

TERMS OF REFERENCE (TOR)

Position	:	Project Coordinator
Duration	:	July 1, 2024 till January 31, 2025 (full time)
Department	:	PLEASE Project/ Waste Management
Duty Station	:	Kirtipur Municipality
Reporting assurance to	:	Team Leader
Supervises	:	All project core team
Job Summary	:	Overall responsibility for implementing the project and supervising the project team and community groups, including women's group. S/he is responsible for conducting community meetings, workshops, and educating the community to raise the level of awareness and changing behaviors on plastic waste reduction, collection, separation, and transferring to processing through the existing stakeholders, thereby processing (that includes sorting, washing, cleaning, drying, etc.) and manufacturing of the plastic products to eliminate the plastic waste footprints in the community and bring them into the application of innovative technologies in the system. S/he also work with the communities will be able to make use of the remaining plastic waste after recycling and upcycling, resulting in high-quality products for suitable marketing. This contributes to the project's goal of establishing plastic-managed communities and river in Kirtipur Municipality and surrounding wards of adjacent municipalities in the Kathmandu Valley.
Provision of support services	:	Office space Yes <input type="checkbox"/> Equipment (laptop etc.) Yes <input type="checkbox"/> Secretarial Services Yes <input type="checkbox"/>

A. Major Function:

The Project Coordinator works directly with the Team Leader to ensure that the project is planned, executed, and completed successfully. S/he is responsible for providing suitable supervision to the project's junior teams, including community mobilizers, as well as coordinating with various specialists and dignitaries from the Kirtipur Municipality and the project reporting system. The project has envisioned to bring the innovative technologies, which is a primary part, establish the plastic management business owned by the selected women from the communities to establish and run the plastic upcycling and recycling center so that the complete circular value chain of the waste plastics in place, and the project successfully establish plastic managed communities and rivers in Kirtipur Municipality and adjacent wards of adjacent wards of neighboring municipality in the Kathmandu Valley.

B. Major Duties and Responsibilities:

1. Work with stakeholders to outline the project's objectives, deliverables, and remain in the limitations and create a detailed project plan including timelines, milestones, and resource allocation.
2. Identify potential risks and develop mitigation strategies and communicate with stakeholders to understand their needs and expectations.
3. Provide regular updates on project progress, challenges, and changes and organize and lead project meetings with project team and stakeholders.
4. Ensure that human resources, financial, and material resources are appropriately allocated and utilized and monitor project budgets and expenditures to ensure financial efficiency.

5. Oversee day-to-day project activities and ensure tasks are completed on time.
6. Manage and support the project team, providing guidance and resolving any issues that arise and coordinate with external vendors and service providers as needed.

C. Qualification and Experiences:

1. A minimum of a Master's degree in Environmental Science or Waste Management studies especially in plastics waste management or a related field.
2. 5 years of professional experience in waste management project, with a focus on recycling and proven strong experience in leading and managing large-scale waste management projects.
3. Written and spoken English and Nepali languages.
4. Proficiency in computer MS Word and Excel and PowerPoint Presentation. .
5. Strong background in stakeholder engagement and public speaking.

D. Required Competencies:

1. Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
2. Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback.
3. Consistently approaches work with energy and a positive, constructive attitude.
4. Ability to work in a multi-cultural team environment with a positive attitude,

E. Time frame:

The position is a full-time job to lead the project in execution, reporting and coordination with the key stakeholders of the project. The regular 6 days a week (full time) work in the ground and have possibility reporting to the office time to time as per the requirement of the project and donor's requirements.

F. Payment modality:

Regular monthly payment remuneration after the report of the accomplished tasks.

G. Review/approval time required to review/approve the outputs before authorizing payments:

CIUD reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the assignment is completed with finalized product.

H. Confidentiality and Data Ownership:

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of this ToR are assigned to the CIUD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the CIUD.

I. Application Process:

1. The interested candidates must fill the job application in the link:
<https://forms.gle/p3syjLzigvARUhq6> .
2. Please also submit your Cover letter and latest resume in our email id ciud.mail1@gmail.com by 7th July 2024.
3. Only short-listed candidate will call for further interview.