

Job/Contract Description

Head of Programmes - Nepal

Location:	Lalitpur, with frequent travel to regions within Nepal
Salary:	As per the rules and regulation of Renewable World.
Contract:	24 months initial fixed term contract with possibility of extension based on performance
Responsible to:	Country Director Nepal
Responsible for:	Project Management and Coordination team

Overall Purpose:

The Head of Programmes will be a member of Renewable World Nepal's Senior Management Team (SMT). The purpose of the role will be to lead the project management teams in the delivery of a range of effective and innovative renewable energy centred projects across Nepal, contributing to the achievement of Renewable World's overall vision, mission, and goal. The Head of Programmes will be accountable to the Country Director for the delivery of quality projects that adhere to design and budget.

Key elements of this role will be managing the programme portfolio (including donor reporting and compliance), overseeing the management of all monitoring and evaluation systems; designing new project concepts; technical support and capacity building. The Head of Programmes will manage a multidisciplinary team of development professionals and coordinate strategic relationships with the Nepali Government and ministries, development stakeholders, local communities and programme implementing partners. This position requires at least seven years' experience in the development sector, including three years working at a senior level, and a Master's degree in a relevant field, *or* 10 years' experience and a Bachelor's degree.

The post-holder must possess sensitivity to caste, gender and economic class and will, at all times, adhere to Renewable World's Safeguarding Policy and enhanced Code of Conduct. Strong communications skills and an ability to work with a wide range of stakeholders including government at all levels, donors and rural communities on the ground are essential. Strong skills in written work, reporting and national level coordination will be required, with a commitment to undertake frequent field travel across Nepal.

Detailed Purpose:

Responsible for:

- The delivery of Renewable World Nepal's programmes, including a portfolio of renewable energy, livelihood, and WASH projects
- Management of the project delivery, monitoring and evaluation team, located at national and regional level
- Cross project learning within and between Renewable World's Nepal's projects, reporting consolidated programme results and feeding into organisational impact reporting and learning at a global level
- Development and maintenance of a network of relationships at national level with a wide range of relevant stakeholders
- Leading the Project Approval process at national level, and oversee the project management team in adhering to local through to national level compliance processes
- The delivery of high-quality programme approaches and systems and leading the project management team to deliver effective and sustainable interventions, catalysed through renewable energy.

As a member of the Nepal Senior Management Team (SMT), alongside the Country Director, Regional Finance and Administration Manager and the Global Technical Manager, support in:

- Development of new Nepal programme concepts, and play a lead role in writing of concepts and proposals
- Delivery of the organisation's partnership strategy, including working with the Regional Finance and Administration Manager to oversee partner compliance
- Programmatic procurement, including vendor/ consultant selection, including leading on the development of programmatic TORs, excluding renewable energy technology purchases, which are to be overseen by the Global Technical Manager

Main duties

Programme and project implementation

- Oversee the operational management of the programming portfolio so that the contractual obligations are met, contractual risk is minimised, policies and procedures in place are adhered to, and good practice is institutionalised
- Lead the project management team through the quality cycle management, including baseline research and planning; delivery; monitoring; timely and accurate financial and narrative donor reporting; evaluation and auditing; and dissemination of lessons learned
- Provide support to the project management team to develop and implement projects against Detailed Implementation Plans and Guidelines
- Provide technical backstopping to the project management team in at least one of the following fields: renewable energy, livelihoods and/ or WASH
- In collaboration with the Country Director and the Global Technical Manager, develop and support the team to deliver Renewable World Nepal's advocacy strategy

Fundraising

- Generate innovative and evidence-based renewable energy centred programming ideas in collaboration with the project delivery and technical teams
- Alongside the Country Director, lead in proposal development, focusing on institutional donors, including developing the narrative, and working with the MEAL and finance team to develop the budget and supporting documents, such as the logframe
- Support fundraising activities being delivered by Renewable World's UK fundraising team, through contributing programmatic material for proposals as requested

Partnership management

- In collaboration with the SMT, deliver Renewable World Nepal's partnership strategy, with a strong focus on strategic and implementing partners
- Directly engage with central government authorities and support the project management team to engage at local level, on issues such as project design, delivery, scale-up, and replication
- Lead the programme delivery team to ensure central and local government programme and project buy-in and approval, achieving government budgetary support, aligning the programmes and projects with government priorities, goals, targets and indicators, as well as ongoing initiatives
- Pro-actively engage with development partners and donors to represent Renewable World's programming, and mobilise project resources / funding through strategic partnerships and consortium applications
- Research, initiate and maintain relationships with strategic partners, including the private sector and research institutions
- Raise visibility and credibility of Renewable World Nepal, presenting programmes to donors, partners, government, peers, experts and other key stakeholders at all levels in country
- Represent Renewable World Nepal at a range of networking platforms.

