

**Terms of Reference (ToR)**  
**Project Coordinator**

Under the direct supervision and guidance of the Executive Chair, Deputy Executive Director of Pro Public and Backstopper of the project “**Chautari Natak – Storytelling for Promoting Social Cohesion in the Communities of Nepal**” of Pro Public, Project Coordinator (PC) is required to:

- Build and maintain a close relationship to the relevant stakeholders to the national, district and community level (especially with the government representatives, elected representatives, dialogue facilitators (DFs) and local political and social representatives);
- Coordinate for the Knowledge Management of project (documentation, production and publication of an academic book both in Nepali and English) with the direct supervision and technical support from the external expert and Backstopper;
- Plan, organize and facilitate the project commencement (for the (re)formation of local advisory committee and confirmation of dialogue facilitating artists) meetings jointly with Senior Program Officer in all the four project locations;
- Facilitate the advisory committee members to be connected with the dialogue facilitators and make their role more effective;
- Plan and organize the Theatre Lab and theatre dialogue events in Kathmandu for Theatre Trainers;
- Plan and organize Refresher Trainings to the dialogue facilitating artists coordinating with International Playback Theatre Trainer and Theater Trainers;
- Ensure gender and social inclusion during formation of the Advisory Committee and participants of all the activities of the project;
- Plan and organize community level multiplication of performances and follow up activities of theatre dialogue through playback theatre in all four project locations;
- Provide backstopping support to the playback theatre trainers and the dialogue facilitating artists in their engagement for the overall activities;
- Conduct monitoring, observation and follow up visits to the project locations as required;
- Facilitate and guide playback theatre trainers by providing constructive feedback as and when required;
- Coordinate and produce periodical narrative, final report and financial reports in coordination with Senior Program Officer and Finance Officer, and ensure timely submission of both of them to IFA as per the reporting requirements;
- Organize the External Evaluation of the project (develop ToR for external evaluation jointly with the Backstopper and Senior Program Officer, procedure of selection and interview three candidates; identify and hire most appropriate candidate; share information and contact with external evaluator) for the project outcome and feasibility study for project expansion as per project documents;
- Coordinate, organize and facilitate the cluster level outreach events;
- Coordinate the participation process in IPTN 2019 Conference to learn the international practices and share the project outcomes;
- Follow the regulations/guidelines/policies of Nepal Government, Pro Public and IFA throughout the implementation of the project;
- Prepare funding proposals for the extension and expansion of the project;
- Attend meetings, workshops, and training and make presentations when required;
- Undertake other activities as assigned by the Executive Chair and Deputy Executive Director of Pro Public;

**Tentative Salary:** NRs. 90,000.00 including all applicable taxes

**Joining date:** February 15, 2019

Please filled up the following chart briefly as per your CV and also attach with application (Please use landscape chart file while filling)

Reg. no	Name, Address and contract no.	Age	Academic Qualification	Unive rsity	Specific Experience	Other Experience	Specific Training	Other Training
1					1. ....Year: ..... 2. ....Year: ..... 3. ....Year: .....	1.....Year: ..... 2. ....Year: ..... ....Year: .....		