



## JOB DESCRIPTION

|                             |   |                                                                                                                         |
|-----------------------------|---|-------------------------------------------------------------------------------------------------------------------------|
| <b>Functional Title</b>     | : | <b>Cash and Livelihood Specialist- Emergency Response</b>                                                               |
| <b>Responsibility Level</b> | : | <b>Specialist</b>                                                                                                       |
| <b>Department</b>           | : | <b>Program Development and Delivery- Emergency Response</b>                                                             |
| <b>Workstation</b>          | : | <b>Nuwakot, with frequent travel to flood- affected municipalities, distribution sites, and displacement locations)</b> |
| <b>Supervisor/Principal</b> | : | <b>District Response Manager</b>                                                                                        |

### **BACKGROUND**

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

### **JOB SUMMARY**

The Cash and Livelihood Specialist leads the design, delivery and quality of CARE Nepal's cash assistance and livelihood support, so that women, girls and marginalized groups affected by disasters, climate shocks and poverty can meet their basic needs, protect their income and rebuild their livelihoods with dignity. The role assesses needs and local markets recommends the best way to deliver support (cash, vouchers, goods or a mix), oversees fair selection of participants and safe payments, and links families to income and market opportunities. The Specialist works with local governments, financial service providers, partner organizations and CARE Nepal teams, tracks results and community feedback, prepares donor reports, and builds the skills of staff and partners. The role is based in Kathmandu with regular travel to project districts and supports emergency response when needed.

The employee shall fully comply with CARE policies and procedures and be accountable for upholding CARE's core values and principles.

### **KEY RESPONSIBILITIES AND TASKS:**

#### **R1. Cash and Livelihood Program Design and Planning**

- Lead needs assessments, market assessments and response analysis, and recommend the best way to deliver support: cash, vouchers, goods or a combination
- Set clear selection criteria, payment amounts and step-by-step procedures, paying close attention to women, people with disabilities, older people, Dalit and Indigenous communities, and others at risk of being left out.
- Design livelihood support such as skills training, farm and non-farm income activities, small business support and links to markets, working with CARE Nepal agriculture and resilience teams.
- Assess livelihood options with communities: how people earn now, their skills, assesses, which farm, non-farm and wage opportunities are realistic in local markets, including a simple market analysis.

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- Design livelihood support such as skills training, farm and non-farm income activities, small business support and links to markets, working with CARE Nepal agriculture and resilience teams.
- Assess livelihood options with communities: how people earn now, their skills, assets, which farm, non-farm and wage opportunities are realistic in local markets, including a simple market analysis.
- Favor approaches that strengthen local markets and businesses, such as input suppliers, buyers, cooperatives and traders, rather than delivering everything directly.
- Plan the steps from immediate relief to recovery of livelihoods, to lasting income growth, with a clear plan for how support ends and continues locally.
- Contribute to proposals, work plans and budgets for cash and livelihood activities.
- Keep emergency preparedness ready: plans, agreements with payment providers and up-to-date market information, so CARE Nepal can respond quickly
- Develop and update CARE Nepal's standard procedures, guidance and tools for cash and livelihood support in line with CARE's policies and government rules.
- Work with CARE Nepal's different thematic and cluster teams to ensure cash support isn't duplicated

**R2. Monitoring, Accountability and Risk Management**

- Carry out monitoring after each distribution to check how money or goods were used, participant satisfaction, safety and any problems.
- Collect and analyze local market prices and availability every month, and adjust payment amounts or methods when needed.
- Run community feedback and complaint channels, follow up on every case, and report serious concerns such as fraud, misuse or safeguarding to the right people immediately.
- Identify and manage risks such as price rises, payment failures, leakage, security problems and unequal access, and update plans accordingly.
- Work with the monitoring and learning team to track results against project goals.
- Track livelihood results over time, such as changes in income, savings, assets and food security, who controls the income in the household, and whether activities increased workload, debt or risk for women and girls, or harmed the environment.

