

<b>Position</b>	<b>Program Manager</b>	<b>Grade</b>	VI
<b>Department &amp; Location</b>	<b>Name of NGO Community Mobilization of Early Grade Reading Program (EGRP) Dadeldhura District</b>	<b>Date</b>	1st June 2018
<b>Reports to (position):</b>	<b>Executive Director</b>		
<b>Purpose:</b>	<p>Loo Niva Child Concern Group has been working on basic service delivery especially on quality education, education governance and right to education from child rights perspectives to the marginalized children with an emphasis on girls and Dalit since its establishment in 1997. Main thrust of its strategic work is to empower local people especially children, child clubs, youth and marginalized groups so that they are able to hold the local agencies and governments more accountable and responsive towards their rights to education including in emergency.</p> <p>Loo Niva continuously works to create a link between children, adults and the government agencies from child rights based approach to development. This approach consists: i) empowering rights holders; ii) sensitizing and strengthening duty bearers; and, iii) Advocating for child friendly policies and practices especially on basic service delivery.</p> <p>It works with the community at the grassroots level and advocates policy at the National level on Child Rights, and Right to education. It has good network and coordination with local government, state authorities, NGOs, and local communities. It is contributing together and leading in National coalitions holding the key portfolios.</p> <p>Loo Niva Child Concern Group has signed a contract with RTI International for implementing and managing community mobilization component (IR3) of Early Grade Reading Program (EGRP) in Dadeldhura District. The overall purpose of the community mobilization of EGRP is to increase family and community support for improvement of early grade reading for children from grades one to three. Loo Nva Child Concern Group will work directly with School, SMC, PTA, Early Grade Reading subcommittee and all relevant community forums in coordination with Education Development and Coordination Unit (EDCU) at district level and municipalities and local education units (LEUs) in local level for implementing activities related to community mobilization of EGRP in Dadeldhura District.</p>		

#### **Dimensions of Role:**

Program Manager (PM) oversees all activities implemented under community mobilization of Early Grade Reading Program to increase family and community support for Early Grade Reading Program Dadeldhura District in Nepal. The PM closely works with Executive Director of Loo Nva Child Concern Group to ensure community mobilization of Early Grade Reading Program are effectively managed and implemented in timely manner. He/She directly supports Finance Coordinator (FC), Community Mobilization Officer(s), and all assistant/intern, as a team who are implementing and managing community mobilization works such as forming and strengthen capacities of community forums, facilitating SMC grants, conducting range of activities related to community mobilization. The post holder should closely work with local and community based groups/organization such as Early Grade Reading subcommittee, mother groups, child club, community learning centers and all other appropriate community based organizations and individuals. The post holder should adhere RTI/USAID rules, regulation and compliance as well as should follow EGRP community mobilization strategies and guidelines at the time of designing, delivering and monitoring of activities in all cycles of project management.

## Key Responsibilities

### **Ensure technical quality of community engagement, parent support, community forum, SMC, PTA and capacity building**

- Oversee formation and mobilization community forum: Early Grade Reading subcommittee, mother groups, Local Education Units (LEUs), local clubs and all other appropriate community forms for increasing family and community support for early grade readers at families and communities level.
- Oversee development and implementation of community mobilization set of activities to strengthen community-based school management structures, local government staff and project staffs capacities and implement EGR integrated School Improvement Plans (SIP) and other strategies to promote early grade education access and quality;
- Facilitate and manage all capacities building orientation/trainings for SMC grant recipient, community forums and institutions/individuals;
- Lead a team to facilitate and provide managerial support to roll out set of activities related community mobilization :
  - Regular convening of community forums and events and organize all range of community events such as reading festival/camp, etc.
  - Orient parents and family members on using locally produced/centrally provided reading materials for their children;
  - Engagement of non-literate/neo-literate parents and caregivers can use to support their children's reading acquisition;
- Motivate and engage parent to meet and discuss about children progress that teachers periodically inform parents about reading assessment results.
- Facilitate and promote use of community-based strategies to promote after-school activities with the help of community forum/members;
- Facilitate and lead to design and implement awareness and advocacy raising programs (using a Social and Behavior Change Communication, SBCC, methodology) to promote early grade reading;
- Ensure all principles of social and community mobilization strategies of N/EGRP at the time of designing, implementing and monitoring and evaluating community mobilization activities at community, municipalities, and schools;
- Build on current best practices and share the best practices to local government, Education Development and Coordination Unit (EDCU) as community mobilization for early grade reading improvements;
- Provide all qualitative deliverables of project activities;
- Ensure NEGRP and NEGRP activities should complement each other and without any duplication works.

