



## Job Description: Livelihoods Consultant

LOCATION: NEPAL, FULL TIME

REPORTING TO: PROGRAM MANAGER

### About the Freedom Fund

The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end modern slavery. It:

- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.

The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Fund operates anti-slavery programs in Ethiopia, Nepal, Thailand, Myanmar, Brazil, Indonesia, Bangladesh and Kenya.

### About the position

Since 2014, the Freedom Fund has been working with local partners organisations to reduce the prevalence of a traditional form of agricultural bonded labour (known as Harawa-Charawa) in the Terai districts of Siraha, Dhanusa and Saptari. Since 2021, with funding from Norad, the program has refocused its strategy to build on success in local and national level advocacy - promoting the rights of Harawa-Charawa labourers and linking them with other activist groups to support a unified movement against bonded labour. .

The Freedom Fund is seeking a consultant to manage the implementation of a livelihoods program in the Terai region of Nepal. The Livelihoods Consultant will work closely with the Nepal-based Freedom Fund team. The Livelihoods Consultant will have a range of responsibilities including the provision of continued support and technical assistance to local partner organizations, including managing the contracting process for our upcoming livelihoods program, overseeing implementation of the program and coordinating among livelihood technical assistance providers and local partner organisations.

The position will be an independent contractor to the Freedom Fund and not an employee of the organisation. As a consultant, the position is not eligible for any employee-related benefits of the Freedom Fund. The consultant is expected to provide their own workspace to successfully carry out the deliverables listed below.

This is a full-time assignment with an immediate start date and until June 2024.

## Responsibilities

Working with the Nepal-based Freedom Fund team, the successful candidate will help manage and implement the Freedom Fund's livelihood program in the Terai region of Nepal. Responsibilities will include, but are not limited to:

- Lead the livelihood program implemented by the Freedom Fund in Nepal.
- Providing advice to the Freedom Fund team to support program implementation in the south-eastern districts, working closely with local partner organisations, livelihoods technical assistance providers, local government officials, and other key stakeholders
- Serving as a subject matter expert on issues pertaining to livelihoods
- Ensuring livelihoods technical assistance providers meet donor compliance requirements.
- Contributing to the Freedom Fund's on-going understanding of the program context and specific trends and issues related to agricultural bonded labour
- Managing relationships, coordinating and overseeing the successful implementation of the technical assistance providers program plan. This may include but isn't limited to identification and mobilization of agricultural bonded labour community members, providing input on agricultural capacity building training, cashflow monitoring, and developing and implementing monitoring and evaluation tracking systems.
- Working closely with the existing Nepal-based Freedom Fund team members to coordinate with local partner organisations, and survivor groups working across Nepal to combat agricultural bonded labour
- Providing logistical support for Freedom Fund representatives and other donors to visiting the program.
- Communicating progress, challenges, and lessons learned related to livelihood program deliverables with members of the Freedom Fund team on a regular basis

## Qualifications and experience

The Freedom Fund seeks a dedicated, self-motivated Program Advisor, capable of working with limited supervision who can quickly establish effective relationships with a wide range of stakeholders. The successful candidate will have deep expertise on livelihoods programming and proven experience in effective program management, including support on-time deliverables.

### Essential

- Master's degree or equivalent in Agricultural Economics/Agriculture, Rural Development, Economics, or related fields preferred.
- 5-7 years of experience in livelihood project management/coordination and community development in Nepal.
- Previous experience working with agricultural bonded labourers is a strong plus.
- Managing and implementing livelihood programs, including: screening and identification of community participants, reviewing of business plans, managing distribution of seed grants, and developing a framework for monitoring and evaluating impact.
- Working with vulnerable populations in a highly sensitive environment
- Working on developing skills training programs and with programs providing seed money transfers
- Advocating with government stakeholders on the rights of vulnerable populations.
- Mitigating assessed risks and monitoring for financial irregularities.
- Monitoring and evaluation of grants and programs, including data collection, data management, and financial monitoring.
- Managing logistics for events and convenings.

### Desirable

- Knowledge and experience working with the bonded labour movement in Nepal, and/or forced labour, human rights, anti-human trafficking or modern slavery initiatives
- Experience working with cooperatives and womens' groups
- Familiarity with agricultural bonded labour in the eastern Terai region
- Experience of child-protection and safeguarding challenges, risk management strategies

## Personal attributes

## Essential

- Excellent written and verbal communications in English and Nepali.
- Verbal communication in Maithili is highly desirable.
- High proficiency with Microsoft Office tools (especially Word and Excel).
- Detail oriented with the ability to manage and track data across multiple sources
- Strong group facilitation skills and community organising skills.
- Strong program management experience
- Strong problem-solving, analytical, and organisational skills.
- Ability to manage multiple deadlines and ensure deliverables stay on track with a timeline
- Ability to take initiative and work independently
- Ability to form good working relationships with survivor groups, local partner organisations, government, INGOs, and other local stakeholders
- A positive attitude and a willingness to support team members to meet short-term needs in a fast-paced environment
- Proven experience working effectively in a cross-cultural team

## Deliverables

- Towards the beginning of the project, a mutually agreed upon workplan should be submitted
- Continued coordination among Freedom Fund Nepal team and other stakeholders, including weekly check-ins with livelihoods technical assistant provider
- Overseeing design and execution of the livelihoods program, including managing payments to TA providers, developing a timeline and taking ownership over successful execution of the program within the given time frame, avoiding delays
- Other written project management deliverables as needed, such as trackers for payments of seed money and monitoring and evaluation frameworks
- Collect, prepare and submit quarterly reports to the Freedom Fund through the concerned line manager.
- A final report which includes a description of the challenges, progress made during the livelihood project period, and recommendations going forward
- Regular site visits to implementing areas and related local partner organisations

## Location

- Strong preference will be given to candidates who reside in Province 2, or Bhiratnagar, Nepal.
- Candidates from other locations will be considered however they must be willing to spend approximately 30% of their time in the program implementation districts of Dhanusha, Siraha and Saptari.

## Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees.

Please send applications by email in PDF format to [dallana@freedomfund.org](mailto:dallana@freedomfund.org) including 'Livelihoods Program Advisor – SE Nepal' in the subject line by end of day (Nepal time) **Tuesday, 27 June 2023**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please.

**No agencies please.**

The Freedom Fund is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds and the LGBT+ community. Applicants must be eligible to work in Nepal. **The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**