

Position: Program Coordinator

Environment and Rural Development Center (ENRUDEC) have made a partnership with Helen Keller International to implement USAID Integrated Nutrition Activity in Banke District. USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. The activity will tackle the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children.

Position Overview

Under the direct supervision of the Executive Director and with close technical guidance from the USAID Integrated Nutrition Province Office. Program Coordinator will be the focal point for USAID Integrated Nutrition in the district and plays a crucial role in the design, development, and implementation of the USAID Integrated Nutrition program in the municipalities of the district(s). The PNGO team will also be supported by the provincial technical team for specific Intermediate Results related activities. The position holder leads the district team to deliver effective, inclusive, accountable, and sustainable nutrition programming, encompassing health, agriculture, WASH (Water, Sanitation, and Hygiene), and governance. Key responsibilities include managing overall operations, field program activities, and the supervising program team, ensuring that these are completed to a high standard. The Program Coordinator will consistently collaborate with government and non-government stakeholders, development partners, and private sector actors in the district for synergy in implementation and outcomes at the local government level. Additionally, the coordinator will ensure that Gender and Inclusive Development (GID) principles are integrated into the delivery of the USAID Integrated Nutrition program. The Program Coordinator will guide and manage the district team based in office and municipalities.

Specific Responsibilities

Planning, Implementation, and Capacity Building

- Facilitate co-creation workshops at the district & municipal levels to formulate a detailed implementation plan for USAID Integrated Nutrition, aligning with the nutritional needs and problems of province and municipality under the framework of the Multisector Nutrition Plan.
- Ensure and provide strategic guidance to the district team to engage and facilitate the Annual Work Plan and Budget process of local levels.
- Develop monthly plans and budgets in consultation with USAID Integrated Nutrition team and facilitate the implementation of the monthly plan.
- Engage with USAID Integrated Nutrition technical team and government stakeholders for program designing, planning and implementation across the districts.
- Coordinate and provide technical support to GoN service delivery points, advocate to leverage nutrition resources for vulnerable groups and communities, and support evidence-based planning and implementation

- Provide guidance to Municipal Nutrition Officers and Integrated Nutrition Facilitators to identify vulnerable households and link them to social protection programs and agriculture services, facilitate nutrition resilience packages and support FCHVs to provide key nutrition services.
- Coordinate with municipal teams, MSNP III staff, social mobilizers, and agriculture extension workers to strengthen existing systems to deliver nutrition-sensitive and nutrition-specific interventions effectively.
- Ensure tailored technical assistance to generate and utilize evidence for effective planning, implementation, and monitoring.
- Coordinate and provide technical support to Nutrition and Food Security Steering Committee, Health Facility Operations and Management Committee, School Management Committee and other municipal and community level entities.

Monitoring, and Reporting

- Support in baseline, end-line, mid-term, and final evaluation processes of USAID Integrated Nutrition.
- Conduct regular field visits with appropriate tools and checklists to ensure municipal and nutrition facilitators are effectively mobilized and to ensure the quality of work.
- Ensure support to the local government on quarterly review based on the data generated from the systems.
- Undertake quarterly pause and reflect sessions with project staff identifying project strengths and weaknesses and develop action plans to address issues to improve their capacity in cost efficiency, accountability, and organizational performance.
- Facilitate communication and information sharing within the district/municipalities and liaise with the province team of the USAID Integrated Nutrition.
- Ensure timely reporting of accomplishments on a regular basis through DHIS2 and other reporting systems.
- Prepare monthly, quarterly, semi-annual and annual reports and submit them to the USAID Integrated Nutrition Province Lead.
- Prepare case study and success studies on a regular basis and submit to province office.

Coordination, Representation, and Networking

- Coordinate with MSNP team at district and local levels to achieve the priorities of Multi-Sectoral Nutrition Plan III.
- Facilitate the overall coordination with the local government within the districts for smooth implementation of the USAID Integrated Nutrition.
- Engage with the municipal level mechanism and stakeholders and advocate for sustained financial resources for health and nutrition programming.
- Establish functional relationships and two-way communication with USAID Integrated Nutrition and the concerned stakeholders at the municipal level.

- Participate in different district and municipal level meetings/forums, coordination committee and others mechanism for mutual learning and convene partners for sharing insights and lessons learned.
- Coordinate with the province office team to ensure timely technical and program operation support, and to effectively mobilize the team for smooth implementation of the program.

Required Qualifications/Competencies

- **Education:** Bachelor's degree in health and nutrition or other developmental studies. Master's degree will be preferred.
- **Experience:** Minimum of 5 years of experience in governmental, non-governmental or private sector with at least 2 years of experience must include managing diverse teams to successfully implement nutrition specific and sensitive programs.
- **Demonstrated track record of:**
 - Managing programs with grants and budget management across diverse geographies and partners.
 - Coordinating with multiple stakeholders and partners including government stakeholders at the local and district levels.
- **Skills:**
 - Ability to solve problems thoughtfully, inspire trust and confidence, and be open to different viewpoints.
 - Capable of making decisions in dynamic environments with foresight on future needs. Willing to iterate strategies and course correction as needed.
 - Capable of building, managing, and coordinating teams.
 - Able to delegate responsibilities effectively and mentor staff.
 - Ability to work with a diverse range of stakeholders, including implementers, government officials, and development partners.
 - Proficiency in English and Nepali both in written and spoken. Proficiency in major local languages of the province is strongly preferred.
 - Must have computer skill with updated on latest version on Microsoft Word, Excel and PowerPoint
 - Priority to two-wheeler driving license and willingness to travel to remote project areas.

The Program Coordinator should demonstrate respect for all individuals regardless of religion, ethnicity, caste, class, or gender, with a high comfort level working in a diverse environment and a demonstrated commitment to high professional ethical standards and comply the ENRUDEC, Helen Keller and USAID rule and regulations.

Local candidates will be given priority.