

JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Urban Livelihood Coordinator	Manager Name and Title	Urban Programme Manager
Department/Office	XXX Field office	JD Last Reviewed	
EXL Member/PL/RL		Cost Center	
Employee Type	Choose an item.	For P&C Use Only:	
Contract Type	Choose an item.	JEM Code	
Contract Duration	Choose an item.	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type	Choose an item.	Overtime Exemption	Choose an item.
Vacancy Details	Choose an item.	L-IM Scale Eligibility	Choose an item.
Preferred Office Location	District Based	P&C Notes for Role	

JOB PURPOSE *(Limit 750 characters)*

The Urban Livelihood Coordinator will manage Urban Livelihood & ~~Food Security~~ project portfolio in WVIN's Urban Programmes (district based) in compliance with WVIN's sectoral and quality standards, Government's policies and industry norms. The role will be responsible for monitoring the performance of partner NGO, ensuring the quality standards, equipping partner NGO with appropriate technical and functional support, and managing relationships with sectoral key stakeholders including Local Governments. The position is responsible for developing and delivering a comprehensive in-field annual technical support plan for the sector. The role is responsible for drafting and rolling out all necessary technical tools, quality benchmarks and guidance materials to support quality program implementation at the field. This position shall be responsible to ensure DPA principle is followed as a part of project management. This position will be responsible for relationship management for strategic opportunities are collaborations for respective sector and work with Urban Programme Manager for relevant stakeholders relationship management.

MAJOR RESPONSIBILITIES

% of Time	Activity	End Results
30%	<ul style="list-style-type: none"> Manage, monitor and document performance of partner NGO to ensure that the implementation of Livelihood projects / programme are according to plans, budgets and in alignment with quality standards and benchmarks Coordinate and facilitate appropriate technical support for partner NGO to adequate technical quality in the delivery of WVIN's Livelihood projects, meeting minimum standards and targets including reaching the most vulnerable children, families and communities, empower communities, and mainstream crosscutting theme – inclusion, disabilities, environment, gender and protection Prepare and disseminate regular quality reporting to update WVIN's management on the progress of WVIN's Livelihood projects / programme against key performance indicators and strategic objectives Lead in managing WVI Development Programme Approach adhered in given projects / programme to contribute on sustainability and broader impact 	Manage the performance of partner NGO for the implementation of WVIN's Livelihood projects and programme to ensure they are delivered with quality, on scope, on time and on budget as per the project agreements, organizational standards and donors' requirements

	<ul style="list-style-type: none"> • Maintain a good integration of sectors and cross cutting themes in the given sector • Lead in managing new project(s) start up and closure processes • Demonstrate leadership in promoting efficient and innovative ways to manage programme by replicating these in the field • Support Partner NGO and Field Office to respond to disaster preparedness and responses • Lead in preparing WVI regular / periodic reports and upload in the proper systems such as horizon • Ensure the projects/programme targets and budget burn rates are on track and effectively managed by the Partner NGO 	
10%	<ul style="list-style-type: none"> • Lead in managing all the data and information on projects / programme real time progress to ensure that partner NGO provide timely and relevant data for appropriate analysis of programme results, including sharing of results and continuous improvements of programme design and implementation • Lead and coordinate with other sectors and functions to ensure that partner NGO have access to appropriate information, tools and resources to enable compliance of projects with organizational standards and legal requirement in the areas of financial management, supply chain management, people management and project management • Support Partner NGO in providing reliable data and adequate information • Lead in providing disaggregated data on the given sector including registered children 	Effective system in managing data and information to review and analyze for broader impact
10%	<ul style="list-style-type: none"> • Identify and assess risks associated with the implementation of WVIN's projects / programmes by partner NGO communicate risks to management • Lead in coordinating with Field Office Team and other WVIN's departments, lead partner NGO to prioritize risks, develop and implement mitigation measures • Ensure that all business processes and operational activities that are associated with the implementation of WVIN's projects / programme in compliance with WV's and donors' standards and requirements • Identify disaster risks and include these risks in the programme planning and implementation 	Coordinate management of all risks associated with the implementation of WVIN's projects / programme in compliance with WV's and donors' standards and requirements
20%	<ul style="list-style-type: none"> • Orient and provide technical guidance to NGO partner staff on the programming tools and materials to ensure they are utilized correctly and applied during programme implementation; • Develop and deliver training and capacity building for Partner NGO staffs to ensure adequate competencies at field/partner level to deliver all necessary components of the given projects/programme to ensure performance targets achieved; • Provide in-field support to Partner NGO during key events to strengthen programming quality and results; 	Ensure NGO staffs are adequately equipped to deliver/ implement Livelihood projects/programme plans to minimum standards and achieve targets

