

1. PROGRAM OVERVIEW

Room to Read and the implementation partner organization BAS Nepal are being to implement the Girls' Education Program Participants (GEPP) by Sept 2024 to Jun 2025. This Program helps girls build skills to succeed in Primary and secondary school and make key life decisions by providing life skills curriculum, opportunities for mentorship and peer support, and family and community engagement. The program will deliver additional remote solutions that leverage local logistical infrastructure, broadcast media networks and internet-based technologies to facilitate learning beyond the classroom. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. This program will run in 4 local Palikas of Banke district Khajura Rural Municipality, Kohalpur Municipality, Baijnath Rural Municipality and Rapti Sonari Rural Municipality. The program will support girls to continue school and learn life skills through Life Skills (LS) and Group Mentoring sessions.

2. ORGANIZATION PROFILE- ROOM TO READ

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by providing support during the two most critical time periods in a child's education: primary school for literacy acquisition and secondary school for girls' education. Our Literacy Program trains and coaches teachers, creates quality books and curricular materials and establishes libraries filled with diverse children's books in local languages that can be enjoyed at school or home. Our Girls' Education Program helps girls build skills to succeed in secondary school and make key life decisions by providing life skills curriculum, opportunities for mentorship and peer support, and family and community engagement. We deliver additional remote solutions that leverage local logistical infrastructure, broadcast media networks and internet-based technologies to facilitate learning beyond the classroom. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale.

To date, Room to Read has benefited more than 39 million children and has worked in more than 182,000 communities and 23 countries, providing additional support through remote solutions that facilitate learning beyond the classroom. Room to Read plans to benefit 40 million children by 2025. Learn more at www.roomtoread.org. To date, Room to Read in Nepal has partnered with government schools to establish over 4,814 school libraries to encourage a habit of reading in primary school children, published 403 children's books for quality materials to read, constructed over 1,249 schools, renovated 46 schools, and helped create an enabling learning environment through comprehensive Reading & Writing Instruction program in 1,642 primary classrooms. Room to Read in Nepal has supported over 11,608 girls from underprivileged families to complete secondary education and beyond by providing material, academic, and life skills education support through our Girls Education and Gender Equality Program. As per our global strategy, Vision 2025, our focus has been to scale our programs in a strategic partnership with the government to reach more needy children, schools, and communities in urgency. Room to Read works in two thematic areas: Literacy Program (LP) and Girls' Education and Gender Equality Program (GEP). We are at a growing stage and working to expand our coverage more in the future.

3. IMPLEMENTATION PARTNER - BAS NEPAL

BAS Nepal is a national non-governmental organization active for social transformation for the past 24 years. This organization established on 9 December 2000 has been strongly active against corruption, irregularity, delay and bribery in the country. With 77 district branches, more than 5,000 youth members, this organization promotes good governance, social accountability, social harmony, community security, youth empowerment, volunteerism, child rights, child protection, reduction of gender violence, community empowerment and institutional development. BAS Nepal is an organization that works by expanding the

youth network against corruption and believes in zero tolerance against corruption. It has been empowering the citizens towards the government and its institutions and making the government more accountable to the citizens.

This organization works to maintain social unity by maintaining social and religious tolerance among different castes, religions, cultures and works in the field of social and religious harmony. The organization has been creating a spirit of cooperation in the field of harmony by forming a social harmony committee.

According to the International Convention of Rights to Child 1989, provisions in the Constitution and the Children's Act 2047, this organization has been working for the child rights and child protection. It has been protecting children according to the organization's child protection policy 2078 and supporting children in the field of education.

