclusion (GEDSI) for youth network members.
- Support the institutional development of youth networks by providing training and guidance on organizational management, policy formation, and sustainability planning.
- Assist network members in developing and writing proposals and concept notes to access local resources and engage in development activities.
- Plan and conduct coordination meetings, dialogues, and awareness campaigns with local governments, civil society organizations, media, and other stakeholders to promote youth participation and advocate for their rights and needs.
- Monitor project activities, track progress against objectives, and ensure compliance with project timelines and budget.
- Document project outcomes, success stories, challenges, and lessons learned for reporting and sharing with relevant stakeholders.
- Collaborate with internal and external partners to leverage resources, share best practices, and enhance project impact.
- Perform any other duties as assigned by the supervisor.

Finance

- Develop and manage project budgets in collaboration with the finance team.
- Monitor expenditure against budget allocations and take corrective action as needed.
- Coordinate procurement processes for goods and services required for project activities.
- Ensure compliance with donor financial guidelines and reporting requirements.
- Prepare accurate financial reports for internal review and external stakeholders.
- Monitor grant spending and performance against agreed-upon targets.
- Assist in the preparation of annual audits and donor financial reports.
- Provide guidance and training to project staff on financial policies and procedures.

- Identify and address any financial risks or issues related to project implementation.
 - Ensure compliance with financial policies and procedures.
 - Identify and mitigate financial risks associated with project activities.
-

Organizational Policies, Safeguarding, and Code of Conduct:

- Ensure comprehensive awareness among all individuals acting on behalf of the organization regarding:
 - Safeguarding Policy
- - Diversity and Dignity in the Workplace Policy
 - Code of Conduct
 - Fraud Policy
 - Child Protection Policy
 - GESI Policy
- Ensure beneficiaries are informed about the safeguarding policy, including appropriate reporting channels when necessary.
- Ensure that all individuals representing the organization have formally acknowledged and adhered to the Safeguarding and Code of Conduct policies.
- Promote and integrate the organization's ethics and values, including safeguarding principles, into the team culture. Ensure that reporting structures are well-publicized and that all concerns are addressed promptly and effectively.
- Champion gender-responsive behavior in all activities and decision-making processes. Uphold non-discriminatory practices based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion, and marital status. Demonstrate sensitivity and adaptability to gender and social inclusion principles.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Qualifications and Experience:

- Bachelor's degree in social sciences, development studies or related field.
 - At least 3 years of experience in project coordination, community development, or youth empowerment programs.
 - Strong understanding of youth issues, especially those related to marginalized groups, conflict-affected communities, and gender equality.
 - Experience in facilitating training sessions, workshops, and community mobilization activities.
 - Excellent communication, interpersonal, and networking skills.
 - Proven ability to work effectively with diverse stakeholders, including government agencies, NGOs, and community-based organizations.
 - Ability to work independently, prioritize tasks, and meet deadlines.
 - Proficiency in MS Office Suite and project management tools.
 - Fluency in English and Nepali languages (written and spoken).
-

DECOS

About Us

Introduction

Development Concern Society (DECOS) is an NGO dedicated to Human rights, peacebuilding, and community development established in 2004 (2061 BS). After getting duly registered in the district administration office of Rolpa with the vision of promoting integrated efforts for creating social, economic, cultural, and physical

development of the people, in the same year DECOS acquired affiliation from Social Welfare Council Kathmandu. It works with the mission to enable people to work with a multi-fold development approach DECOS has primarily selected the Rolpa, which is one of the remote and socio-culturally highly vulnerable districts and also of Nepal. The economic setback of the district also requires an effective NGO intervention. However, we are gradually expanding our project areas over Lumbini Province and thinking gradually to expand broadly over other districts with the increased institutional capacity of an organization, identifying projects as per the needs and demands of vulnerable populations and also relying on the Sustainable Development Goal (SDG). DECOS is a nonpolitical and non-profit independent social organization and performs here as a common platform for emerging youth development activists in the grass-roots of Nepal. DECOS's strength is highly recognized as a successful NGO able to work in the best coordination with governmental and non-governmental development agencies. It holds very pertinent experiences in implementing technical and social mobilization activities in result-oriented community development projects. The capabilities of DECOS can be attributed to the spontaneity of its organization.

