

Position:	ESP On-Site Community Assistant
Division:	Project Delivery
Reports to:	Project Manager – Transmission Lines
Band:	B

Background & Project Description

In September 2017, the U.S. Government’s Millennium Challenge Corporation (MCC) signed a \$500 million compact agreement with the Government of Nepal. The compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India—helping to spur investments, and accelerate economic growth. The compact agreement is valid for a period of five years, and is currently in implementation stage, prior to Entry-Into-Force (EIF) at which time the five-year time period begins.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity. This position will assume a critical role in the success of MCA-Nepal.

Position Objective

The Environmental and Social Performance (ESP) On-Site Community Assistant under the functional supervision of ESP Specialist (Environment), is responsible for the execution of project support activities, organizing logistical and administrative support for project activities, gathering and inputting information, and monitoring and reporting on project activities. This position will be based in project-affected districts and are expected to interact with local communities, including disadvantaged and vulnerable groups.

Duties and Responsibilities

Implementation

- Conducts basic monitoring of environmental, health, safety and social performance of construction contractors in accordance with MCA-Nepal’s environmental and social management system;
- Represents MCA-Nepal at the local level in project areas, including availability at MCA-Nepal local offices, attending meetings and monitoring ESP consultant and contractor activities;
- Coordinates ESP activities at the local level as defined by project plan ensuring that these are delivered on a timely basis to support broader project initiatives and objectives;
- Ensures participation and consultation of disadvantaged and vulnerable groups in meetings and implementation;
- Builds rapport and relationship with the affected communities, people and local government line agencies.
- Coordinates with other ESP specialists and Quality Assurance Managers (EHS and Social) to monitor and manage the grievance mechanism; follow procedure for grievance redress by collaborating with PMs and other Project Delivery staff.

Planning

- Organizes logistics and administrative requirements for local ESP activities (e.g. travel, venue management, etc.) and ensure that these are delivered and that costs are controlled in line with established budgets;

Reporting

- Collects and input disaggregated (gender, caste, vulnerability and ethnicity) information for use in ESP monitoring, evaluation, and reporting activities, ensuring the accuracy of data and adherence to established formats for reporting;
- Maintains field level documentation and databases related to ESP information.

Communication

- Supports stakeholder engagement and field activities through communication and coordination between community members (including disadvantaged groups, women, lower-caste community members and those speaking local dialects) and MCA-Nepal, project partners and contractors.
- Addresses queries from staff and external stakeholders (e.g. partner organizations, government offices) related to the implementation of ESP activities to build an informed basis for interaction and increased efficiency in the execution of activities;
- Maintains a calendar of ESP activities and ensure that staff and project stakeholders are informed of upcoming deadlines and project progress against milestones to support overall project management.

Performs other tasks and special projects as assigned.

Position Requirements (*Education, Experience, Technical Competencies*)

- Minimum Intermediate degree in any discipline.
- Prior experience in projects requiring environmental and social performance according to international good practice standards.
- Experience monitoring health and safety performance of construction contractors
- Proficiency in local languages spoken in MCA Nepal project areas (e.g., Tamang, Chepang, Magar, Awadi, Bhojpuri, etc.) shall be preferable
- Experience working with different caste groups, including Dalits is preferable
- Knowledge and experience of gender-based constraints is preferable

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.