Program Coordinator (No. 1- Full Time)

DETAILS/REQUIREMENTS:

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| Job Title: | Program Coordinator |
| Reports to: | BAS Nepal Board Chair or Executive Director/PNGO |
| Supervisory Responsibility | Officer/GEP |
| Based in: | BAS Nepal, Central office Nepalgunj with frequent fields visits in the programme areas of Banke District |
| Contract Length: | 10-month contract initially with the possibility of renewal based on project requirement and availability of funds. |
| Salary & Benefits: | As per organization policy that is attractive and competitive in the Nepali market |

A. POSITION OVERVIEW

The Program Coordinator (PC) leads the overall program related to Girls' Education program in the district with close coordination of the Room to Read office. The key role of PC, a) ensuring that girls complete at least secondary school and equipped with life skills by overcoming barriers that they face at family, community and school and b) Coordinate with local governments to develop strategic partnership for successful implementation of annual planned activities in line with country strategy of Room to Read.

S/he need to supervise the staff under him/her and will involve in frequent travel to program sites as well as mobilizing and regular interaction with all staffs. This position serves as the main point of contact for Room to Read, the local governments and other stakeholders.

B. ROLES AND RESPONSIBILITIES

a. Program Management, Implementation, Training and Coordination:

- Leads the implementation of all planned activities ensuring efficient utilization of budget and other resources.
- Organizes district level trainings, review meetings, workshops, orientation and joint monitoring visits with local governments, stakeholders, board members and program staffs
- Supports program teams in enhancing the program's effectiveness (e.g., design and implementation) at school, community, district level and propose new concepts/ideas/strategies as needed.
- Develops and implements the operational mechanism, and program approaches in the district(s) in line with Room to Read's country strategy in coordination with Room to Read's district office.
- Facilitates the procurement of the office supplies and materials necessary for the program implementation as per program design and budget.

- Identifies the area of professional development of the staff; creates and organizes capacity building trainings for the program staff.
- Supports POs, and PAs in implementing planned activities through regular visit to Palikas, schools, and respective communities.
- Supports to conduct periodic assessments and RM&E activities of the Room to Read's program.
- Conducts regular visits, as per program monitoring design, to project sites to support, coach and deliver trainings to SMs through PO/PAs.
- Reviews performance of staff members in close coordination with Room to Read's district team and provides on-site support to the team through frequent field visits.

b. Planning, Reporting and Documentation:

- Plans, manages, and conducts district/Palika level training(s)/workshop(s), orientation and review meeting for stakeholders.
- Collaborates closely with Room to Read team for annual/quarterly planning, tracking the monthly progress according to IC and budget in alignment with ground reality and local context.
- Prepares periodic reports/updates and shares the same with Room to Read and concerned Palikas.
- Maintains and organizes record-keeping system about the materials dispatching and distribution to the program schools.
- Leads field-level public/social audit events to promote transparency and accountability and document the same for reporting to Room to Read.
- Prepares management responses to the financial audit observations to address the audit findings as needed in coordination with Executive Director/Board Chair.
- Prepares fund forecast, tracks monthly budget vs expenditures, reschedules budget expenses and supports Room to Read's district team to prepare responses to MIS.
- Supports the team in collecting program-related data, compiling it with proper documentation, and reporting to Room to Read.
- Conducts monthly review of IC, budget, and tracks the program implementation progress ensuring alignment with the plan.

c. External Coordination and Networking:

- Develops a strong relationship with the Palikas, Education Development and Coordination Unit (EDCU), respective section of Palika, and other relevant local-level stakeholders and ensures that they support the program of the organization.
- Lobbies with respective district/Palika stakeholders to implement the planned activities particularly awareness-raising activities with cost-sharing approaches.
- Represents the organization in different forums at local and district levels, and advocates for the importance of gender equality.
- Leads in integrating the program elements/components into the local education plan and School Improvement Plan (SIP) to scale the program.

C. QUALIFICATIONS

Required:

- Bachelore's Degree in Management, Education, Gender studies, Social Work, or relevant field.
- Five (5) years of proven experience in the relevant field (preferred in the field of girls' education, basic education and GESI, especially for underprivileged children).
- Good knowledge and understanding of climate change, education issues related to gender equality in education, including teaching methodologies, non-formal education, and community involvement in schools.

