



Functional Title	:	Field Officer- Start Fund Nepal
Responsibility Level	:	Officer
Department	:	Start Network Nepal
Workstation	:	Nuwakot
Supervisor/Principal	:	Program Quality and Operations Manager- Start Fund Nepal

BACKGROUND

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.

JOB SUMMARY

The Field Officer will provide operational support to the Start Network Nepal (SNN) team in responding to the Bhotekoshi Flash Flood through SFN members and consortium partners working in affected areas. The role will serve as an information and coordination bridge between members, the SNN Secretariat, and the wider humanitarian community, supporting coordination, field-level implementation, monitoring, compliance, and timely sharing of information and emerging needs.



The Field Officer will work closely with implementing partners, local authorities, clusters, and other humanitarian stakeholders to support quality and timely implementation, help members understand and comply with SFN requirements, identify implementation gaps and risks, and facilitate effective coordination and accountable assistance delivery. The role will also provide field insights to the SNN Secretariat to inform response planning, monitoring, alerts, early recovery, and decision-making.

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. Project Coordination and Oversight

- Facilitate regular coordination meetings with implementing partners and field teams in order to support the timely execution of planned activities in accordance with approved budgets and implementation plans.
- Monitor implementation progress and results against approved targets, identify bottlenecks from the field, and support accurate documentation and corrective actions.
- Support deployment and supervision of consultants, and provide necessary support to implementing partners, and operational support as needed.
- Ensure members are implementing transparent beneficiary targeting, verification, registration, and assistance delivery, and ensure transparent implementation of SFN project.

R2. Stakeholder Coordination and Humanitarian Representation

- Represent Start Fund with district and local government authorities and in humanitarian coordination forums, meetings, and stakeholder consultations at District and local level.
- Maintain effective communication with local Start Fund implementing partners, and other humanitarian partners on ground.
- Ensure alignment of members response activities with agreed workplan including national disaster response policies, guidelines, and priorities.
- Share updates, response achievements, challenges, and gaps through cluster platforms.
- Support members to ensure coordinated needs assessments and response planning.
- Promote complementarity amongst members to avoid duplication among humanitarian actors operating in affected areas.
- Promote accountability to affected populations and community participation throughout implementation.

R3. Information Management and Reporting

- Compile and report information from partners and field teams in order to prepare situation updates, progress reports, and contribute to donor reports.
- Support the implementation of the SNN monitoring platform and ensure members are engaging with it in relation to beneficiary tracking, activity monitoring, and response dashboards.
- Support in documentation of lessons learned, good practices, and emerging response needs.



- Ensure beneficiary information is collected, stored, shared, and protected in accordance with Start Fund requirements

R4. Monitoring, Accountability, and Compliance

- Ensure activities comply with organizational, donor, and government requirements.
- Monitor implementation quality and adherence to humanitarian principles.
- Identify operational, safeguarding, fraud, compliance risks and other risks to support implementation of mitigation and control measures.
- Support members to ensure confidential and accessible complaints and feedback channels are communicated to affected communities and that concerns are referred to and addressed promptly.
- Support SFN team to conduct rapid field assessments, surveys, and ground-truthing to inform SFN alerts and generate reliable field-level evidence for decision-making.

R5. Support Response Planning and Early Recovery

- Support the development and refinement of response and recovery strategies based on evolving needs identifying any gaps in provision of support and where SNN may be able to fill these.
- Provide ground insights and recommendations to SFN secretariat in transition planning from emergency response to early recovery and resilience-building interventions.

R6. 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).

R6. 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

- Bachelor's degree required; advanced degree or technical certification preferred in Disaster Management, Development Studies, Social Sciences, International Development, or related field.



EXPERIENCE REQUIRED

- Minimum 3–5 years of experience in emergency humanitarian response, disaster management, emergency coordination, or related fields.
- A valid two-wheeler driving licence is required.
- Demonstrated experience working with municipal offices including humanitarian clusters, and development partners.
- Experience coordinating multi-sector humanitarian programs.
- Strong understanding of Nepal's disaster management and humanitarian coordination architecture.
- Experience working with government agencies, UN agencies, INGOs, and local NGOs.
- Excellent written and spoken Nepali and English language skills.
- Proficiency with Microsoft Excel, Word, and PowerPoint.
- Ability to work independently in a dynamic and complex environment.
- Ability to maintain composure and balance while working under pressure
- A valid two-wheeler driving licence is required.

EXPERIENCE DESIRED

- Excellent coordination and stakeholder-management skills.
- Strong planning, analytical, and problem-solving abilities.
- Strong communication and facilitation skills in English and Nepali.
- Ability to work under pressure in emergency settings and manage multiple priorities.
- Candidates based in or with strong familiarity with the Rasuwa–Nuwakot area are preferred, particularly those able to engage regularly in the affected locations.
- Familiarity with Start Fund Nepal's work, projects, processes, and compliance requirements is preferred.
- Willingness and ability to travel extensively to field locations, including hard-to-reach and affected areas, as required.

CORE COMPETENCIES

- Problem Solving – Able to identify field-level challenges, assess options and support practical solutions.
- Initiative – Able to proactively respond to issues and operational needs and follow through on actions.
- Communication – Able to communicate clearly and effectively with team members, partners and other stakeholders.
- Teamwork and Collaboration – Able to work effectively with colleagues, partners, communities and other stakeholders.
- Coordination – Able to coordinate field activities and maintain effective working relationships with relevant stakeholders.
- Information Sharing – Able to collect, consolidate and share timely and accurate field information and updates.
- Planning and Organizing – Able to organize field activities, prioritize tasks and manage multiple responsibilities effectively.
- Adaptability – Able to work effectively in rapidly changing and challenging environments, including emergency response contexts.



- Writing and Reporting – Able to prepare clear and accurate field updates, reports and other documentation.

Working Conditions and Security

The role focuses on the Bhotekoshi Flash Flood response in a rapidly changing and challenging environment. The post requires willingness to work and travel in remote, hardship, and potentially insecure locations, comply with organizational security protocols, and work outside normal hours during peak response periods. The Field Officer will be expected to identify and address operational challenges, make appropriate recommendations, and implement solutions within the scope of the role

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: _____