



Volunteer Job Pack

Job Title	International Volunteer – Education Policy Advisor-MOEST
Job ID	JOB0122035
Country	Nepal
Employer	VSO Nepal
Duration	18 months
Job purpose	The role is to support the Foreign Aid Coordination Section (FACS) at MoE in its endeavor to ensure the effective coordination for School Sector Development Plan (SSDP). S/He will lead in coordinating among Development Partners (DPs) and Civil Society Organizations (CSOs) supporting SSDP, drafting ToRs, and supporting MoE gather evidence from different sources. S/He identifies areas for capacity development among staff members of FACS and works with them closely to enhance their leadership capacities.

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1. Job Description

Responsibilities:

- Support Head of FACS to coordinate among DPs and CSOs for different policy forums like Joint Consultation Meeting, Joint Annual Review Meeting, and Joint Quarterly Meeting as provisioned in SSDP Joint Financial Agreement (JFA)
- Support the MoEST to ensure the effective coordination for implementation of School Sector Development Plan (SSDP)
- Facilitate to MoEST on program design, implementation and support in monitoring implementation of the SSDP and provide inputs for policy development
- Lead in coordinating among the central level agencies, provincial governments, local governments, Development Partners (DPs) and Civil Society Organizations (CSOs) supporting to implement SSDP, drafting ToRs, and supporting MoEST gather evidence from different sources.
- Collect field experiences from among different International Volunteer Experts (IVEs) placed in different districts through VSO country office and provide that as policy input to MoEST
- Develop the capacity of MoE staff on Equity Research and Education in Federalism
- Identify areas for capacity development among staff members of MoEST and works with them closely to enhance their leadership capacities.
- Support MoE to prepare and disseminate SSDP briefs
- Work on policy drafting, planning, programming, coordination, documentation and internal reporting system
- Work in a close coordination with VSO project team and IVEs to share learning;
- Provide timely and regular reports to VSO Nepal as part of the requirements of the project management and compliance to donor requirements.

Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ in reality and therefore the post holder will need to be

Skills, Knowledge and Experience

Essential

- University degree in Education, at least 5 years' experience working with multi-level stakeholders particularly in government
- Strong background coordinating with government agencies, development partners and civil society organizations
- Experience in conducting education policy research particularly on equity in education
- Strong background in building capacity of staff particularly in government
- Background in Programme and policy implementation and monitoring
- Strong background in writing policy briefs and reports
- Knowledge and understanding of international inclusive education practice

Desirable

- Experience of practical and creative solutions to deliver results in organizations with minimal resources
- Understanding of School Sector Development Plan (SSDP)
- Knowledge and understanding on Education in Federalism
- Knowledge and understanding of international gender

prepared to be flexible and adapt to their environment as necessary.

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy.

2. Personal considerations

In addition to the job description, the following information should be used when considering whether a placement is suitable for you.

Personal health considerations

If you have a significant current or past medical condition and/or you have general concerns about staying healthy as a volunteer, please use this information to assess whether this placement will be suitable for you. All volunteers require medical clearance from a VSO medical adviser before they are able to take up a placement with VSO. Occasionally, VSO may consider that this placement is too great a risk for you in terms of your personal health and you would be advised to consider a different placement. For further guidance about medical assessment and volunteering with a medical condition please see the [frequently asked questions on VSO website](#).

Access to medical care and support

The standard and quality of local medical care and support available at this placement will depend on its location within the country. Health facilities are likely to be more poorly resourced in rural areas in terms of medical expertise, equipment, infrastructure and regular supplies of medication. However, this may not be the case in the capital city or in a larger town, where in some countries there may be a reasonable standard of medical care. The following gives you an indication of where the placement is in relation to the country office and how easy it would be to make the journey if you were ill.

This placement is in: Project districts (Banke, Parsa, and Sarlahi)

Before completing a job application, please seek advice from the VSO International Medical Team if you:

- *have an ongoing medical condition*
- *have had a medical condition in the past that might recur*
- *take any regular medication (other than contraception)*

If you wish to discuss your personal circumstances or health concerns in confidence with VSO's medical team before you apply for this placement please contact medical@vsoint.org.

Accompanying partner or family: If you have a partner or children who are planning to accompany you to your placement, please use this section to assess whether this placement will be suitable for you.

This is not accompanying role

Motorcycle requirements

Not applicable

Security information

Aftershocks may still occur and volunteers will receive information about how to act in case of earthquake. You should also be aware of the condition of buildings you are passing or near as many buildings suffered structural damage that makes them unsafe – it is best to avoid them if you are unsure. Landslides are likely, particularly in the monsoon season (June to October) and volunteers will need to check with VSO before travelling outside Kathmandu.

After a disaster there are often increased risks of theft, robbery and personal assault.

Given the focus of this placement, it is important that the volunteer takes the following risks very seriously and commits to follow VSO protocols at all times:

- Civil Unrest – There is likely to be sporadic unrest across the country and in particular after promulgation of New Constitution ;
- Road accidents – The most likely form of serious incident a volunteer will face as vehicles are old and not well maintained and driven recklessly;
- Sexual harassment and assault – Volunteer will be bided by VSO safeguarding policy.
- Disease – It is your responsibility to ensure you take appropriate preventative care: sleeping under nets, using repellent, taking prophylactic drugs or treating drinking water;
- Theft, robbery and personal assault – You are responsible for ensuring your own security. The most common type is by stealth – pick-pocketing or grabbing bags rather than with violence.
- Burglary – (theft from your house) not that common but incidents have taken place in the area;
- Kidnap – Although highly unlikely, it is important for staff and volunteers to know some basic guidelines;
- Natural disasters –the common natural disaster are floods and landslide during the monsoon seasons (June – August) sometime earthquake aftershock is observed.

3. Project background and contextual information (Please change this information as per project detail and requirement)

Empowering a New Generation of Adolescent Girls' with Education (ENGAGE) envisions a world where even severely marginalised out of school girls and girls with disabilities are empowered through education and livelihood skills. To create an environment of making informed life choices, contribute to family decisions, and confidently pursue their own economic opportunities, the project aimed to implement literacy and numeracy classes, support formal education, develop the teachers capacity, enhance government run resource classes, increased access to learning materials, provide business and or livelihood skills to the primary actors. The project further aimed to empower parent through parenting education and making them more engaged in their children's learning both in home and schools. More importantly, project will try to reduce the vulnerability of girls and women due to early child marriage, early pregnancy, gender based discrimination and gender based violence through community level interventions including adolescent sex and reproductive education. Through developing a pool of role gender role models to support primary actor's education, health and other issues the project will use the Big sisters mentoring models. This is a four years projects working in province 2 (Parsa and Sarahi) and province 5 (Banke) and provides educational and livelihood opportunities to 2525 marginalized girls and girls with disabilities from the marginalized community. The total project budget is GBP 4896, 541. This is a consortium project where VSO is a lead organization and HI is leading partner in disability and inclusion. The community level interventions will be implemented by downstream non-governmental organizations. For the purpose of identification of project beneficiaries, pre-base line and household survey is one of the major task which will identify and detect the girls with disabilities to whom project will be working, this task will be done by the external evaluator which will deliver a report along with: i) literacy and numeracy assessment results ii) MEL framework iii) household survey report and iv) identification and detection of girls with disabilities.

Further information on VSO's work in each of the countries we work in can be found on the [VSO website](#).

