



Job Description: Program Advisor

LOCATION: EASTERN TERAI, NEPAL

FULL TIME POSITION

REPORTING TO: PROGRAM MANAGER

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. It:

- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.

The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Fund operates anti-slavery programs in Ethiopia, India, Nepal, Thailand and Myanmar and will open new programs in Brazil, Indonesia and Bangladesh in 2021.

About the position

Since 2014, the Freedom Fund has been working with local partners to reduce the prevalence of a traditional form of agricultural bonded labour (known as Harawa-Charawa) in the Terai districts of Siraha, Saptari and Dhanusa. The program has recently refocused its strategy to build on success in local and national level advocacy - promoting the rights Harawa-Charawa labourers and linking them with other activist groups to support a unified movement against bonded labour.

The Freedom Fund is seeking a Program Advisor to manage our programs in the eastern Terai region of Nepal. The Program Advisor will work closely with another Freedom Fund Program Advisor who is based in Kathmandu. The successful candidate will have a range of responsibilities including managing grants to four local partners working in the districts of Siraha, Saptari and Dhanusa, conducting site visits, monitoring results, coordinating joint advocacy initiatives and convening meetings and events for partners, government officials, and other stakeholders.

The position will be an independent contractor to the Freedom Fund and not an employee of the organisation. As a consultant, the position is not eligible for any employee-related benefits, plans or

programs of the Freedom Fund. The consultant is expected to provide their own workspace to successfully carry out the deliverables listed below.

This is a full-time assignment with funding secured until December 2023. The successful candidate will be given a one-year contract which will be reviewed annually with the potential for renewal.

Responsibilities

Working with the programs team in London and existing Program Advisor in Nepal, the successful candidate will manage and implement the Freedom Fund's program in the districts of Siraha, Saptari and Dhanusa. Responsibilities will include, but are not limited to:

- Provide advice to the Freedom Fund team to support program implementation in the south-eastern districts, working closely with local grantee partners, local government officials, and other key stakeholders.
- Work closely with local grantee partners to ensure they are able to meet donor compliance requirements.
- Contribute to the Freedom Fund's on-going understanding of the program context and specific trends and issues related to agricultural bonded labour.
- Conduct regular office and program site visits of grant recipients.
- Facilitate reviews of grant recipients' operations, processes, and policies, such as financial reviews and organisational capacity assessments.
- Contribute to the development and coordination of capacity building plans for grant recipients.
- Provide assistance to grant recipients to ensure the completion of impact reports and bi-annual narrative reports.
- Review grant recipients' quarterly data and financial reports, giving feedback and supporting grant recipients to improve quality of their reporting.
- Provide financial oversight of grant recipient budgets and ensure strong financial management and reporting.
- Support the coordination of program-level research and evaluation projects among grant recipients.
- Assist in the development and facilitation of a learning 'community of practice' for implementing organisations.
- Manage relationships, and coordinate work with technical assistance providers.
- Work closely with the existing Program Advisor to coordinate with other grant recipients, and survivor groups working across Nepal to combat agricultural bonded labour.
- Contribute to the design and implementation of local and national level advocacy strategies.
- Provide logistical support for Freedom Fund representatives and other donors to visit the program.
- Communicate progress, challenges, and lessons learned related to program deliverables with members of the the Freedom Fund team on a regular basis.
- Cooperate with other members of the Freedom Fund staff and teams in other countries and the headquarters offices, as needed.

Qualifications and experience

The Freedom Fund seeks a dedicated, self-motivated Program Advisor, capable of working with limited supervision and of quickly establishing effective relationships with a wide range of stakeholders. The successful candidate will have experience in successful program design and implementation.

Essential

- 5-7 years of experience in project management/coordination and community development in Nepal.
- Experience advocating with government stakeholders on the rights of vulnerable populations.
- Grantmaking experience on behalf of an international organisation to local civil society organisations.
- Experience in monitoring and evaluation of grants and programs, including data collection, data management, and financial monitoring.
- Experience liaising with and hosting donors.
- Experience working with vulnerable populations in a highly sensitive environment.

Desirable

- Knowledge and experience working with the bonded labour movement in Nepal, and/or forced labour, human rights, anti-human trafficking or modern slavery initiatives.
- Experience managing projects funded by institutional donors (such as FCDO, EU, USAID) is highly desirable.
- Familiarity with agricultural bonded labour in the eastern Terai region is desirable.
- Knowledge of government policy, structure and legal systems is desirable.
- Experience of child-protection and safeguarding challenges, risk management strategies.

Personal attributes

Essential

- Excellent written and verbal communications in English and Nepali.
- Verbal communication in Maithili is highly desirable.
- High proficiency with Microsoft Office tools (especially Word and Excel).
- Detail oriented with the ability to manage and track data across multiple grant recipients.
- Strong group facilitation skills and community organising skills.
- Strong problem-solving, analytical, and organisational skills.
- Ability to manage multiple deadlines.
- Ability to take initiative and work independently.
- Ability to form good working relationships with survivor groups, local grantee partners, government, INGOs, and other local stakeholders.
- A positive attitude, willingness to support team members to meet short-term needs in a fast-paced environment.
- Proven experience working effectively in a cross-cultural team.

Location

- Strong preference will be given to candidates who reside in Province 2, or Bhiratnagar, Nepal.
- Candidates from other locations will be considered however they must be willing to spend approximately 30% of their time in the program implementation districts of Siraha, Saptari and Dhanusa.

Compensation

- USD 1,400 – USD 1,800 per month, depending on experience and location.
- 33 days of annual leave, inclusive of national holidays.
- USD 500 per annum for health insurance.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Program Advisor – Nepal' in the subject line before **1.45pm Nepal Standard time on Wednesday 9th June 2021**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please.
No agencies please.

The Freedom Fund is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds and the LGBT+ community. Applicants must be eligible to work in Bangladesh.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.