**R3. Coordination, Partnerships and Representation**

- Represent CARE Nepal in national and provincial coordination groups on cash assistance, food security and livelihoods, and in meetings with provincial and local governments.
- Build working relationships with local governments, community groups, cooperatives, private sector actors, United Nations agencies and non-governmental organizations.
- Manage agreements with partner organizations and review how well partners deliver cash and livelihood activities.

- Assess partners' capacity and support local and women led organizations in playing a bigger role in delivering cash and livelihood support
- Support donors and other visitors on technical questions and field visits.
- Share evidence from CARE Nepal projects to influence policy and practice, including links between cash assistance and government social protection programs

**R4. Reporting, Learning and Capacity Building**

- Prepare accurate monthly, quarterly and annual progress reports and donor reports, with data on who was reached, broken down by sex, age, disability, caste and ethnicity.
- Document lessons, good practices and participant stories for CARE Nepal and donors.
- Train and coach CARE Nepal staff, partner staff and community volunteers on cash assistance, participant selection, market monitoring and safeguarding.
- Develop simple guidance notes, tools and training materials in Nepali and English.
- Make sure all work follows CARE's policies and standards on gender equality, social inclusion, safeguarding (protection from sexual exploitation, abuse and harassment) and prevention of fraud.
- Carry out other reasonable tasks assigned by the line manager that fit the role, including short-term support to CARE Nepal's emergency response, and take part in organization-wide learning, planning and review meetings.

**R9. Upholding CARE's Core values and ensuring its principles.**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Promote CARE's values of transformation, integrity, diversity, equality, and excellence.
- Promote gender equality and inclusive programming through your actions and decisions.
- Uphold safeguarding, PSEA, rights-based approaches, and principles of good governance in all MEAL processes.
- 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.

**R10. Other Responsibilities**

- Perform any other duties and responsibilities as may be reasonably assigned by management from time to time, in support of organizational priorities.

**PERSON SPECIFICATION REQUIREMENTS:****EDUCATION**

- Masters's degree in agriculture, rural development, economics, development studies, social science or a related field, or equivalent combination of education and work experience.
- Master's degree in a related field. Training or certification in cash and voucher assistance, market analysis, livelihoods programming or humanitarian response

**EXPERIENCE**

- At least five years of relevant experience, including:
- Designing or managing cash assistance and/or livelihood programs in Nepal or a similar context, including some experience in disaster or emergency response.
- Hands-on work with participant selection and verification, registration, payments through financial service providers, and monitoring after distributions.
- Carrying out market assessments and analyzing price and market data.
- Preparing donor reports, work plans and budgets.
- Practical knowledge of gender equality, social inclusion, safeguarding and protection of personal information.
- Strong skills in Microsoft Excel and Word and in digital data collection tools; able to analyze data and present findings clearly.
- Coaching, training and facilitation skills.
- Fluent spoken and written English and Nepali.
- Willingness to travel to remote project areas.

**DESIRED**

- Experience working with local governments, United Nations agencies and partner networks or consortia in Nepal.
- Experience linking cash assistance with agriculture, climate resilience or small business support.
- Experience with digital payments such as mobile wallets, bank transfers or payment cards.
- Knowledge of another language is spoken in project areas.

**CORE COMPETENCIES**

- Ability to establish systems quickly and work effectively under pressure in an emergency context.
- Strong coordination, facilitation, and capacity-building skills.
- Attention to detail and a strong commitment to data quality and integrity.
- Report writing, analysis, and communication.
- Commitment to gender equality, safeguarding, and humanitarian values.



## JOB DESCRIPTION

### WORKING CONDITIONS AND SECURITY

- The role is based in a post-disaster emergency context and requires willingness to work and travel in remote, hardship, and potentially insecure locations, and to comply with organizational security protocols at all times.
- The post may require work outside normal hours during peak response periods.

### Disclaimer/Note

*The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.*

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

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

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

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