Despite that, it has affiliation even with the in-land revenue office Chakchake, Rolpa. It is a member of several other concern networks i.e., NGO Federation Nepal, Association of Youth Organizations of Nepal, Federation of Renewable Energy NGO Nepal, and National Entrepreneurship Development Centre (NEDC), Nepal. Having more than a hundred members and a working committee comprising of 9 members DECOS covers all its members inclusively in the mid-western region. With the support from donors and the local people, DECOS has been carrying out various social development activities since its inception. The activities include natural resource management, sustainable agricultural development, natural resource-based micro-entrepreneurship development, social mobilization, community-based infrastructure development, new and alternative technology-based programs of energy, health, human rights, and good governance and conservation education, literacy, etc. regarding beneficiaries by increasing transparency and accountability in the delivery of project benefits. Considering the target beneficiaries most of them are from backward communities including women, Dalits, ethnic groups, unemployed youths, conflict-affected families, and their surroundings including other deprived communities. Moreover, DECOS has district/local level authorized letters from the District Administrative Office Dang, Pyuthan, Salyan, and Rukum districts and various projects in the Rapti zone.

PROGRAM DESCRIPTION

USAID Civil Society and Media Activity

ACTIVITY TITLE: Youth Participation in Local Governance of Rolpa

Subgrantee: Development Concern Society (DECOS)

Introduction

The Civil Society and Media (CSM) Activity is a five-year program (2022-2027) funded by USAID in Nepal through the CSM-STAND-LVWA, with The Asia Foundation as the lead Implementer. CSM supports independent civil society and media led by and for targeted Women, youth, and marginalized communities to advance the public interest, fundamental Freedoms, and accountability. Most activities will focus on Lumbini and Madhesh provinces, with some activities implemented in Kathmandu.

CSM's overarching goal is to support independent civil society and media led by and for women, youth, and marginalized (WYM) communities to advance public interest, Fundamental freedoms, and accountability. The program works to achieve this through mutually reinforcing activities under three inter-related objectives:

- To foster an enabling environment for civic space where issues and interests of WYM communities are addressed.
- Increase WYM's engagement in civic and public spaces and advance their interest through better access to resources, assets, and skills.
- Improve the availability of credible information and diverse narratives within the media that better represent WYM issues and perspectives.

The Youth Leadership Challenge Fund

The Youth Leadership Challenge Fund aims to advance the public interest of women, youth, and marginalized (WYM) by creating and enabling youth civic leaders in Madhesh and Lumbini. This will be achieved through different means of engagement to capacitate a new generation of civic leaders, establish an inclusive and active civic space, and instill democratic values and practices in them. This challenge fund aims to create a fresh wave of civic activism locally and include themes to prioritize leaders from intersectional groups by informing a new generation about civic activism. The youth civic leaders are expected to address the social and development issues through collaboration with concerned stakeholders.

The target areas for this project: Five local levels of Rolpa district:

- I. Rolpa municipality,
- II. Madi rural municipality
- III. Triveni rural municipality
- IV. Runtigadhi rural municipality and
- V. Sunil Smriti rural municipality

Context:

Rolpa district is well-known for its unique languages, cultures, traditions, and values, with over 75% of the total population belonging to various indigenous communities. As one of the remote districts in the Lumbini province, youth from these communities face economic and social challenges due to limited income generation opportunities. Most youth are migrating abroad for work in response to their economic challenges. This migration trend contributes to the declining status of youth participation in civic activities and their networks, leading to the need for more execution of youth-related plans and policies at the local level. Moreover, youths are less sustained in the targeted areas, as those engaged in agriculture are treated as less respective in the sector. In contrast, those in jobs are recognized as good or professionals in the community because of societal perception. Youth and marginalized communities have yet to be able to access the targeted programs introduced by the government such as subsidies in agriculture.

