



Functional Title	: Country Coordinator, Start Network Nepal
Responsibility Level / Grade	: Grade 7
Department / Project / PN	: Start Network Nepal
Work station	: CARE Nepal Central Office, Kathmandu
Incumbent's Name	: TBD
Supervisor / Principal Evaluator	: Country Director of CARE Nepal, and matrix managed by Head of Start Funds, Start Network

JOB SUMMARY

CARE is an international NGO with local staff and community partners in more than 90 countries. We create local solutions to poverty and inequality and seek dignity for everyone every day and during times of crisis. CARE puts women and girls at the center of everything we do because they have proven to be the best hope for creating lasting change in the world. CARE has been operational in Nepal since 1978 and works in partnerships with government and non-government stakeholders across the spectrum of humanitarian action and long-term development programs.

Start Network's purpose is to be a catalyst for system-level change that improves the efficiency, effectiveness and ethics of humanitarian action. We do this by working as a network to develop, test & spread new ways of collaborating and resourcing locally led crisis response and anticipation. The current membership is made up of nearly 100 local, national and international NGOs based all around the world. We also support 10 national and regional hubs made up of civil society organizations and NGOs as our vehicle for devolving power, resources and accountability.

Start Fund Nepal is a Start Network program hosted by CARE Nepal. In June 2021, with support from the UK Foreign Commonwealth and Development Office (FCDO), Start Fund Nepal was launched. The Start Fund Nepal (SFN) is modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert. The Fund is accessible to 32 local, national and international member NGOs, with diverse experiences and backgrounds, operating in Nepal. The Fund provides rapid and anticipatory funding to humanitarian agencies through a national civil society owned mechanism that is governed by transparent, neutral, collective decision making and responsive to humanitarian crisis in any parts of the country.

To support SFN members with 'anticipation alert', SFN in 2023, launched the **national FOREWARN platform** (a national network of experts dedicated to improving decision-making through better forecasting and analysis) consists of academia, researchers and technical experts from diverse national institutions.

The Start Network together with our members are exploring additional initiatives to move towards Start Network's vision of a locally led and proactive humanitarian system that is accountable to people affected by and at risk of crisis. This includes initiatives such as the disaster risk financing (DRF) to respond to predictable and modellable hazards; organizational system strengthening (OSS) program to further enhance the local leadership and the organizational readiness of local and national organizations.



The Start Network Nepal Country Coordinator (also known as Country Manager in the Start Network structure) has the overall responsibility of national operations in Nepal. The position needs to ensure that the country programme is effectively run and positioned to grow for greatest impact. The position will oversee the evolution of this Fund to a more nationally owned pooled funding mechanism, fundraise for additional contributions to the Start Fund Nepal and any additional programmes, and effectively collaborate with relevant stakeholders to influence humanitarian system change. The post holder will provide leadership to the Start Fund Nepal team to amplify its work to effectively service the member agencies, to diversify its programmes and donor base and contribute to the evolution of the Start Network. It will strategically engage members and relevant, wider stakeholders to broaden the scope of Start Fund Nepal. The position will closely oversee the relationships with the program host (i.e., currently CARE Nepal) and closely working with them to ensure hosting agency providing quality supports to the Secretariat and members. This role will also strategically contribute to exploring and developing DRF in country. Beyond this, we expect this role to raise the profile of the Start Network within the humanitarian community in Nepal, plus identify and manage relationships with strategic donors.

The employee shall fully comply with CARE policies and procedure and should be accountable for it.

KEY ACCOUNTABILITIES

Accountable to

- Programmatic report to the Head of Start Funds. The nature of the relationship is one of peer support and mutual mentoring.
- Line management report to the designated line manager (Country Director/ Executive Director/ Head of Humanitarian team) of the NGO that is hosting the position.