- Knowledge and skills on planning, budgeting, supervising, and project implementation
- Previous work experience with adolescent girls, life skills for decision-making, and community mobilization.
- The ability to supervise staff and conduct training and workshops for staff, stakeholders and adolescents.
- Ability to travel frequently to program areas throughout the district to spend time in the project sites visiting schools, and local-level government offices, and meeting with stakeholders.
- Good verbal and written communication skills in English & Nepali.
- Proven track record of achieving results, have People Management/leadership skills, and Work Flexibility.
- Follow a high level of professional ethics, adhere to Child Protection Policy, code of conduct, and standards while working with children when it comes to child abuse and exploitation, and believe that all children have equal protection rights.
- Good knowledge and understanding of the education issue in Nepal.

d. Preferred:

- Master’s Degree in Management, Education, Gender studies, Social Work, or relevant field with 3 years relevant experience.
- Proven track record of effectiveness in working with non-profit organizations focusing on maintaining high-quality standards.
- Experience in implementing quality education particularly in basic level in government schools.
- Experience in community development projects within rural communities targeting adolescent girls and youths for their life skills enhancement.
- Previous work experience working in collaboration with schools, teachers, administrators, and government officials will be an asset.
- Person having a valid two-wheeler driving license.

e. To be successful as a member of the organization, you will also:

- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Good team player.
- Thrive in a fast-paced and fun environment.

Administration and Finance Officer (No. 1 - Full Time)

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| Job Title: | Administration and Finance Officer |
| Reports to: | Program Manager/Coordinator |
| Supervisory Responsibility | Finance, Administration, Human Resource Management & Logistic |
| Based in: | BAS Nepal Central Office Nepalgunj, Banke |
| Contract Length: | One-Year contract initially with the possibility of renewal based on performance |
| Salary & Benefits: | As per the Organization Policy |

A. POSITION OVERVIEW

Administration and Finance Officer (AFO) is responsible for overseeing the administrative and financial transactions of the organization with technical and financial support of Room to Read. The position is tasked with developing budgets, monitoring transactions, and preparing financial reports. H/she possesses strong accounting and analytical skills. In addition, he/she supports the conduct and management of audits, prepares donor and operational budgets, and facilitates procurements. H/she plays facilitation role during overall procurement

process of the organization and need to play lead role for logistic arrangements. H/she is responsible for the day-to-day management of financial transactions and procedures in line with organizational policies and principles.

B. ROLES AND RESPONSIBILITIES

a. Accounting & Finance

- Maintains books of account accurately and regularly. Makes posting/Approves all the expenses to the relevant books of accounts as per BAS Nepal and Room to Read's requirements.
- Checks the authenticity of the bills, vouchers, and other supporting documents of Room to Read project before releasing the payment to assess the accuracy, and completeness for the payment procedure.
- Calculates tax and other deductions to deduct from the source while making the payment.
- Prepares payment authorization and submits it to relevant authority for approval on timely basis with proper and complete supporting documents.
- Carries out the bank & cash operations and controls including issuing cheques, bank transfers, and stop payments, other correspondence with the bank.
- Conducts vetting of vendors through watchdog screening before entering into contract with vendors and releasing payment for amount equal to \$ 500 (USD) and above.
- Processes all payments to vendors and employees within the reasonable time frame.
- Ensures that all the expenses for a particular month are booked including uploading soft copy documents into the accounting software within the month and coordinates with the other department colleagues/vendors for obtaining related documents on time for booking of financial transaction(s).
- Conducts monthly reconciliation of petty cash and bank.
- Prepares monthly cash forecast for submission to Room to Read.
- Supports program team in preparation of yearly budget and necessary amendments as per Room to Read's requirements.
- Maintains proper filling of accounting and financial document with indexing in hardcopy and/or digital platform for efficient retrieval.
- Completes monthly TDS reconciliation, deposition and verification within timeline as per Income Tax Act, 2058 and other statutory requirements.
- Prepares TDS certification for vendors or employees on request.

b. Administration and Logistics

- Carries out all administrative related work including procurement in the organization in coordination with program and procurement team.
- Acts as a member secretary of procurement committee to facilitate vendor selection and recommendation on timely basis in compliance with Room to Read's procurement policy.
- Ensures that procurement committee minutes and documents are properly maintained and signed by each procurement committee member. Safeguards such minutes documents.
- Orients procurement committee members in procurement policy and procedures.
- Provides overall logistics support such as: arranges venue for seminars/meetings, arranges for the field visit/manages vehicle etc.
- Maintains and updates the record of inventory of fixed assets and other materials available in the organization.
- Prepares agreement with vendors, consultant or others parties and prepares reconciliation on quarterly basis.
- Collects and forwards documents, parcels, materials sent from the organization and forwards it to other stakeholder and vice versa.
- Assists the admin/logistic associate for the letter in and out registration.
- Carries out other functions as per need and periodically and rationally suggested by the supervisor.

c. Policy Compliance

- Ensure all relevant applicable Government Acts, Rules, and Regulations are complied.
- Ensure Compliance with all organization specific internal and donor specific policy and guidelines.

d. Planning, Monitoring and Evaluation

- Support program team to develop and prepare the implementing calendar(IC), prepare budget expenditure tracking sheet in line of standard operation guideline.
- Support program team on Budgeting and implementation of IC based on annual budget and plan.
- Supervise and provide need-based support to Admin-Finance associate.
- Analyze budget and expenditure, recommend way of being cost effective and reduce variance on budget utilization.

e. Reporting

- Prepare monthly and quarterly financial reports and submit to the supervisor and ensure all the compliance as per the **BAS Nepal** & RtR compliance.
- Assist program team in preparing justification and full year estimate on monthly financial budget vs actual.
- Prepare action plan on audit recommendations for the betterment on financial status of the organization.

C. QUALIFICATIONS

Required:

- Bachelors Degree in Management or a related field (Semi qualified CA/ACCA is preferred).
- Strong planning and time management skills.
- Knowledge of government regulation and tax system of Nepal in relation to procurement and financial management.
- Ability to travel frequently to program locations throughout the district.
- Good verbal and written communication skills in English and Nepali.
- Proven track record of achieving results.
- Experience in administrative initiatives.
- Ability to work under pressure.
- Having valid driving licenses (at least of two wheeler).

D. EXPERIENCE

- At least 5 years of experience in the field of Accounting, Finance, or Auditing in I/NGOs.
- Knowledge of accounting software is desirable.
- Proficiency in using computers with adequate knowledge of MS Office.
- Strong analytical, reporting skills and time management skills.

E. To be successful as a member of the Room to Read team, you will also:

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be an innovative and creative thinker that tries new things and inspires others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Social Mobilizer- Girls' Education Program (GEP) (Nos. 8 - Full Time)

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| Job Title: | Social Mobilizer- Girls' Education Program |
| Reports to: | Programme Coordinator/Officer/Associate – Girls' Education Program |
| Supervisory Responsibility | None |
| Based in: | Visit with BAS Nepal Central Office Nepalgunj/ Schools in program areas of Banke District |
| Contract Length: | One-year contract initially with the possibility of renewal based on performance and availability of funds. |
| Salary & Benefits: | As per organization policy that is attractive and competitive in the Nepali market |

A. POSITION OVERVIEW

The Social Mobilizer, Girls' Education Program (SM) will be responsible for overseeing Girls' Education Program Participants (GEPP), program schools, parents, local-level government, and other relevant stakeholders. This position supports GEPP to continue school and learn life skills through Life Skills (LS) and Group Mentoring sessions. SM also ensures that GEPP stay in school longer by regularly tracking GEPP records to identify and mitigate risks that can result in dropouts. This position will report to the Program Coordinator in their respective clusters. This is a field-based position working in GEP clusters with visits Office of the BAS Nepal as and when required.

