

act:onaïd Job Description and Person Specification

Job Title:	Project Coordinator-Breaking Barriers	Effective Date:	January 2026
Department:	Programme Policy and Business Development	Job Family:	Programme
Reports to:	Programme and Partnership Manager	Grade:	Six (6)
Location:	Country Office, Kathmandu	Project Duration:	June 2029
Direct Reports:	NA		
Job Role			
Role Overview:	<p>Project Coordinator will lead and facilitate the strategic planning, implementation, and monitoring of the Breaking Barriers Project. The position ensures that programming is grounded in a Human Rights Based Approach (HRBA) and is People Living in Poverty and Exclusion (PLiP) centric.</p> <p>The role is accountable for effective programme and partnership management, including maintaining strong relationships with government agencies, donors, implementing partners, and LGBTIQ+ networks. The incumbent will act as the focal point for the Breaking Barriers Project and contribute to institutional priorities of ActionAid International Nepal (AAIN), including:</p> <ul style="list-style-type: none">• Human right based approach (HRBA)• Feminist Leadership• Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding)• Behavioural change approach (BCA)• Safety and Security		
Organizational representation	<ul style="list-style-type: none">• This position represents AAIN to attend various policy debate forum of civil society organizations (CSOs), government counterpart and alliances /network of LGBTIQ+ community and alliance meeting, knowledge sharing and learning forums, document and share feedback with the team• This position promotes the organization’s image in the community by attendance at meetings and forums in Federal and Provincial level government counterpart, network and alliance of LGBTIQ+ community, social movement and community groups.• This position also represents AAIN in consortium meeting, workshop and public forum to loud the voice of LGBTIQ+ community and lobbying to reflect in government policy and programme.		
Strategy development	<ul style="list-style-type: none">• This position reviews, develops the strategy in human rights, fundamental constitutional rights, strategic implementation plan including participatory democracy and position paper of civic movement at country office level and ensure the implementation of the strategic objectives assigned in Country strategy paper.• This position participates on the development and provide positive inputs and critical comments for the formulation/update of programme policy department’s strategy, policies and procedures.		
Organizational system and compliance	<ul style="list-style-type: none">• This position implements all necessary Programme Policy, Finance & Admin and fund-raising unit's policies and procedures to ensure that correct		

	procedures are followed by project team. This position is responsible to adhere/ comply with approved organisational policies and procedures
Accountabilities	
Key Accountabilities / Responsibilities	Key Activities
Budgeting and planning	<ul style="list-style-type: none"> Develop and prepare budget and programme planning to ensure that the control of expenditure and the disbursement of resources in approved project budget is in accordance with the established procedures. Contribute to the development, review and consolidation of implementing partners programme plans and budgets. Support Partners to develop their annual programme and budget plan of projects. Contribute in reviewing and consolidation of Project plans and budgets
Monitoring	<ul style="list-style-type: none"> Develop Project Monitoring Framework Take lead role in conducting project baseline and endline evaluation. Monitor, review and update the project activity work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible Ensure individual monthly work plans and progress reports of implementing partners and are submitted to line manager regularly. Ensure quarterly plan and progress reports of implementing partners and are submitted to Line manager. Follow up and ensure report of flagship event at partner level. Ensure donor monitoring and prepare report against it.
Reporting	<ul style="list-style-type: none"> Keep up to date information and data and provide the analysis when required for the continuous improvement of AAIN Prepare monthly/ quarterly/yearly work plans, progress and other reports and share it with the Line Manager. Provide inputs in the development of project implementing partners report to ensure it is in accordance with the donor requirement Prepare impact stories and project completion reports Update project information on International Aid Transparency Initiative (IATI) and Contract Management System (CMS)
Team Coordination	<ul style="list-style-type: none"> Proactively engage with department team and intersectional team Develop ToR for consultancy work as needed in the project Works with HR function to identify consultant as per need of project. Represent National Project Management Team (N-PMT) of AAIN and submit periodic updates.
Finance Management	<ul style="list-style-type: none"> Control of expenditure and the disbursement of resources of the budget in Project agreement and approved project framework to ensure the compliance with financial policy. Work closely with Project finance manager and grant and compliance team to track and forecast the budget expenditure.
Capacity development	<ul style="list-style-type: none"> Conduct training and capacity building forum for staff/partners, networks and consortium members etc. to enhance the capacity for advocacy and campaign. Facilitate to develop training manuals, concepts note and facilitate training/workshop as required by Partners and networks. Provide technical support, guidelines and inputs for programme related activities Facilitate the trainings, workshops, etc on organisation strengthening and advocacy and campaign.