People Management

- Effectively manage a team of up to five staff members.
- As a people manager, the post-holder is responsible for managing employees and resources to achieve specific short and long term functional or organizational goals with integrity.
- The post-holder will ensure team members have performance and professional development goals, that correspond with team objectives, and are well managed and monitored, ensuring results are delivered on time, within budget and to the expected quality.
- Work closely with the Start Network Directorate of Network and Funds, and as a member of the Start Funds leadership team and CARF to deliver on the Nepal program objectives set out in the Nepal Business Case.

Program Leadership

- Oversee the Start Fund Nepal program and lead on the exploration of other potential program streams in Nepal: Disaster Risk Financing, Organisational System strengthening, etc. In consultation with members and in alignment with the Start Network Strategy.
- Serve as the central focal point for Nepal members and work closely with them to establish an effectively run governance process for Start Network in Nepal.
- Work closely with the Start Fund Nepal Steering Committee representatives to facilitate the Committee's strategic oversight of the programs and members, and its link to the Start Network Start Fund Committee.



- Work closely with the Start Network [Relevant Start Network teams and governance committees] to make sure Start Fund Nepal and any programs are effectively integrated and aligned with the global function.
- Establish the relevant links with other humanitarian actors in Nepal in a way that enables the Start Fund Nepal and other programs to draw on and include existing evidence and quality measures into the operation and evolution of the Start Fund Nepal.
- Provide support to CARF Technical Advisor and CARF global team to scope out key stakeholders and opportunities for disaster risk financing in Nepal.
- Lead on donor prospecting and donor relations with support from Program Funding Manager, ensuring the fund is appropriately resourced, donors and associated awards are appropriately managed, and fundraising initiatives informed and supported.
- Ensure strong relationships are maintained between Start Network and the program host (i.e., currently CARE Nepal), implementing ways of working in line with the current Hosting Agreement.
- Raise the profile of Start Network Nepal within the humanitarian community, identifying key events and meetings and attending them to discuss the work of the program.

Program Management

- Responsible for the program's performance in line with agreed Key Performance Indicators.
- Upon reception of a Start Fund alert for Nepal, facilitate decision making to ensure that funds are made available in a way that is fast, effective, collaborative and transparent, and aligned with Start Fund KPIs.
- Support Start Fund Nepal members to deliver quality anticipatory and response actions, upholding Start Fund Handbook requirement in project implementation and reporting.
- Develop reporting to donors and fulfil commitment under contract with support from the global Start Fund team.
- Ensure technical cover and sign off for start fund team decision when decision making delegated by Start Fund Nepal committee
- Responsible for supporting incident management, related to the Start Network program in Nepal.
- Join colleagues in the Start Network Nepal team to provide occasional alert duty cover over weekends, holidays etc.

Start Network Nepal Learning (with support from the Crisis Financing MEAL team)

- Oversee the development of learning mechanisms that evidence the outcomes and impact of the Start Fund Nepal at the project, crisis and system level.
- Provide strategic guidance and support to MEAL Coordinator in knowledge management, impact analysis and evidence generation.
- Proactively drive efforts to use evidence and learning from the Start Network Nepal programs to influence key stakeholders in Nepal i.e. donors, national and federal authorities in Nepal, especially around localization and anticipatory actions.
- Participate in learning visits and different forums to showcase the learnings and share about SFN.
- Support in producing event reports, press releases, case studies, policy briefs.
- Lead in developing communication materials (audio-visual, poster, and all other internal and external communication especially for alert process) that explicitly mentions the roles/contribution of LNGOs.
- Develop quality reports and proposals for donors as required.