### **Successful management and coordination of community mobilization component of EGRP with School, local government, and Education Development and Coordination Unit (EDCU) together with community parents and family members**

- Liaise and coordinate EGRP regional and central team and NGO project staffs to ensure overall project activities are well coordinated and sequential;
- Liaise and coordinate with the relevant agencies at district level to ensure coordination of communications together with SMC/PTA, local government and Education Development and Coordination Unit, District Coordination Committee (DCC) to implement community mobilization works at field;
- Understand and ensure compliance with RTI/USAID rules and compliance procedures, including rigorous documentation and tracking of costs related to community mobilization grant;

- Build and maintain strong relationships with EGRP management, USAID and other technical/financial partners;
- Identify risks and challenges in EGRP implementation and management, and propose solutions working closely with EGRP regional office/district coordinator;
- Represent Loo Niva Child Concern Group in central level, district level and community level.

**Provide Leadership on community mobilization of EGRP team**

- Oversee and process all qualitative reports (narrative and database) came from all clusters and qualitatively compile and submit to EGRP district and regional level as appropriate;
- Oversee the design and development of an information management system to track activities related to community mobilization works at field level;
- Oversee capacity building of community forum/parents and all project staffs;
- Ensure reporting channels are functioning regularly;
- Work as a functional/line management and people management of all project staffs;
- Provide regular supervision and monitoring of staffs performance in qualitative and quantitative manner and ensure all activities are done in systematic and timely manner;
- Build and maintain an efficient, positive and respectful team dynamic.

**Dealing with Problems:**

**Complexity of problems handled and the degree of investigation, analysis, and creative thinking required for solving them.**

- Good command over conflict resolution while maintaining important relationships: Capability to resolve conflicts with e.g. staffs, government office/people
- Management of relationships internally and externally with other organizations and government functionaries.
- Plan and schedule own work, interpreting instructions and selecting appropriate methods/tools for delivery.
- Operate in a high-pressure deadline-driven environment with professionalism.

**Communications and Working Relationships:**

**EGRP Project contact:**

<b>Position</b>	<b>Reasons for contact</b>	<b>Level (high, medium, low)</b>
Executive Director	Contribute to overall leadership of project ,high-level coordination of all project activities and deliverables	High
EGRP district team	Coordinate community engagement and qualitative deliverable	High
EGRP Regional Program Team	Coordinate community engagement and qualitative deliverable	High
CM specialist/Sr. CM Advisor	Ensure qualitative deliverables	Medium
NGO Project staffs	For day to day operation and achievement of results	High

**External Parties:**

<b>Position</b>	<b>Reasons for contact</b>	<b>Level (high, medium, low)</b>
EDCU, DCC, LEUs, and Local Government	Coordination with district and local level government officials, exchange of project progress and share best practices	High
SMC, PTA, and EGR sub-committee	Align school improvement plan with integration of EGRP component and SMC grant	High
District level agencies (NGO/INGOs)	Coordination and collaboration for joint activities for achievement of common results of early grade reading achievement	Medium

#### **Knowledge, Skills and Behaviors:**

- Master's Degree or equivalent in education, development studies/social work, or related field
- Experience in management roles of donor-funded grants and/or contracts
- At least 3 years' experience in providing leadership on community mobilization and capacities building of community forums
- Experience in a monitoring and evaluation, team leadership, coordination or direct management role
- Experience designing and delivering community mobilization forums and activities
- Experience in early grade reading, primary education and ECD sector is preferred
- Competent on computer skills, specially Microsoft office package: Ms-world, Ms- excel, Ms-power point etc.
- Oral fluency in English and Nepali language for communication and also report writing skill in English is a must

#### **Physical Environment:**

- Based in Loo Niva Field Office Dadeldhura, Tufan Danda with frequent travel (at least 50%) to field visit (communities, schools and community forums),
- Work with multi-culture and multi-lingual staff/team members

#### **Certification**

I have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

MANAGER:

Name

Signature

Date

I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Loo Niva Child Concern Group.

POST HOLDER

Name

Signature

Date

