



<b>Functional Title</b>	:	<b>Partnership and Accountability Manager</b>
<b>Responsibility Level / Grade</b>	:	<b>Manager / Grade G</b>
<b>Department/Project/PN</b>	:	<b>Program Support</b>
<b>Work station</b>	:	<b>Central Office, Kathmandu</b>
<b>Incumbent's Name</b>	:	<b>Vacant</b>
<b>Supervisor/Principal Evaluator</b>	:	<b>To be Confirmed</b>
<b>Co- evaluator</b>	:	<b>To be confirmed</b>

### **JOB SUMMARY**

The Partnership and Accountability Manager (PAM) is the Country Office's key strategic position to ensure Donors, Government and CARE's compliances on sub-grant management. The PAM is a critical management support function in ensuring high sub grants management standards and enabling program teams to meet sub grants objectives in accordance to CARE and donor compliance requirements. This position also advices senior management on compliance issues relating to partnership and sub grants.

The PAM provides strategic support to develop purposeful relationships with partner organizations, local government, CI members, Award Management Solution of CARE USA and different programs & program support departments of the CO for effective and efficient management of sub-grants at CO level. This position is also responsible in developing and guiding implementation of CARE's strategic priorities in partnership and provides guidance/ support to all partner NGOs. PAM will oversee the periodic review and updating of CARE's strategies for long-term programming approach, developing a learning culture in CARE with regard to partnership and providing training on partnership and accountability to the staff of CARE and other partner organizations.

This position is overall responsible for consolidating and coordinating sub grants data of the country office program. This position links the sub-grant management function with overall grants and contracts requirements, rules and regulations and coordinates for budget alignment with the donor budgets.

PAM will provide strategic support on policy management, procedural and compliance reviews from a sub grants perspective. PAM will participate in project design process as necessary and contributes through sharing information/ideas and develops partner capacity statement as per donor's requirement. S/he will also have an important role in the startup and close-out of CARE's projects relating to sub grants.

The PAM works as a focal point of CO for the due diligence and capacity building of partners. This position will provide support in reviewing and updating of CARE's partnership strategies in line with the program approach as per CARE Nepal's Business Plan, contribute towards further development of a learning culture in CARE with regard to partnership and accountability. The PAM will also establish relations with other relevant agencies and like-minded NGOs.

This position is responsible to ensure that program quality and accountability interventions at every level; community, district and Kathmandu are streamlined. S/he will also ansure that Complaints Handling Mechanism is fully functioning in all levels of program implementation cycle. S/he will



ensure accountability towards beneficiaries; local government and partners are in line with donor compliance.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

Major duties/responsibilities of the position have been detailed out as below:

**Major Responsibilities and Tasks:**

**R1. Partnership Management**

- Provide leadership in partner NGO selection in line with CARE's Partnership policy.
- Provide strategic support to develop purposeful relationships with government at central, provincial and local level as required
- Develop implementation guidelines of CARE's strategic priorities in partnership and provides guidance/ support to all partner NGOs.
- In collaboration with the program team, conduct periodic review and update CARE's strategies for long-term programming approach, developing a learning culture in CARE with regard to partnership.
- Take lead for capacity building initiatives for partner NGOs based on due diligence findings and enhance partner knowledge on compliance through refreshers, coaching and orientation.

**R2. Sub Grants Management**

- Lead & Coordinate sub-grant Risk Assessment and Risk Level Ratings for PNGOs through "Due Diligence" and identify areas of weakness or other potential short-comings.
- Organize training for both CARE and partner staff on CARE's sub agreement management policies.
- Ensure that PNGOs comply with effective internal controls to identify corruption, fraud, and theft.
- Lead to develop sub agreement in line with sub agreement management policy and donor's compliances and ensure all donor provisions are included or clearly referenced, as appropriate, in CARE's sub grants.
- Ensure, in coordination with program and finance staff that agreements are clear in terms of programmatic and financial reporting as well as disbursements etc.
- Ensure that all necessary documentation, justification and Decision Making Committee (DMC) approvals etc. are in place, reviewed, updated as appropriate, and retained in file. Review and recommend for approval of sub grant amendments.
- Coordinate/organize meeting/workshop on project start up and close out process.
- Organize orientation workshop on sub agreement management policy and partnership principles, strategies both for CARE & PNGOs.
- Ensure accurate and adequate completion of close-out checklists.
- Visit partner NGO office and field to review, monitor and support close out process of sub-grants.
- Provide support during Single Audit, ADS 591 and EC audits as relevant.



### **R3. Strengthening Accountability**

- Ensure compliance with CARE's Humanitarian Accountability Framework at all levels
- Ensure CO's Complaint Handling Mechanism is fully functional at all levels
- Ensure that the complaints and feedback received are properly registered, investigated and responded in a timely and appropriate manner.
- Recommend to SMT on revising the existing policies and procedures based on the complaint and feedback received.
- Ensure the Core Humanitarian Standards, CARE Nepal's Accountability Position Paper and other minimum standards/commitments are implemented across all programs and functions of the CO.
- Ensure reasonable accountability measures exist at Partner/Sub Grants level
- Represent as a member of the Standing Committee of CARE Nepal CO for addressing critical / sensitive complaints received through various mechanisms.

### **R4. Coordination and Collaboration**

- Coordinate with Award Management Solution of CARE USA and CI members for effective and efficient management of sub-grants at CO level.
- Liaise with all Thematic Coordinators and Team Leaders on various aspects of partnerships, accountability and sub grants management.
- Collaborate closely with all programs & program support departments of the CO  
Attend and represent in various consortium meetings in terms of partnerships, accountability and sub grants management

### **R5. Staff Supervision**

- Supervise and guide the Partnership Specialist, Accountability Specialist and Sub Grants Management Specialist for an efficient and effective Sub Grants Management Function in the CO.
- Facilitate Annual Performance Agreement and Assessment of direct reports
- Support staff development and capacity building
- Keep them abreast on current situation and reorient them on new guidelines whenever changes occur
- Develop accurate and detailed job descriptions which reflect specific job responsibilities.
- Motivate, train, coach, supervise and mentor staff from time to time to boost their confidence

### **R6. Upholding CARE's Core values and ensuring its principles**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviours
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.



**Authority:**

As defined in the ASF

**Working conditions:**

Based in Kathmandu with estimated 50% travel to project implementing districts.

**Preferred Qualifications:**

Master's degree in any relevant field

**Preferred Experience:**

At least 5 years of relevant experience in partnership, accountability, sub grants management with a sound knowledge on donor regulations especially related to sub grants, including USAID, DFID and various other bilateral aid agencies. Working experience with various government agencies, bilateral donors, private foundations and contractors desired.

**Skills and knowledge:**

- Required knowledge on various donor regulations, accountability mechanisms
- Knowledge on working with NGOs
- Report writing
- Communication skills including strong verbal and written language skills both in English and Nepali.
- Interpersonal and facilitation skills.
- Strong coordination, networking and advocacy skills.
- Computer skills, including knowledge of relevant software e.g. Microsoft office and others

**Competencies:**

- Analytical thinking – Able to analyse and draw conclusion
- Innovation – Deals with situations and issues proactively and persistently.
- Team work and People Management – Able to work effectively with other people within a work group
- Communicating and sharing ideas and information - Able to present findings/recommendation and express opinions confidently.
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives.
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others
- Developing others – Able to foster the development of others by providing a supportive learning environment
- Leadership – Able to assume a leadership role in helping others to achieve excellent results



Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_