

Job Description

Job Title	Chief of Party (COP)
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

The purpose of the Chief of Party (COP) position is to manage structure, coordinate and lead the anticipated USAID funded Community Justice Project in Nepal focusing on improving equality of justice sector service delivery for women, youth, and marginalized groups in targeted Madhesh Pradesh communities. The project expects to strengthen local institutional capacity and Justice sector, coordinate to improve access to Justice, Justice delivery and oversight for women, youth and marginalised groups. The COP is required to collaborate with the Supreme Court, Ministry of Law, Justice, and Parliamentary Affairs; Office of Attorney General, Nepal Bar Association, Nepal Police, Provincial Government and Civil Society Organizations/stakeholders and other crucial and potential partners to provide strategic direction and high-level support for effective capacity building promoting access to justice at the local level and sustainability of the project interventions. The COP will oversee a team of experts and support staff, prepare reports and annual operating plans, align project initiatives with in-country priorities and ensure the program is compliant with USAID, JuRI Nepal and World Vision regulations.

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

MAJOR RESPONSIBILITIES

% of Time	Activity	End Results
30%	Project and Budget Management: <ul style="list-style-type: none">Manage proactive and responsive relationship with USAID in close collaboration with JuRI Nepal, World Vision and the project partners.	<ul style="list-style-type: none">Program is implemented successfully and within established timelines

	<ul style="list-style-type: none"> • Direct and oversee grant implementation, ensuring that all strategic objectives are met through proper design, staffing, implementation, and quality assurance. • Establish a comprehensive understanding about major policy, strategy and program landscape of Community Justice in the Country; identify, develop and undertake viable strategies for successful institutionalization and sustainability of Community Justice. • Develop strategic plans, annual and quarterly work plans, and overall management of the program in line with USAID guidelines to achieve project objectives. • Ensure the development of strong M&E mechanisms, program monitoring tools and efficient systems to ensure high quality implementation. • Ensure the application of robust evidence and learning system to inform the implementation of the project. • Consistently look for more effective and efficient implementation methods and opportunities to increase impact in children with disabilities and marginalized groups. 	<ul style="list-style-type: none"> • Efficient and wise utilization of project budget towards value for money. • Better management systems in place for quality project implementation.
30%	<p>Collaboration with Associations and Organizations and Capacity Building:</p> <ul style="list-style-type: none"> • Play an influencing role through forging strong partnership with major actors in the country for enhanced outcomes of the project • Provide advisory assistance to major implementing actors • Represent JuRI Nepal, World Vision and partners, maintain positive relationships with USAID, national, province and local government and judicial agencies, and the country office team; • Liaise with local government officials, especially education officials, local communities, donor representatives and other stakeholders as appropriate. • Liaise with Ministry of Law, Justice and Parliamentary Affairs, Supreme Court, Nepal Bar Association, Attorney General Office, Provincial Law ministry, Chief Attorney Office, district and local government officials, local communities, donor representatives and other stakeholders as appropriate. • Establish clear and frequent communication process regarding program progress and oversight World Vision International Nepal. 	<ul style="list-style-type: none"> • Influence decision and policy makers to inculcate the project results. • Well-grounded collaborations with relevant actors to get their inputs for quality grant performance. • Positive relationships created with USAID and MoE • Strong working link throughout government and community structures

20%	<p>Grant Compliance:</p> <ul style="list-style-type: none"> • The CoP will work closely with the awards manager to ensure that the project is implemented according to USAID polices and principles and that there are no disallowable expenses. • S/he will report any variance (budget or programmatic) on time to USAID after internal consultation • Establish and maintain effective project reporting, evaluation, and communication systems. • Submit timely, accurate and professional reports that meet donor requirements. • Manage grant/project budget within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts, and burn rate analyses to donors and Support Office staff. 	<ul style="list-style-type: none"> • Fully agreeable performance to USAID polices/procedures & requirements • Timely communications of any cases to the concerned • Quality & timely reporting
10%	<p>People Management:</p> <ul style="list-style-type: none"> • Supervise a team of national staff with Community Justice technical skills. • Lead grant operations staff including finance, M&E, and communications. • Provide the necessary support to ensure that all technical and project personnel function within approved budgets and in accordance with USAID and JuRI Nepal's regulations, policies, procedures, and guidelines. Promote staff integration and a good work environment. • Escalate grant management issues early and openly in accordance with WV's communication/escalation policy; resolve grant management issues quickly and fully. 	<ul style="list-style-type: none"> • Effectiveness of learning and sharing among the large teams for better performance accordingly. • Ensured accountability, efficiency and effectiveness.

10%	<p>Communication and Capacity Building:</p> <ul style="list-style-type: none"> • Work closely with Communication and Strategy teams to develop and implement effective marketing and communication (both internal and external) that ensure knowledge capture and learning across the organisation. • Serve as focal point for USAID Community Justice project and actively participate in the required meetings/forums and others. 	<ul style="list-style-type: none"> • Immediate outputs will include regular Newsletters, news releases, case studies, and website content. • USAID project is well represented in any relevant events.
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KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> • Master's degree in Law, social science, project management or related field. • Familiarity with USAID programs, their history and their development; mastery of USAID regulations governing such programs. • Demonstrated outstanding leadership, effective organizational development, partnership building, managerial, team building, and communications skills. • Proven ability to coordinate with other key stakeholders such as governmental and non-governmental organizations in Nepal. • Strong presentation and report writing skills. • Experience of leading large and diverse teams. • Experience in leading and managing large grants in a complex environment. • Experience as a CoP, “key personnel”, or senior expert advisor required. • Experience in managing sub grants and contracts under grants for complex projects. • Fluency in English.
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> • More than 10+ years of extensive international development experience managing large grant-funded projects in developing countries, • At least 7 years managing large -access to justice related project. • 3 + years in senior leadership roles • 2-3-year experience in international development specially US Government grants
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> • Sound knowledge and experience of effective and proven experiences of managing a large team. • Sound knowledge of strategies and techniques to manage the effective implementation of USAID funded large grants. • Excellent relationship building skills including ability to engage and influence across all levels with key decision makers / executives of a variety of key external organizations. • Excellent communication and interpersonal skills and demonstrated ability to lead and work effectively in team. • Experience successfully building local capacity and local systems strengthening through programming.

Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> • <i>Work environment:</i> Office-based with some travel 	Physical Requirements	<ul style="list-style-type: none"> • <i>Travel:</i> The position requires ability and willingness to travel national and project location up to 20 % of the time. 	Language Requirements	<ul style="list-style-type: none"> • English • Nepali
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KEY WORKING RELATIONSHIPS

Contact (within JuRI Nepal or outside JuRI Nepal)	Reason for Contact
Executive Director and Deputy Executive Director of JuRI Nepal	Consultation
MEAL Coordinator of JuRI Nepal and MEAL Manager of World Vision	Discussions on grants management and M&E requirement
Finance Manager and Finance Coordinator	Discussions on finance management progress on grants
Program Development and Quality Director of WVI Nepal	Grant reporting and compliance
World Vision's Technical Head for Protection	Technical review and reflection on thematic component of the project.
World Vision US	Guidance and progress update on grants management and compliances
Field Team/ Local Partners	Discussions on grants management

APPROVALS

Name: Gopi Parajuli

Approval Date: 16/07/2023