



<b>Functional Title:</b>	<b>Partnership &amp; Capacity Building (PCB) Manager</b>
<b>Responsibility Level</b>	<b>Manager</b>
<b>Department/Project/PN:</b>	<b>USAID Adolescent Reproductive Health</b>
<b>Workstation:</b>	<b>Janakpurdham, Dhanusha</b>
<b>Incumbent's Name:</b>	<b>VACANT</b>
<b>Principal Supervisor/Evaluator:</b>	<b>Director- Finance and Administration</b>
<b>Province Supervisor:</b>	<b>Province Coordinator</b>

### **JOB SUMMARY**

USAID Adolescent Reproductive Health (ARH) is a youth co-led initiative to empower girls and boys, 10-19 years, including the most marginalized, to attain their reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by ensuring they receive correct and appropriate Family Planning (FP)/Reproductive Health (RH) information and guidance and decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

The primary role of Partnership & Capacity Building (PCB) Manager is to support and enhance the institutional capacity of district-based partners (Local Non-Governmental Organizations - LNGOs) by providing support and capacity development through training, on-site coaching, mentoring, and technical assistance to all 11 districts, and involves managing relationships with various stakeholders at the province and district levels. The incumbent will be responsible for ensuring that the LNGOs implement the project activities aligning with the overall strategic direction of USAID ARH and the Government of Nepal, Province Government and Local Level guidelines. Additionally, the role entails overseeing capacity building initiatives within the organization and maintaining partnerships with external collaborators and stakeholders. This position is pivotal in establishing and sustaining robust partnerships that significantly contribute to the program's effectiveness.

The incumbent works as the partnership and capacity building focal point at the province level working closely with CARE's relevant thematic coordinators/managers, province coordinators and technical specialists based in the province offices. The incumbent will be responsible for cascading safeguarding commitment and responsibilities to monitor safeguarding compliance and its implementation. The incumbent supports coordination with province ministries and stakeholders as well as local level authorities and partners for planning and implementation with linkages to cross cutting themes/components. The partnership and capacity building manager will coordinate closely with both the province team and partners to generate concrete evidence and support / guide province and district teams in terms of partnership and capacity building focusing on FP/ARH and safer programming. Facilitation of various technical workshops, planning meetings and review / reflection meetings organized at province and district levels are other key areas of responsibilities.

CARE places gender equality and social inclusion at our work and thrives to make our programs accessible and inclusive of people with disabilities, creating space for all diverse genders and sexualities. Thus, CARE seeks to elevate the voice of those who are marginalized and critically addresses barriers to tackle inequalities, discrimination as well as promoting inclusion and accessibility. The incumbent will be supporting to address systemic barriers towards inclusion and accessibility while bringing lasting impact to our programs.



**KEY RESPONSIBILITIES AND TASKS:**

**R1. Partnership, Linkages and Technical Support: (25%)**

- Strengthen the roles of Local NGO partners (LNGOs) within ARH to progressively work as an equal partner in the project assisting with partner funding agreements (PFA) and other necessary agreements for the project.
- Lead the monitoring process to ensure PFA compliance and promote the effective execution of project activities in collaboration with the provincial team.
- Assist the provincial coordinator in both planning and implementation project activities, providing technical support throughout the process.
- Engage and innovate partnership collaboration and capacity enhancement by working closely with the Province Coordinator and the entire province team to address youth voices and their meaningful participation with planned action among 11 districts.
- Develop and execute plans for organizing meetings between LNGOs and appropriate government officials/authorities aligning with USAID ARH prerequisites at the province and district levels.
- Collaborate with other relevant stakeholders in accordance with USAID ARH plans and guidance at the province and district levels.
- Ensure that the detailed implementation guidelines for project activities are well understood by project staff and that field level implementation follows those guidelines.
- Collect and share experiences of field level implementation and successful adaptations to planned activities.
- Review various policy and technical documents and provide support to the technical team and implementing partners for planning and implementation of FP/RH related activities.
- Attend regular/monthly meetings of partners in the districts sharing responsibility with the province Office.
- Work closely with the program team and local partners to organize technical workshops, policy dialogue and meetings to localize adolescent health policies and other program guidelines.
- Coordinate with the CARE Nepal team and their various themes/components and other projects, as well as with other organizations at different levels to leverage resources and build synergies to strengthen partnerships and project outcomes.
- Working with the provincial and district project team, the individual will assure that the activities of the project are inclusive to adapt marginalized groups, such as people with disabilities, LGBTQI people, and people from different ethnic origins.