Start Network Nepal Representation and Profiling

- Be a focal point for FCDO and prospective donors in Nepal.
- Proactively reach out to donors and stakeholders in Nepal, raising the profile of the program and actively seeking funding opportunities and opportunities to engage with donors.
- Maintain and manage relationships with existing donors, ensuring that quarterly meetings are organized and well prepared for with key program achievements and financial updates communicated, using best practice stakeholder management approaches.
- Represent the Start Network at national and international events and meetings (incl. government, and other humanitarian stakeholders).
- Represent the Start Fund Nepal at the annual Start Network's Assembly.
- With support from the communication team in Start Network, communicate on Start Fund Nepal successes and the development of Start Network engagement materials for Nepal.
- Identify opportunities to ensure visibility, awareness, as well as learning is widely disseminated through key messages, social media and web platforms, with support from the communication team.
- Work closely with Start Network Communications Manager to review and roll out communication strategy.
- Responsible for developing and delivering on the communications plan for the program (ensuring that Start Network Nepal's donors' requirements are met).
- Work with the Nepal members in identifying advocacy issues, design advocacy strategy and facilitate advocacy initiatives through Start Fund member agencies.
- Participate in different national, regional and international forums to share evidence and impacts and to build opinions.

Start Network Nepal Partnership and Networking

- Broker partnership among multiple entities and external stakeholders to evolve the mechanism towards a network of networks.
- Inspire and motivate members and FOREWARN technical partners to be ambitious in driving system change initiatives collectively while actively managing expectations.
- Support Partnership Specialist to systematize organizational system strengthening initiatives, generate ideas and take partnership behavior change initiatives with and among members.

Budget

- Overall accountable for managing Start Network Nepal program funding (that are disbursed through hosting agency and Start Network), and operation budget including Start Ready funding once the mechanism is active in country.
- Working closely with Host agency Finance department and Start Network Operations team to manage an overall budget of around £1 million per annum.

START NETWORK CULTURE

- To carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children.
- A commitment to the Start Network vision, principles, values, and approach.



- The Start Network team is an agile group of individuals who use their experience and skills across the network, so flexibility to work in and with different teams and functions is a part of our culture.

PERSON PROFILE

SKILLS AND EXPERIENCE

ESSENTIAL

Work Experience:

- Minimum of 10 years' experience in strategy, planning and implementation in a relevant sector.
- Significant experience in managing large and complex programs involving multiple stakeholders.
- Proven experience in humanitarian project cycle management with good knowledge of humanitarian quality standards, global and national level humanitarian trends.
- Experience of working effectively with diverse and globally dispersed teams and stakeholders.
- Experience in partnership development or networks.
- Experienced in managing donor relations and liaising with external stakeholders.

Technical skills:

- Sound understanding of the localization agenda and the specific national/ local civil society context in Nepal.
- Experience of process design and process planning leading to improvements in efficiency and value-for-money
- Demonstrable ability in resource mobilization and in award and financial management.
- Proven ability to drive a strategic agenda. Influence stakeholders to address difficult or complex issues by listening to diverse perspectives, finding common ground and avoiding criticism or complaint.
- Generate and support implementation of ideas that have impact at organizational, network and/or humanitarian systems-level by promoting these ideas to relevant internal and external stakeholders.
- Create and promote a learning culture, authentically sharing own learning and supporting others to do the same at organizational, team and network level.
- Set strategic direction and provides clarity of vision, purpose and culture, enabling space for the team, members, Hubs and other stakeholders to shape the journey.

Personal Skills:

- A confident communicator and networker with excellent networking and relationship-building skills, and the confidence to work with people at all levels of seniority and from different backgrounds.
- Ability to multi-task, to prioritize work and manage competing demands across time zones.
- An effective leader who can enthuse the team and take the initiative working independently.
- Being open –practicing humility, embracing new ideas, being approachable and positive about change
- Being brave –challenging ideas and practices where they do not work, not afraid to be wrong and accept constructive feedback, taking calculated risks.



- Able to reprioritize and shift focus in response to changing needs of the organization or network by being aware of how your role sits in the system.
- Strong written and verbal communication skills in Nepali and English.

Qualification

- Master’s degree in relevant discipline (e.g. humanitarian, international development)
- Experience in start-up companies/organizations

Upholding CARE’s Core Values and Ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion 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 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.
- 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).

Authority:

Spending Authority: Yes

Supervision: as required

Working conditions:

Based at the Central Office.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____