Due to the impact of a decade-long armed conflict in Rolpa, the communities, especially the Youths are still grappling with ongoing difficulties in various aspects of their life, such as social, economic, political, and educational. These persistent issues give rise to various social problems, including child marriage, polygamy, unemployment, and school dropout, adversely affecting the community. Though the government of Nepal provisions constitutional affirmative action, policy reforms, and launch plans targeting youth, their practical implementation is lacking. This leads to the youth's declining interest in civic space and less Representation in the planning and decision-making process at both local and provincial levels.

Therefore, the project aims to contribute to the institutional development of youth organizations (Formal or informal) and their networks by activating and enhancing their leadership and advocacy skills and engaging in different activities during the implementation of this project. Additionally, the project seeks to raise awareness about the role of youth in improving governance, thereby encouraging civil society, youth networks, local governments, and the media.

Problem statement:

Youth in the Rolpa district face the problem of exclusion from government planning and decision-making process due to the limited understanding of the youth-related rights, responsibilities, and provisions in the local governments, capacity gap, and reasons such as remoteness, caste, and ethnic issues, along with the disruption faced are highly affected region of conflict. Thus, the issues of exclusion have remained unaddressed, severely hampering youth's ability to attain equitable benefits from development activities at local levels. Hence, it is necessary to develop the capacity of youth and empower them so that they can raise their voice effectively for social change and community development, and to engage with decision-makers, making them aware of the importance and benefits of adequate inclusion of youth in decision-making.

Key Stakeholders:

- a) National Youth Council:
- b) District Youth Committee and Local Youth Council:
- c) Civil society Organizations, NGOs, and Donors:
- d) Youth Clubs, Red Cross, and Scout
- e) Youth Networks and Community Leaders:
- f) Youth Entrepreneurs:

- g) Local Governments
- h) Media House and Networks:
- i) Migrant Workers Networks:

Objectives of the project:

This project will have the following main objectives:

Objective 1: To enhance youth leadership and advocacy skills to enable effective lobbying for youth-related policy reform and plans at the local level.

Objective 2: To address societal concerns by facilitating youth participation and leadership in the democratic and development process.

Objective 3: Strengthen youth networks and contribute to their institutional development.

Grant Activities

During the grant period, DECOS will complete the following activities:

A. Establishment and Reformation of Youth Networks:

- DECOS will facilitate the formation or reformation of youth networks at both community and municipal levels, combining existing informal and formal youth groups.
- Community-level networks will prioritize marginalized communities and grassroots engagement, holding regular meetings to address youth-related issues.
- Municipal-level networks, named Yuwa Sanjaal, will focus on lobbying for youths' representation in development activities and coordinating with district-level youth councils.

B. Capacity Building of Youth Networks:

- Training sessions on human rights, leadership, advocacy, and GEDSI will be conducted to empower network members.
- Workshops on the roles and rights of civil societies and local governments will enhance participants' understanding and engagement in local governance.

C. Institutional Development of Youth Network:

- Support for institutional management training will be provided to enhance organizational development and sustainability.
- Proposal writing sessions will equip network members with skills to access local resources and engage in development activities.

D. Engagement of Youth for Community Awareness and Implementation:

- Dialogues with local governments will promote youth participation and accountability in local governance.
- Rolpaka Yuwaka Kathaharu initiative will address cultural barriers and showcase youths' contributions to development.
- Linkages with media will broadcast youth networks' efforts, while coordination meetings with stakeholders will build relationships and widen engagement.

Overall, these activities aim to empower youth networks, enhance their representation and engagement, and address community issues through advocacy, awareness, and collaboration with stakeholder