	<ul style="list-style-type: none"> • Conduct capacity assessment to guide capacity plan around project.
Communication and share learning	<ul style="list-style-type: none"> • Contribute and support effective communication for AAIN's visibility, profile building, networking and alliance building in coordination with Communication Unit. • Engagement with medias, ensure publication of news/stories on media for visibility of organization and project requirements • Document and share key lessons learnt with other team members, functions, consortiums, donors, etc. • Collect case stories, visual clips and evidence; develop IEC materials and dissemination plan
Programme plan, implementation and partnership management	<ul style="list-style-type: none"> • Provide inputs and necessary support to the Partner Organisations to implement the Breaking Barriers Project and ensure the Partner Organisations' plans and programmes fit into the human rights-based approach work • Provide regular mentoring support to partners' Project Lead's, Provincial Activist's, Finance Officers/Assistants and other key staff to boost their programme understanding and skill of management • Participate and provide input in Bi-lateral Partnership Management Forum Meeting (BPMF) • Review Partners' periodic reports, documents, stories of changes and required information, and share with LM and concerned departments • Prepare Partnership agreements as per AAIN's partnership policy, operation guideline and project requirements. • Mapping of requirement of short-term/strategic partnership, prepare partnership agreement and maintain partnership relation with short-term, strategic partners. • Support Partners and ensure quality reports, impact stories and community voices. • Develop engagement plan as per Partners' Annual Planning and Budgeting (APB), Quarterly Performance Plan (QPP) and Monthly plan, and ensure effective support and facilitate to execute Partner's plan
Support resource and knowledge generation	<ul style="list-style-type: none"> • Work closely with Business Development team to identify, develop and submit proposals, concepts papers to a wide range of donors in issues of LGBTIQ+ political and social inclusion and similar areas. • Engage in documenting project performances, programme impact, achievement and case stories on a regular basis and develop knowledge resources
Coordination and networking with concerned stakeholders	<ul style="list-style-type: none"> • Develop engagement plan and take a lead in building and maintaining relationship with various stakeholders and government line agencies at provincial and Federal level, networks, allies and consortiums. • Coordinate with stakeholders and provincial/federal government agencies to meet the objective of project and organization.
Corporate responsibilities	<ul style="list-style-type: none"> • Represent AAIN in seminars, workshops, meetings, trainings etc. as and when required. • Actively engage in advocacy and alliance building by creating connection with different networks and alliances, and strengthen networking with local donors, programmatic partnership and collaboration • Participate and support in different organizational priority events (such as

	social audit, PRLM) as and when required.
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Others	Any other official tasks as assigned by Line Manager
Typical People Management Responsibility	
Approximate number of people managed in total	-
Matrix Manager – (Projects/dotted line)	No
Team leader	No
Manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Geographic region	No
Multiple geographic regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	Limits
Direct departmental budget:	No
Organization-wide expenditure	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All departments of AAIN, International Offices	Partner Organizations, Other I/NGOs, Government Line Agencies, Alliances and other similar networks
Person Specification	
Education & certifications	<ul style="list-style-type: none"> • Masters'/Bachelors' degree in Gender Studies, Development Studies or relevant field from a recognized University. • Certification - Training in Project planning and management, Human Rights Based Approach, Participatory approaches and methodologies, Governance, Civic empowerment and accountability, Monitoring and evaluation will add value
Essential experience	<ul style="list-style-type: none"> • At least 5 years of work experience in related field in I/NGO sector • 3-4 years of work experience in a similar role • Experience of working on programme development trajectories • Experience of working in a multi-cultural environment • Experiences of working with LGBTIQ+ community • Experience of working with institutional donors especially EU. • Experience of working closely with local implementing partners.
Essential knowledge	<ul style="list-style-type: none"> • Thorough understanding on the issues related to political and social inclusion of LGBTIQ+ • Human Rights Based Approach to Development • Thorough understanding of development and human right issues in the country

	<ul style="list-style-type: none"> • Good understanding of programme management best practices in non-profit organizations. • Understanding of the project cycle management • Programme review, monitoring and evaluation
Language proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential skills	<ul style="list-style-type: none"> • Creative and innovative • Problem solving • Presentation and communication • Report writing • Strategy and concepts formulation • Partnership relationship management • Proficiency in MS Office Package and programme management tools and techniques
Personality trait	<ul style="list-style-type: none"> • Take initiatives • Collaborative • Diplomatic • Influencing • Solution Oriented

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply with AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AAIN's principles, strategies, policies, and procedures on *Feminist Leadership, safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*