Programme Monitoring, Reporting and Scale Up

- Provide oversight to Renewable World's monitoring, evaluation, accountability and learning (MEAL) team during the development and delivery of project MEAL frameworks and associated tools
- Support Renewable World's MEAL team and partner staff to monitor and evaluate outcomes achieved through each project, and consolidate learning at programming level

- Oversee the project team in conducting need assessments, feasibility studies, impact assessments and ensure learning is applied when developing new renewable energy centred project proposals.

Cross-cutting duties

- As a member of the SMT, contribute to the management, motivation, facilitation and support of the personal development and performance of all Renewable World staff, including through coaching, individual and team training, exchanging of experiences, and facilitating participation in appropriate learning and development opportunities
- Oversee the delivery of all project activities in line with Renewable World's Community Centred Model, Sustainability Toolkit and associated toolsets
- Oversee the project delivery team in ensuring all Renewable World's projects are gender and socially inclusive
- Oversee the project delivery team in ensuring all Renewable World's projects actively implement Renewable World's Accountability Mechanism at national, and local level
- Adhere to Renewable World's Code of Conduct, Enhanced Code of Conduct and follow Renewable World's Safeguarding Policy at all times
- Represent Renewable World, our values, vision, and mission at all times in a professional, honest, transparent and positive way to help build Renewable World's image and brand nationally as an organisation committed to poverty alleviation and collaboration in Nepal
- From time to time undertake other reasonable tasks and responsibilities as requested by your direct line Manager, including inputting to global level programming work where input from the Nepal team is requested
- Attend regular supervision and take active initiation in personal professional development.

Qualification, Experience and Attributes

- Minimum seven years' prior experience working within the development sector, including three years at a senior level, ideally within an INGO or national Nepal NGO, and a Master's degree in relevant field. Alternatively, 10 years' prior experience, including three years at a senior level, and a Bachelor's degree in a relevant field
- Experience in managing a portfolio of concurrent, complex projects
- Current and relevant experience with demonstrated success in negotiating government agreements, renewal of registration status and ensuring compliance with Nepali legislation, policy and expectations of Social Welfare Council and related Nepali Government ministries.
- Successful track record in developing and securing funding for projects, including three years' experience in producing high quality proposals to institutional donors, trusts and/ or foundations
- Experience in undertaking procurement, from TOR development through to vendor evaluation and selection
- Managed a team of at least three direct reports
- Fluency in Nepali and English
- Ability to work independently, including strong time management and self-motivation skills
- Ability to represent Renewable World in a range of technical and non-technical forums powerfully and persuasively
- Good understanding of the drivers of donors and partners and the ability to reflect this in communications
- Proven experience in conducting relationship building and stakeholder negotiation in a Nepali context.
- Willingness to travel frequently within Nepal.

Desirable

- A strong background in one or more of Renewable World Nepal's current key programme areas (renewable energy, WASH, livelihoods) will be favourably considered
- Experience in achieving advocacy outcomes.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. However, it is inevitable that responsibilities and tasks may be varied and unpredictable. It is expected of the staff to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Should an additional responsibility or task become a regular part of an employee's job, the job description will be amended in consultation with the employee.

Please visit our website for full JD. <https://renewable-world.org/about-us/our-team/work-with-us/>

Applying for the post:

Please send your CV and a covering letter (1 to 2 pages only) to jobs@renewable-world.org.

Closing date for applications: 16 Sep 2020
Interview date: 1, 2 and 5 Oct 2020

Interested candidates (women and disadvantaged groups are highly encouraged to apply) meeting above criteria are requested to send complete CV with the name of two references and contact number. Only short-listed candidates will be called for further selection process. The employer reserves all the rights to accept or reject any or all the applications without any reasons thereof. Undue influence will result in automatic rejection of application.

