



POSITION DETAILS

Position Title: Provincial Officer (National position)
Location: Dang/Rukum, Nepal with intensive field visits to districts
Department: Program
Report to: Strategic Partnership Manager
Project: USAID Hamro Samman II
Duration: Starting immediately Annual contract with possible extension

BACKGROUND:

The USAID Hamro Samman II project builds on the successes and lessons learned of the Hamro Samman (HS) project. The new 24-month USAID HS II project will collaborate closely with the Government of Nepal (GON), the private sector (PS), and civil society organizations (CSOs) to reduce trafficking in persons (TIP) in Nepal. Together, these partners will address TIP through three objectives: 1) strengthening federal, provincial, and local government (LG) efforts to combat TIP; 2) improving CSO advocacy and engagement to address TIP; and 3) increasing private-sector partnerships to service TIP survivors and at-risk populations. By convening both public and private stakeholders and refining coordination, capabilities, policies, and systems, USAID HS II will contribute significantly to establishing enduring partnerships and increasing prevention, protection, and prosecution of TIP cases in Nepal.

POSITION SUMMARY:

This position is for USAID Hamro Samman II which is the Counter Trafficking in Persons (CTIP) focused project with the support of USAID. USAID Hamro Samman II is being implemented under 5 "P" approach which are prevention, protection, prosecution, policy, and partnership. Provincial Officer's role is important in executing the project within targeted districts and local governments (LGs) of Dang and Rukum. This involves close collaboration with various stakeholders, including USAID Hamro Samman II working LGs, civil society organizations (CSOs), networks focusing on Counter Trafficking in Persons (CTIP) and Adult Entertainment Sector (AES), as well as pertinent government agencies and private sector entities based in Dang and Rukum.

Key responsibilities of this position include advocacy, capacity building, outreach, monitoring, and delivering essential support for prevention, protection, and prosecution in Trafficking in Persons (TIP) cases. The position is to coordinate and collaborate with major stakeholders in Dang and Rukum and provide support. Additionally, the position is responsible for providing support to USAID Hamro Samman II implementing CSO, ensure timely project implementation and liaison to project in the respective districts and LGs. Further the position will also work on facilitating capacity enhancement for CSOs to strengthen their response to TIP effectively and providing firsthand and up-to-date field information to the project leadership.

Reporting to the **Strategic Partnership Manager** and collaborating closely with other members of the Winrock team, the Provincial Officer will offer technical assistance to assigned implementing partners of USAID Hamro Samman II. Acting as the grant focal person for these partners, the position will work for ensuring the timely execution of project activities, submitting both narrative and financial reports, and ensuring compliance with Winrock and USAID regulations and guidelines.

POSITION RESPONSIBILITIES:

Program Design, Implementation, Monitoring, and Reporting:

- Participate in project organized events and provide inputs and feedback.
- Identify emerging trafficking in persons (TIP) related issues and issues of at-risk people at province and LGs level and inform project planning, implementation, monitoring, and evaluation.
- Coordinate with Local Governments, and civil society organizations to facilitate the effective implementation of the Social Information Management System (SIMS), improving TIP-related data collection, sharing, and utilization for improving policy, coordination, and public reporting.
- Ensure the timely and high-quality execution of implementing partner's activities through oversight and technical guidance.
- Offer guidance to implementing partner organizations and support CTIP champions in conducting community-targeted campaigns, outreach events, and sensitization activities.
- Coordinate and support governments in establishing and strengthening CCHTs at provincial, district, and local levels to combat TIP.
- Monitor and oversee the effective implementation of activities by government, CSO, and private sector partners, ensuring adherence to contractual requirements, including strengthening survivor networks, AES Networks, and civic participation in local decision-making by CSO network members.
- Conduct regular monitoring and evaluation of implementing partners' activities, offering technical support and assistance as needed.
- Prepare high-quality, accurate monthly reports/highlights in English, and contribute to quarterly, annual and project completion reports.
- Review partners' quarterly, annual, and project close-out reports and provide input for finalization and approval.
- Maintain organized files and documentation, ensuring data integrity aligned with the project Monitoring, Evaluation, and Learning (MEL) plan and Management Information System (MIS).
- Engage with and support shelter homes, childcare homes, and service centers to input TIP-related data into SIMS in Dang and Rukum district.

