

## Job Description

New	Access to Justice Advisor, Community Justice Project
Contract Type	Fixed term
Contract Duration	3/4 years (Subject to call document)
Hours Per Week	40
Vacancy Type	Local Recruitment
Vacancy Details	Development (Field or Office)
Preferred Office Location	Nepal Based, JuRI Nepal Office
History of Position	New

### 1.1. JOB PURPOSE

In reference to the upcoming Business Forecast for USAID Community Justice focusing on improving the quality of justice sector service delivery for women, youth, and marginalized groups in targeted Madhesh Pradesh communities, JuRI-Nepal seeks an Access to Justice Advisor to be responsible for technical guidance during project interventions. The call expects the program to strengthen local institutional capacity and justice sector coordination to improve access to justice, justice delivery and oversight, with a focus on women, youth and marginalized groups.

The Access to Justice Advisor will work closely with Chief of Party (COP), and Deputy Chief of Party (DCOP) by providing technical support with focus on Justice/Law, advisory, advocacy and capacity development oversight, and monitoring of strategies for enhancing project governance.

As per the business forecast for USAID Community Justice the estimated project fund is USD 4 million - 9.99 million

**Please note that this position is contingent upon funding and donor approval.**

**MAJOR  
RESPONSIBILITIES**

% of Time	Activity	End Results
30%	<p><b>Advisory, Advocacy and Capacity Development</b></p> <ul style="list-style-type: none"> <li>• Provide strategic insights and engagement to have high level collaborative initiatives with government and justice sector actors.</li> <li>• Lead the formation of the advocacy strategy and bring it in implementation for wider and sustainable project impact.</li> <li>• Lead national level advocacy initiatives and provide necessary support to COP/DCOP on community justice.</li> <li>• Strengthen institutional capacity, and advocacy at local, provincial and national levels</li> <li>• Ensure and support COP/DCOP intersectoral and theme integration among different result outcomes of projects for quality project delivery.</li> <li>• Contribute and provide support in strengthening technical knowledge capacity of partners and other institutions in the area of justice sector coordination and improving access to justice and justice delivery at local level.</li> <li>• Develop and assess capacity needs, develop a capacity building plan of partners and ensure its' smooth implementation.</li> <li>• Provide technical input to decisions regarding strategic interventions in the justice sector (formal and local) based on research findings which will be carried out during the project.</li> <li>• Provide technical advice, leadership, and participate in various justice sector design and evaluation activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthened capacity of Institutions working in justice sectors and partners</li> <li>• Better management systems in place for quality project implementation</li> <li>• Timely communications of any cases to the concerned</li> <li>• Project integration within different thematic components</li> </ul>

30%	<b>Operational and Programmatic Planning and Implementation</b> <ul style="list-style-type: none"> <li>Support COP and DCOP in formulating access to justice, governance and inclusion framework for the project taking consideration the operational and political complexities.</li> <li>Support and contribute to proper design and planning of the project.</li> <li>Lead and support COP and DCOP in smooth operations and quality project implementation.</li> <li>Ensure project implementation guidance is in hand for field implementation.</li> <li>Ensure project monitoring, evaluation and accountability compliances are set up.</li> </ul>	<ul style="list-style-type: none"> <li>Project is implemented successfully and within established timelines</li> <li>Better management systems, M&amp;E system in place for quality project implementation</li> <li>Quality &amp; timely reporting</li> </ul>
20%	<b>Internal and External Engagement</b> <ul style="list-style-type: none"> <li>Ensure coordination among the project team and thematic outcomes.</li> <li>Build linkage between designing, reporting and implementing teams for integrated initiatives in ongoing project evaluation.</li> <li>Build strong linkages and strategic partnerships with high level government and judicial officials and institutions.</li> <li>Contribute to generating strong institutional reputation and positive recognition among stakeholders.</li> <li>Engage government, judicial officials/partners, CSOs, media and influencers in project interventions and joint monitoring initiatives.</li> <li>Create a platform such as a community of practice (CoP) for engaging internal and external stakeholders to showcase project outcomes and facilitate learning sessions.</li> </ul>	<ul style="list-style-type: none"> <li>Team Collaboration</li> <li>Integrated Approach</li> <li>Positive relationships created with USAID, Ministry and another UN agency, peer INGOs, Local NGOs, and other stakeholders.</li> <li>Community of Practice (CoP) in place.</li> </ul>
20%	<b>Ensure Systems are in Place to Promote Audit Compliance and Good Stewardship</b> <ul style="list-style-type: none"> <li>Ensure that the project has fully ensured all the audit compliances including project compliances as set forth by USAID.</li> <li>Promote culture of good stewardship among the team members and support team leaders for this.</li> <li>Ensure timely auditing processes and all the recommendations are well responded to and implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Efficient and wise utilization of project budget towards value for money.</li> <li>Compliance policy and procedures system is in place</li> </ul>

#### KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

##### Required Professional Experience

- 7 years of experience in the field of access to justice in Nepal for large-scale donor funded projects
- Experience in legal analysis
- Strong understanding of legal framework
- Familiarity with USAID programs, their history and their development; mastery of USAID regulations governing such programs.
- Fluency in English is required.

Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> <li>• Master's degree in Law, Human Rights, Gender Justice and International Development or related field</li> <li>• Minimum of 7 years professional experience in a senior management of complex/ projects in Justice/ Law sector</li> <li>• Experience in design, implementation and monitoring US Government grants will be added advantage</li> </ul>				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Contextual awareness of Nepal's community justice and development sector, particularly around access to justice and its challenges.</li> <li>• Knowledge of the USAID (or similar) gender equality, disability and social inclusion (GEDSI) framework and its application in community justice is an advantage.</li> <li>• Facilitation skills</li> <li>• Good communication skills</li> <li>• Advocate License or Human Rights experience</li> </ul>				
Travel and/or Work Environment Requirement	<i>Work environment:</i> Office-based with some travel	Physical Requirements	<i>Travel:</i> The position requires ability and willingness to travel domestically up to <b>25 %</b> of the time.  <i>On call:</i> as required	Language Requirements	<ul style="list-style-type: none"> <li>• English.</li> <li>• Other local languages are preferable.</li> </ul>

#### KEY WORKING RELATIONSHIPS

Contact (within JuRI Nepal or outside JuRI Nepal)	Reason for Contact
Chief of Party (COP)	Consultation and Reporting
Deputy Child of Party DCOP)	Coordination and Reporting
Executive Director (JuRI Nepal)	Consultation
World Vision's Technical Head for Protection	Technical review and reflection on thematic component of the project.
MEAL Coordinator of JuRI Nepal and MEAL Manager of WVI Nepal	Discussions on grants management and M&E requirement

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

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 organization      ☒ Develop the Organization for the Future

## APPROVALS

Name: Gopi Parajuli

Approval Date: 16/07/2023

Clear Form