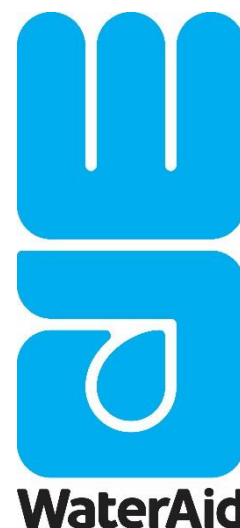


Job Description

Hygiene Response Project
Manager HBCC2



Job Title: Hygiene Project Response Manager HBCC2	Date: May 2022
Grade: F2	Department: Programmes
Reports to (title): Head of Programmes	Location: Kathmandu with 70% field visit
Direct Reports (titles): M&E officer	
Frequent national travel involved.	

Clean water, decent toilets and hygiene are three essentials that help people lead dignified and healthy lives. They should be normal for everyone, but for millions of people they are not. We are determined to make clean water, decent toilets and good hygiene a normal part of everyday life for everyone, everywhere within a generation.

Hygiene Behavior Change Coalition (HBCC) initiative funded by the DFID / Unilever had emerged with the global pandemic Covid-19 situation to strengthen the hygiene response. WaterAid Nepal (WAN) had implemented the hygiene response project that was primarily built on WAN's existing hygiene work supported by water, sanitation and hygiene (WASH) facilities, services and policy interventions. The second phase of this project will continue to support the relevant governments to better respond to new variants of Covid and also for vaccine intake. The primary focus of Country Programme in the current pandemic as a WASH agency is to help respond to Covid-19 and enable critical WASH access for communities. The response will be for a 11-month period.

This position is based in Kathmandu with extensive field visit to the project location (Bardiya district).

Purpose of Role

Provide strategic and managerial contribution to implement HBCC2 Hygiene Response Project. Design, plan and manage the project activities with support from project team mainly mass media hygiene behaviour change campaign, community interventions for hygiene behaviour change including delivery of all service delivery related activities (installation of new and follow up of existing inclusive handwashing facilities) undertaken by WaterAid Nepal's partner organisations.

Responsibilities

- Provide technical support to HoP undertaking all project management responsibilities.
- Support HoP in project design, results framework, detail action plan and budget.
- Coordinate with partners and other stakeholders for the implementation of the response plan.
- Ensure programme quality guidelines and coordinate with WAN programme teams for local WASH project response.

- Ensure coordination with different stakeholders and ensure programme quality and reporting as per donor requirements and PMER.
- Ensure linkage with WASH Cluster, working closely with WAN Programme representatives.
- Develop and make extensive field visits for monitoring and supporting partners and assessing the project progress. Ensure regular supportive feedback is provided through field-based monitoring findings.
- Monitor, supervise and control quality of partners' work, and support HoP to make sure that the project progress is in line with result framework of this project and in compliance with the donor requirements.
- Ensure the timely receipt of quarterly, six monthly and final progress reports along with financial report from partners; and verify those with each other. Ensure quality reporting with database in a prescribed format having analytical information along with some case studies as far as possible.
- Ensure systems are in place in project management to track progress against agreed results and achievements, and documentation of all the reports and database.
- Support in preparing compelling proposals that can be used to attract additional funding for the programme.
- Provide essential information and support partners for skills and identifying human resources, and provide feedback to WaterAid Nepal and organisations to support them and to handle grievances.
- Support partners in technical aspects through preparing / reviewing Disaster Risk Reduction and Climate Change adaption plans.
- Prepare and manage the project budget based on justifiable projections and principles of value for money.
- Cultivate and maintain functional relationships with relevant stakeholders including government and civil society.
- Supervise M&E Officer for overall monitoring and evaluation, reporting, learning documentation functions for this project in line with PMER requirements and donor compliances.
- Perform any project related tasks assigned by HoP.

Other Responsibilities

- Understands and puts into practice the responsibilities under Safeguarding and Child Protection policies and procedures and the Global Code of Conduct (CoC)
- Ensures that Safeguarding, and Child Protection policies and procedures, are fully embedded in project design, during implementation and as principles applied in day-to-day work of Programme team

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Masters in WASH related areas / engineering, or relevant discipline • Minimum 5 years of experience in similar role • IT skills particularly MS Word, Excel and Outlook • Fluency in spoken and written Nepali language. Good proficiency in spoken and written English, with good interpersonal, negotiating and persuasive skills • Multi year track record in advocacy, especially in research documentation and dissemination • Understanding of the WASH sector in Nepal, key stakeholders and critical blockages and opportunities • Confident in working with senior level stakeholders both internally and externally using tact and diplomacy • Excellent skills in writing, producing excellent programme / project reports for wider audience • Commitment to WaterAid's values and a working style that reflects these. 	<ul style="list-style-type: none"> • Experience of developing proposals and reports based on diverse donor needs • Demonstrated skills in analysis, articulation and presentation of finding from the monitoring and assessment studies to improve programme performance • Excellent skill in community consultation, organising group discussions with different and diverse group of people, field observation, interviewing with people and facilitating meetings internally and externally • Ability to work flexibly, to manage varying competing priorities under your own initiative, meet strict deadlines • Experience of managing and supporting staff or volunteers • Experience of working effectively within a culturally diverse and matrix organisation

Apply

Interested and competent applicants are requested to fill up an online application form available on www.p2p.com.np and submit (i) Application letter (ii) Recent Curriculum Vitae no later than 13th May 2022.

Please note: to apply for this role you must be able to demonstrate your eligibility to work in Nepal.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or



exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate preemployment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality.