



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – EOI -258-18/93

Post title:	Team Leader / Coherence Programme
IDEA Division:	Asia and Pacific Programme
Location:	Kathmandu, Nepal
Line Manager:	Head of Mission, Nepal
Project:	Enabling More Cohesive and Democratic Local Governance in Nepal (Coherence Programme)
Donor:	Department for International Development (DFID)

The main function of the post is to:

Serve as the International IDEA Team Leader for the Enabling More Cohesive and Democratic Local Governance in Nepal programme, known as the ‘Coherence Programme’, funded by Department for International Development (DFID).

Specifically, main competences required for the post include the following:

Required Technical Knowledge and Skills

- In-depth technical knowledge skills, significant experience and thorough understanding of in governance field, political context and devolution, democratic accountability and on all programmatic issues relevant to the Programme;
- In-depth knowledge and thorough understanding of the overall political context of Nepal, the current process of transition to a federal state, its governance structure and key stakeholders.

Required Functional Competence

1) Representation of the Programme:

- Lead the Programme to ensure effective implementation of its activities;
- Represent the Programme for International IDEA with the Ministry of Federal Affairs and General Administration (MoFAGA), DFID and other key stakeholders and institutions;
- Establish, maintain and coordinate partnerships, engage with key stakeholders and institutions, at all levels, represent International IDEA and the Programme in all professional circles and in meetings;
- Lead, coordinate and organize meetings, dialogues, workshops, conferences and other activities relating to the objectives of the Programme.
- Develop a close conceptual and strategic relationship with DFID, MOFAGA and other stakeholders

- Provide, regularly and as-needed, information, analysis and technical inputs to key stakeholders on topics of relevance for the Programme.

2) Management and Leadership:

- Manage all aspects of the Programme and of its workstreams (planning, monitoring and evaluation, reporting and budget review and allocation);
- Lead, guide and supervise the Coherence Team as a whole, the individual staff leading each Workstream and the external consultants supporting the Programme; harness and promote the potential of staff members and improve their performance capability, resolve conflicts within a team;
- Knowledge of flexible, adaptive management and ability to apply it to the Programme with independent initiative and creative thinking, strong professional curiosity and willingness to equally learn from what doesn't work and from what does work;
- Provide expert advice particularly relating to local governance, political context and devolution and democratic accountability;
- Research and ability to draw upon relevant International IDEA knowledge resources, networks and tools to respond to any topical issues related to the Programme;
- Contribute to political, situational and technical analysis, lead drafting of progress reports, activity reports and programme briefs, contribute to publications of International IDEA;
- Identify opportunities for programmatic expansions, initiation of new activities and projects, resource mobilisation and strategic partnerships;
- Ensure quality, efficiency, with focus on stakeholders' needs, monitor and evaluate programme activities to ensure high integrity and standards of performance and compliance with International IDEA's rules and regulations;
- Provide strategic advice to International IDEA's Head of Mission/Nepal on all matters pertaining to developments and opportunities related to the Programme.

3) Programme Supervision:

- Supervise the implementation and monitoring of the Programme and all Workstreams, supporting: the analysis of the "givens" and context (Workstream A); the review and analysis of Humla pilot's lessons (Workstream B); the development of a new democratic local governance pilot initiative and its review/analysis; the training a team of mentors for a new pilot (Workstream D); and the transfer of lessons learned and outcomes from all workstreams into Workstream X (knowledge hub), particularly the information and experience from the dialogue events (Workstream C);
- Coordinate the collection, analysis, extraction and documentation of evidence, knowledge, findings and lessons learnt emerging from the various Workstreams and their feeding back into and across the various Workstreams;
- Lead the Dialogue Workstream C by:
 - Building formal and informal partnerships with key stakeholders: including civil servants in MoFAGA and other government institutions, political party leaders, local government representatives and officials, opinion makers, civil society, service providers, etc.;
 - Proactively engaging with critical actors: including opinion makers, representatives from local governments and local government associations, bureaucrats, parliamentarians and Development Partners – as potential 'influencers' who could

help support the development of the conditions for a democratic local governance system; and

- Bringing all these actors together and engaging them through different means ('spaces'), such as multi-stakeholder dialogues, formal and informal coalitions for change and networks, expert lectures, dialogues and workshops or facilitated study tours.

Education and Experience

- Post-graduate qualifications (University/Master's degree);
- 8-10 years of relevant professional experience;
- 5 years management experience, and senior-level experience in leading a team;
- Fluency in spoken and written Nepali and English is required.

Tenure of Appointment

The appointment will be made for a fixed term of twelve (12)-month contract based in Kathmandu, Nepal, which will be renewable depending on availability of funds and subject to satisfactory performance evaluation. The assignment is expected to commence on/about November 2018. The recruitment of this consultant is subject to International IDEA service contract award as well as approval by Department for International Development (DFID) Nepal.