B. ROLES AND RESPONSIBILITIES

a. Program Management, Implementation, Training, and Coordination:

- Conducts LS/ group mentoring sessions with quality and ensures that the GEPP are well equipped with the knowledge as per the LS and mentoring curriculum.
- Updates oneself through regular manual reading, doing research, and reading other resources on the topics of gender equality, adolescent development, life skills, and others.
- Implements program activities related to school management, parents, ward offices, community leaders, and other stakeholders.
- Keeps updated information and documentation of GEPP including maintaining the database, regular attendance, activity participation record, home visit records and individual mentoring files.
- Guides GEPP to improve their academic performance by identifying GEPP in need of exam preparation support and plans for the same.
- Supports schools to form/reform Child Clubs and engages them in life skills club activities.
- Engages families, schools, and the community through parent workshops, parent meetings, home visits, community programs, and other activities as needed to create a gender-friendly study environment for GEPP.
- Organizes community and school level awareness-raising activities on early marriage, abuse prevention, the importance of girls' education, gender equality in education in the community through day celebrations and project work by GEPP.
- Provides individual mentoring to identify GEPP who are at risk and does referrals for more critical cases to other service providers by mapping different services and maintaining a directory.
- Actively participates in conducting material support surveys to identify needy GEPP for ranking them and providing them with material/academic support.
- Supports Program Coordinator to conduct joint monitoring visits and conducts/attends meetings with local Government as needed.

b. Planning, Reporting and Documentation:

- Works together with Program Coordinator to prepare a month wise school-specific plan following the annual plan and implementation calendar.
- Monitors and keeps records of GEPP' school attendance and academic performances.
- Keeps GEP registers updated with accurate and timely data entries.
- Tracks GEPP risks under the risk parameter and SM's observation to be able to conduct timely responses and support to retain GEPP at school and guides GEPP to solve their problems.
- Keeps a record and manages appropriate distribution, storage, and proper use of any supplies provided to schools/GEPP.
- Reports to GEPA/Officer/Coordinator as needed to prepare reports, plans, or any other documentation on both technical and operational aspects.

c. External Coordination and Networking:

- Establishes and manages proper relationships with schools, focal point teachers, parents, ward-level local government, communities, and any other relevant local stakeholders.
- Conducts/attends regular meetings with the School Management Committee, Parents Teachers Association, school staff, focal point teachers, child club, and subject teachers to build up trust with the school and its members.
- Collaborates and coordinates with the other local development partners for a joint program.

- Supports GEPA/Officer/Coordinator to conduct program orientation and discussion for possible partnership with local government and other stakeholders.

D. QUALIFICATIONS

Required:

- Bachelor's degree in education/social science or equivalent (similar field).
- At least one year of working experience at the community level and related field.
- Good understanding of the local scenario and secondary-level education system
- Good command of written and verbal in Nepali and local languages (if required).
- Have training and facilitation skills with a good understanding of the local environment and life skills.
- Have skills to train and work with adolescent girls.
- Have social mobilization skills to work with different communities and situations.

Preferred:

- Candidates with work experience in the related field of teaching, gender equality, and education sector.
- Comprehensive knowledge of current developments in gender issues, especially in government schools.
- Candidate proficient in using computer applications like; Word, Excel, and PowerPoint.
- **Application and Deadline:** Please submit application with updated CV, Copies of Academic Qualification, Experience Letter, Training Certificates, Citizenship and Driving License by August 15, 2024
- **Submission Email:** carrerbasnepal@gmail.com
- **Selection Process:**
 - a. **First Step:** The telephone interview will be conducted for shortlisted candidates only.
 - b. **Second Step:** Written examination will be conducted for selected candidates from telephone interview.
 - c. **Third Step:** The recruitment committee will be conducted the interview to pass out candidates only.

Both Room to Read and program implementation partner organization BAS Nepal have zero tolerance when it comes to child abuse and exploitation and believes that all children have equal protection rights. The colleague will be expected to adhere to the Room to Read's Child Protection Policy, Code of Conduct and standards.

Recruitment Committee, BAS Nepal
081-533154, 081-535538