**R2. Capacity development (25%)**

- Review the capacity development needs of the partners and their staff, develop a training package based on the training needs, and organize the training / onsite coaching in coordination with province coordinator and technical specialists.
- Prepare a capacity development plan in consultation with team of partners linking with USAID localization policy & strategy and institutional strengthening and organization development, update it as necessary and share accordingly.
- Identify areas for skill development, training, and knowledge enhancement to improve LNGO's overall effectiveness in program management and local level implementation of the key ARH themes in the project, in particular FP/RH.
- Review various policies and strategies of local implementing partner organizations and provide necessary support for their policy formulation/reform as required.
- Train board members and staff of LNGOs in accordance with training requirements in coordination with the province team.



- Support the province team to review financial documents of partners and to follow-up with partners to ensure strong internal control and accountability systems.

**R3. Monitoring, Documentation, Dissemination, and Reporting: (10%)**

- Prepare reports and process documents pertaining to partnership and capacity development, on progress and changes noticed, and communicate the information and learning through appropriate channels and fora.
- Develop corresponding monthly updates and periodic status reports on compliance, governance, accountability, and capacity growth.
- Visit to project districts to ensure quality recording and reporting by partners on the activities as per PFA in coordination with district lead and MDO.
- Ensure quality preparation of reports and process documentation from the partners related to ARH activities, progress, and changes observed and support to disseminate the findings, and learning in relevant forums.
- Along with the provincial M and E and MIS specialist, support in the preparation of periodic progress reports of systems strengthening and help to enter data in the MIS system.
- Support and encourage province, district and municipality level teams for review and reflection events in coordination with province and local government.
- Ensure development of learning briefs based on the learning and good practices.

**R4. Coordination, Collaboration, Liaison, Networking, and Communication: (15%)**

- Collaborate with the Local Government to help in implementing the adolescent reproductive health plan.
- Identify and create strategic partnerships with external entities, government authorities, donors, and relevant stakeholders at the province level.
- Facilitate to strengthen communication with the concerned sectors, stakeholders, province, and district on the status of implementation of the planned activities in the project areas.
- Strengthen networking government authorities, non-government stakeholders, private sectors, and communities.
- Work closely with MuAN and NARMIN to scale up the best practices of Adolescent Reproductive Health in non-project municipalities.
- Establish a strong network with various themes, components and technical areas of the project and organization to ensure technical and strategic inputs in the program.
- Coordinate with relevant institutes/forums to facilitate exchange of ideas; knowledge and experiences on partnership and share lessons learned and best practices.

**R5. Upholding CARE's Core values, ensuring its principles and Safeguarding: (25%)**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions.
- Conduct safeguarding risk assessments along with province GESI SBC and Social Norms specialist including information on the national and local safeguarding risks, legal context, and patterns of harm and abuse.
- Support local partners to develop safeguarding workplans which integrate all key mitigating safeguarding actions required, roles, responsibilities, and timelines.
- Assess safeguarding training/capacity building needs for program staff and design and implement ongoing, targeted training and engagement to build capacity of project teams,



- including plans to ensure appropriate knowledge is sustained despite turnover and transitions (jointly with GESI, SBC and Social Norms Coordinator and Specialists)
- Develop (jointly with GESI, SBC and Social Norms Coordinator and Specialists) tailored tools and resources to support the design and delivery of safe programming.
- Provide mentoring on embedding safeguarding at operational and program levels.
- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/ department.
- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all level.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

**SPENDING AUTHORITY:**

None

**WORKING CONDITIONS:**

The position will be based in the province office, Madhesh Province, Janakpurdhham. Regular field visits (60%) to project sites/partners in the project areas (i.e., Madhesh, Lumbini and Karnali)

**REQUIRED QUALIFICATIONS:**

- Master's degree in public health, nursing, or related field and possess at least 7 years of experience in similar field.
- Experience should encompass aspects such as partnership management, organizational capacity building, family planning and reproductive health (FP/RH), adolescent and youth programming, behavior change communication, and quality improvement and quality assurance (QI/QA).
- Prior working experience in International Organizations, UN or development organizations in the area of adolescent health and development, partner management and capacity enhancement.
- Familiar with the government health system, NGO management and partnership

**KNOWLEDGE SKILLS AND COMPETENCIES**

- Team building, coaching, delegating and communication skills.
- In-depth understanding of family planning and RH issues at global, country level and local level.
- Planning, decision making, budgeting / financial management, and organizational skills.
- Conflict resolution, liaison, and negotiation with training and facilitation skills
- Skilled and familiar with admin policy and procedure
- Sensitivity and responsiveness to Gender, diversity issues
- Basic understanding on Resilience, Governance, GESI and poverty related issues



- Language proficiency in English and Nepali (written, spoken, typing, editing, etc.) and familiar with local language and socio-cultural practices.
- Strong interpersonal communication skills and report writing
- Basic computer skills; MS word, Excel, PowerPoint
- Strong understanding of relationship between government officials and key stakeholders
- Experiences in implementing governance tools to improve social accountability in health including GESI, SBC and social norms.
- Have a valid two-wheeler driving License.

Approved by: -----

Date: -----

Agreed by: -----

Date :-----