

Community Self-reliance Centre

Terms of Reference

Position: Campaign Officer (CO)	Report to: (1) Campaign Manager
Location: Field (Sarlahi, Mahottari or Rautahat)	Grade: C2
Service Period: 1 year +	
Purpose of the position: The CO will manage and facilitate the campaign activities related to land rights in Bara, Rautahat, Sarlahi, Mahottari, Dhanusha districts. S/he will lead the campaign activities with all financial, human resources, and coordinate with all stakeholders including the CSO/NGOs, Government agencies and media locally. S/he will also be responsible to ensure the timely generation and recordings of reports and data from the fields and have a proper record and maintenance. S/he will have responsibility of the custody and readily availability of the project information in the forms of periodic and occasional reports, data pertinent to the project activities, briefing papers targeting both internal and external sharing and presentations and cases and evidence that strengthen the reported achievement of results of the project.	
Program Management <ul style="list-style-type: none">• Help finalize and utilize the baseline report of DLRFs• Assist to prepare a monitoring and evaluation framework based on the baseline report and the secondary data of the district• Support to formulate necessary policies, rules and regulations of the DLRFs• Help DLRFs to analyze situations, prepare strategic plans• Prepare an annual plan of actions with budget for the assigned districts and submit to Campaign Manager within the timeframe• Support to the DLRFs in preparing and implementing result-oriented and participatory plans and ensure the activities are aligned with the CSRC and NLRF strategic plans• Be responsible for monitoring, providing feedback and taking necessary actions if the financial transactions are effective	
Coordination and Resource Management <ul style="list-style-type: none">• Coordinate and build relationships with Government agencies, CSO/NGOs and other agencies locally. Help DLRF to build relationship with those agencies in the district.• Explore and utilize the resources and opportunities in the districts in an active engagement of local V/DLRF activists and members.	
Monitoring and Evaluation <ul style="list-style-type: none">• Implement fully the action plans of monitoring and evaluation	

Manage and utilize the data of the baseline and quantifiable achievements of the working areas

- Monitor regularly if the planned activities are implemented or not, try to carry out the planned activities with in time and as per the expected quality.
- Review and reflect the achievements of the activities in the assigned districts in a participatory approach and document the qualitative results and learning.
- Assess the impacts of any internal or specific campaign internally or externally and coordinate and facilitate any research activities.

Capacity Building

- Provide knowledge and skills on various aspects of the land movement such as social movements, organization, activism, organizational management, leadership development, policy research and advocacy, participatory planning, monitoring and evaluation, financial management to staff, activities, frontline leaders in the districts.
- Maintain organizational governance at the LRFs, conduct social audit, develop the methods and process of exploring learning achievements in a participatory approach.
- Facilitate the process and promote new knowledge and skills

Reporting

- Collect information form relevant partners and DLRFs, compile, prepare and submit the trimonthly, and annual report to the supervisor
- Write reports of the other events such training workshop and field visits.
- Collect all the annual plans, quarterly plans, monthly updates, case studies, forms and formats and other information and provide feedback.

Others

- Expand the relationship with relevant agencies working in right based approach, act like an effective organizer living in local communities.
- Take any other responsibilities in consultation with Campaign Manager.

Performance Indicators:

- Implementation of the planned actions
- Movements based on the issues, and their achievements
- Quality and periodic reporting of the DLRF
- Effectiveness of the financial management and resources mobilization
- Strengthening of peoples' organization
- Report and the quality of each campaign and program

Minimum Qualifications :

- Bachelor's degree in development studies, humanities, management, sociology/anthropology or equivalent subject.
- Minimum two year of work experiences in relevant field