	<ul style="list-style-type: none"> • Lead in providing appropriate tools and techniques to PNGO in order measure and update on the projects progress • Support the PNGO to maintain a good integration efforts with other sector(s) and cross cutting themes appropriately • Lead in providing adequate support to PNGO and monitor closely in applying WVI Development Programme Approach (DPA) and sustainability aspects in the given sector • Lead in supporting Partner NGO and Field Office team in introducing and implementing all the new initiatives from the GC and WVIN • Demonstrate agility in work performance to role model other team members and Partner NGO team members to adjust and manage changes 	
10%	<ul style="list-style-type: none"> • Work with MEAL specialist and partner NGO to ensure appropriate analysis and programme results, including sharing of results and continuous improvements of programme design, research and implementation • Coordinate with MEALS division (Monitoring Evaluation Accountability Learning & Strategy) to develop and implement effective results measurement system to track the impact of WVIN's Livelihood projects / programme, including helping to draft minimum quality standards for the Programmes; • Provide input during project design and implementation to ensure all projects / programme target the most vulnerable, empower communities and mainstream crosscutting theme – inclusion, disabilities, environment, gender and protection; • Work to ensure WVIN makes best use of results data to make continuous improvements to Livelihood projects / programme; • Document evidence of good practice of the Livelihood sector and make them available to share externally, including with Support Offices and donors. 	<p>Coordinate appropriate analysis and programme results, including sharing of results and continuous improvements of programme design and implementation</p>
20%	<ul style="list-style-type: none"> • Lead external relationships and engagement with government line agencies, other INGO/NGO, research institutions and private sector at local, district and provincial levels in alignment with WVIN's national strategy/plan for engagement in Livelihood sector • Coordinate and support partner NGO to manage relationships with local stakeholders, bodies and networks that are relevant for achieving WVIN's advocacy objectives in the given sector • Represent the organization in different consortiums, clusters and other relevant meetings and groups to share update about WVIN and also to receive information to appropriately utilize in organization's strategic move • Manage all field visits for the government and other key stakeholders including Support Offices and donors to showcase WVIN projects/ programme impact in the field • Seek strategic partnership with externals and key stakeholders to contribute on strategic objectives and goals 	<p>Build external relationships and engagement that are strategic for WVIN's Livelihood projects /programme at the local, district and provincial levels</p>

	<ul style="list-style-type: none"> Lead in coordinating and providing update during the disaster preparedness and responses in the given sector and working areas 	
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KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	3 years field experience in Livelihood programming or the equivalent in the headquarters of a major NGO (Urban Livelihood programming preferred) At least 3 years of project management experience Experience in developing and delivering programming strategy development, including evidence of achieving programming targets				
Required Education, training, license, registration and certification	University degree or equivalent in an Urban Livelihood/Agriculture/ /Food Security or related field Course on Livelihood programming/project models is preferred				
Preferred Knowledge and Qualifications	Knowledge on the latest development thinking on Livelihood programming, including Building Secure Livelihood, Ultra poor graduation, Local value Chain Development, CBDRM, Empowered word view, Savings for Transformation, Team building, collaboration, facilitation and leadership skills Understanding of education programming, including empowerment approaches involving community-led activities and advocacy Good understanding program cycle including project planning, design, monitoring, evaluation Demonstrated networking, partnership and coordination ability Excellent problem-solving skills and detail orientation. Good English writing skills required to report capturing results, evidence, good practice and learning				
Travel and/or Work Environment	60%	Physical Requirements		Language Requirements	Fluency in English and Nepal

KEY WORKING RELATIONSHIPS

Contact <i>(within WV or outside WV)</i>	Reason for Contact	Frequency of Contact
(Outside WV) <ul style="list-style-type: none"> Partner NGO Relevant Government Departments at provincial and local level Regional and local networks and partnerships UN Agencies, INGOs, NGO in the districts and provinces Research institutes and private business/corporate at local and provincial level 	Relation building, collaboration	
(Inside WV) <ul style="list-style-type: none"> Field Office Teams Field Programmes team 	Quality Assurance, Policy influence, Evidence building and scaling up good practices and innovation	

<ul style="list-style-type: none"> ▪ WVIN's Departments – Operations, Programme, MEALS, Support Services (Finance, Supply Chain Management, IT, Admin), Public Engagement, Security, Audit 		

DECISION MAKING

As per WVIN's Level Of Authority

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. [Click here for a quick overview of our Core Competencies.](#)

- Be Safe and Resilient
- Build Relationships
- Learn and Develop
- Partner and Collaborate
- Deliver Results
- Be Accountable
- Improve and Innovate
- Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

- Model Self-Management
- Engage, Influence, Lead and Grow Others
- Run an Effective and Agile Organisation
- Develop the Organisation for the Future

APPROVALS

Manager Name		Manager Approval Date	
P&C Name		P&C Approval Date	