

# Partnership Specialist

Location: [Asia & Pacific] [Nepal]

Town/City: Lalitpur

Category: Field Operations

Job Type: Open-ended, Full-time

Partnership Specialist (National Office)

## PURPOSE OF POSITION:

The purpose of this position is to lead WVIN's work on partnering, improving WV's understanding of partnering, building skills to be a better partner, and developing organizational systems that enable us to be a better partner. This position aims to build the capacity of the PNGO (Partner Non-Government Organization) to meet the requirement of the organization and preposition them for the future partnership.

WVIN has developed a strategy for becoming a better partnering organization, and this position leads the effective roll-out of the strategy. This will include work in development, relief and advocacy, looking at the broad range of partnering and collaboration relationships that WV works in. This role will involve forming a number of cross-functional working groups to work on different aspects of partnering and to develop skills and systems that cut across the organization.

## KEY RESPONSIBILITIES:

- Develop a competency and skills framework in partnering for WVIN staff at district and national level utilizing work from the WV Global Centre and organizations such as The Partnering Initiative and based on further research on partnering and collaboration competencies and skills as necessary
- Facilitate capacity building of WVIN staff, both at national and district level on partnership through guiding, coaching and formal training
- Promote partnering capacities of PNGO in line with WVIN's partnering priorities.
- Preposition NGO in the each working district at least one for each Technical Programme

- It is expected that this work will require coordination and collaboration with field Offices as well as all NO departments
- Develop tools that enable Field Office to effectively select partners who are competent for the tasks required
- Facilitate NGO partner selection process including team formation, orientation and reporting in line with WVIN's NGO partner selection guidelines
- Take initiation on the finalization of the NGO selection documents and recommend for the approval from the committee
- Coordinate with different departments to conduct the orientation of NGO partners on various areas
- Develop / update contractual process guidelines including the developing of a small number of standard contractual documents to be used for different types of partnerships; ensure that these meet the requirements of Nepal's legislation, and that ADPs understand when to use different contractual arrangements
- Review a sample of Partnership Agreements whenever needed to ensure that the Agreements meet the contractual process requirements.
- Work closely with field office teams to analyze current approaches to managing partnerships, and identify strengths and weaknesses in joint accountability.
- Provide technical support to field offices and different departments of WVIN to develop a range of Partnering Agreements that can be used to govern different types of partnering relationship.
- Conduct stakeholder mapping in all working district and ADPs.
- Formalize partnership with an agreement including multi-stakeholder partnerships in line with strategic and operational priorities of WVIN
- Review agreement template and its annexes as per the organizational requirement and context changes
- Provide technical support at district and national level to promote multi-stakeholder partnerships in project implementations
- Develop planning, monitoring and reporting approaches that enable WV and its partners to plan and manage effectively together, with all partners holding each other accountable.
- Oversee the roll-out of these improved approaches across the organization, enabling WVIN to better implement in a partnering approach
- Manage NGO partnership for WVIN projects including NGO selection, NGO performance appraisal and conflict management
- Facilitate resolution of operational blockages related to partnership in coordination with Operations and other relevant

teams

- Work with Public Engagement team to build and maintain multi-stakeholder relationship and government relationship
- Work with the Field Office for PNGO capacity building grant team to develop tools to enable field office team to assess the current capacity of partner organizations, utilizing the framework outlined above.
- Provide guidance and training to field office in enabling them to utilize PNGO self-review scorecard
- Provide support to Field Office in reviewing the results of institutional assessments. This may involve reviewing reports provided by ADPs, or running workshops to enable field offices to understand the results of their surveys
- Track performance progress of PNGOs and identify capacity need areas.
- Support PNGO capacity building on grants project to enable effective implementation and results
- Development of PNGO toolkit for key WVIN resources
- Assist PNGO for the their capacity building events and managing facilitator as per their need
- Support PNGO to target their performance to meet the organizational requirement. Their high level performance on finance management, people management and project management will lead to the overall organizational management.
- Constantly update knowledge and understanding on organizational development, providing a resource bank that Field Office and others in WVIN can utilize for their own learning.
- Publish a bulletin to share the best practice and learning from the field office and PNGO and organize appreciation for the best performer PNGO
- Work with other technical Manager, Operations Group, including MEALS, Protection, Advocacy, Education, Health and Finance, to ensure that support provided by each unit is complementary in the partnership management
- Demonstrate understanding of and commitment to World Vision's core values in the approach to work and relationships.
- Maintain 1-1 conversations and complete performance review regularly
- Prepare Individual Development Plan and receive relevant learning and development opportunities in alignment with role expectations
- Perform other organizational and business processes that are required to contribute to WVIN's strategic objectives and to maintain a healthy organizational life

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree in a relevant field – social science, development studies, adult education.
- At least 5 years in development work in Nepal
- Previous work in developing partnering approaches
- Strong research skills and relevant research experience of at least two years. Experience in leading action learning preferred.
- Strong team player – must be able to form and lead a number of cross-functional working groups.
- Strong interpersonal skills – ability to draw commitment from other parts of the organization.
- Good understanding of different approaches to partnering, and the requirements these involved is preferred
- Fluent in Nepali with good written and spoken English
- Knowledge of Microsoft Office, particularly Word and Excel

#### **WORK ENVIRONMENT:**

- 30% travel in World Vision International Nepal's working areas.
- Must be able to interact with a diverse groups Able to work on a cross-cultural environment with a multi-national staff
- Full adherence to World Vision Child Protection & Adult Safeguarding, Code of Conduct and Conflict of Interest policies.

***World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure. WVIN reserves all rights to qualify/disqualify applications in any case.***