Finance and Budget Management:

- Supervise the finance and budget management of implementing partner organizations assigned by the Supervisor.
- Review partners' cost work plans and ensure expenses align with contractual agreements.
- Ensure partners receive timely advances and settlements, maintain up-to-date records and reporting within specified deadlines.
- Ensure implementation partners submit financial reports on time.

- Provide advice to the grant team as needed regarding partner budget reviews, reallocation, and necessary approvals as requested by implementing partners.

Knowledge and Data Management:

- Collaborate with implementing partners to document case stories and success stories.
- Help implementing partner organizations in conjunction with the Monitoring, Evaluation, and Learning (MEL) team for effective data management and timely reporting on the project's Management Information System (MIS).
- Participate in CTIP events organized by various stakeholders and share knowledge and insights with project team members and stakeholders.
- Collaborate with the MEL team to ensure the quality of data reported by implementing partners.
- Contribute to knowledge products, learning documents and relevant documents produced by project.

Donor Relations:

- Actively participate in consultation meetings, workshops, and seminars organized by donors.
- Engage, coordinate, and provide support during donor field visits as requested by project team and donor.

Team Collaboration:

- Ensure the quality and timeliness of partner organization work in Dang and Rukum district in collaboration with the project team.
- Foster collaborative and timely coordination among the program team, MEL team, private sector, finance and grant, and communication office team to achieve project deliverables.
- Collaborate closely with the private sector focal person of the project for timely and effective execution of private sector-related activities in Dang and Rukum district.
- Work closely with the communication team to document project results and create content for monthly highlights.
- Work closely with USAID Hamro Samman II provincial team of Lumbini Province.
- Provide support and information to implement activities under private sector portfolio.

External Liaison and Networking:

- Cultivate robust, collaborative partnerships with federal, provincial, and municipal government institutions, as well as civil society and private sector partners at the district and provincial levels in the designated area.
- Coordinate on behalf of USAID Hamro Samman II with Government of Nepal (GON), civil society, and private sector partners for assessment, research, and study.
- Represent the project in various technical meetings with relevant stakeholders and government agencies.

Others:

- Collaborate with supervisor and carryout the assigned activity and role to implement project effectively and timely for achieving the project results.

POSITION QUALIFICATIONS:

Education: Bachelor's degree in law, policy and governance, human rights, social justice, international development or other relevant field.

Technical: Minimum 3 years' relevant experience in advocacy and policy collaborating with governments, CSOs, and private sector. Must have significant technical knowledge about CTIP and/or foreign migration.

Experience:

- Experience on CTIP issues,
- Experience working with CSOs working in CTIP.
- Experience in technical monitoring, advocacy and outreach related to CTIP.
- Experience on compliance matrix.
- Experience of working with LGs

Position Specific Skills/Knowledge:

- Knowledge of compliance and grant management, research, policy advocacy.
- Technical experience or knowledge of prevailing laws on human trafficking, labor migration and related themes and keep track of the latest amendments and regulations of law.
- Excellent planning and problem-solving skills and USAID project cycle understanding
- Excellent written and oral communication skills in English and Nepali required.
- Good computer skills in Microsoft Word, Excel, other office package.

CORE COMPETENCY:

Professionalism: Technical knowledge of social, economic, and political context governing anti-trafficking and safe migration issues in Nepal and internationally. Proven experience designing and leading complex advocacy initiatives. Proven experience strengthening the organizational and technical capacity of civil society. Proven experience designing and overseeing targeted policy and action-oriented quantitative and qualitative research.

Planning & Organizing: Ability to plan work and manage conflicting priorities.

Communication: Excellent spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style. Fluency in written in English and Nepali.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Analytical skills: Ability to analyze information and solve problems with excellent attention to detail.

Required Travel: Willing to travel 60% at field level and use the office vehicles (car/motorbike) available during the field visit. Use of motorbikes will be encouraged and put in priority.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes, and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity, and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity, and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion, and equity across the entire organization.

All employees should adhere to USAID, and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.

To Apply <https://grnh.se/d931390b2us>

The deadline for application is April 17, 2024, The Applications will be reviewed on a rolling basis.