



## Job Description

Project: MUKTI (Freedom) South Asia  
Position: **Project Lead**  
Reports to: Heads (Programme & Operations), South Asia Regional Office  
Duty Station: South Asia Regional Office, Kathmandu, Nepal  
Travel: Frequent visits to project sites  
Contract: Fixed for the duration of the project

### Context

ECPAT Luxembourg is a non-governmental organization based in Luxembourg. We work to end the sexual exploitation of children. Currently, we intervene in several countries across South and South-East Asia, West Africa and Luxembourg. Our projects focus on protecting children from different forms of sexual exploitation. We ensure that their families and communities are supported so that protection is strengthened in a sustained manner. To do this, we closely work closely with multiple national stakeholders, including governments, to support and complement national efforts to protect children from sexual exploitation.

ECPAT Luxembourg received a federal grant from the US Department of State's Office to Monitor and Combat Trafficking in Persons (J/TIP) to implement a 4-year South Asia regional project in 2023. MUKTI South Asia project strengthens anti-trafficking responses by addressing critical shortcomings in protection for victims of child sex trafficking highlighted in the 2021 TIP Report. It engages state and civil society stakeholders at multiple levels and strengthen their capacities and knowledge to coordinate efficiently to protect and care for survivors of cross-border child sex trafficking.

The project covers trafficking source and destination states of Maharastra, Goa, Delhi National Capital Region, West Bengal (Districts of Alipurdwār, Jalpaiguri, Murshidabad, 24 Parganas-North and 24 Parganas-Souths) and Jharkhand (Santhal Pargana region, Sahebganj district) in India. In Bangladesh, it covers the south-western districts of Jashore and Satkhira along the border with West Bengal, India and close to the Bay of Bengal. Countrywide survivor assistance is planned for Nepal.

## **Roles and Responsibilities**

The Project Lead will oversee overall implementation of project MUKTI South Asia in coordination with the Heads of Programme and Operations and the Executive Director. S/he will be responsible for the day-to-day strategic direction and supervision of the project team to ensure effective and efficient coordination and management of activities. S/he will supervise monitoring of project progress and is accountable for achieving quality project outcomes in a good governance. The Project Lead is expected to exercise full compliance with the organizational rules and regulations.

The following list of responsibilities is non-exhaustive. The Project Lead will be expected to display flexibility and adaptability to accept other tasks as could be required of this position during the duration of the project.

## **General Project Management and Leadership**

- Provide technical, programmatic and administrative oversight to ensure high-quality and timely implementation and achievement of project strategies, activities, results, advising implementing partners to undertake specific courses of action consistent with project requirements.
- Coordinate and collaborate closely with the senior management team, project team and partner organizations to successfully plan and implement project.
- Provide overall technical knowledge and direction to ensure that the project incorporates survivor informed, victim-centered approaches and that survivors or persons with lived experience of human trafficking are meaningfully included in the project's design and implementation.
- Develop and maintain a high level of association and liaison with government officials, related stakeholders and partner organizations.
- Represent ECPAT Luxembourg in project-related meetings with the government, donors, related stakeholders and partner organizations at national and regional levels.
- Oversee the project's sustainability strategy.
- Responsible to monitor progress against achievements, programmatically and financially and take action as necessary when performance or expenditure are not on-track.
- Oversee MIS system
- Coordinate and communicate regularly with the team on administrative, technical, programmatic and policy issues related to trafficking in persons and seek possibility of integration in project strategies for enhanced project impact.
- Ensure proper maintenance of project documentation by project team.
- Take lead to develop project team's skills in understanding project priorities and its effective implementation, and demonstrate impact.
- Take lead on mentoring project team, ensuring that project activities are carried out effectively in a timely manner and address issues on time with attention to quality.
- Take responsible decisions concerning program management, planning and implementation of the project in with senior management team.

- Propose proactive and timely measures to overcome challenges in project implementation as required.
- Lead and ensure all communication and information related to the project.
- Conduct field visits to project areas to meet with implementing partners and government officials as appropriate, to provide technical, programmatic and administrative guidance.
- Guide Monitoring, Evaluation and Learning (MEL) Manager to ensure timely and accurate data collection and reporting throughout the project, using data to inform analysis of project status.
- Responsible to develop scope of work and budgets for consultants, preparation and monitoring of personal service contracts, and management of consultants' deliverables.
- In close coordination with the senior management and project teams, plan and monitor project's budget/expenditure.
- Conduct annual performance appraisals of project staff in consultation with the senior management team.

### **Specific Responsibilities on Deliverables**

- Ensure all obligations on project deliverables are met.
- Ensure donor compliance on all project outcomes.
- Provide high-quality and timely donor reporting using prescribed formats.
- Lead in redesign the Results Based Monitoring (RBM) system for the project following donor guidelines. Support staff members in maintaining and updating the RBM system.
- Develop and share information on project progress on a quarterly basis to the team and the Head Office in Luxembourg.
- Present quarterly progress to JTIP.
- In close coordination with the MEL Manager, design and lead all studies, surveys, evaluations planned in the project.
- Support project team to ensure timely production of quality information and communication material on the project.
- Prepare and post project activities on social media.

### **Qualification**

#### **Professional competencies**

- Master's degree in international development, social science, human rights, economic development, law, public policy or other related field of study
- At least 10 years of project management experience with I /NGO in trafficking in persons (TIP), child protection issues, and policy advocacy. Significant technical expertise on regional human trafficking issues required.

- Professional work experience working with the survivors/victims of human trafficking and survivor-led organizations is strongly recommended.
- Understanding of current national, regional and international anti-human trafficking mechanisms is required.
- Prior professional work experience with NGOs, international contractors, multilateral institutions and/or international cooperation agencies.
- Experience on successfully leading teams, building a high performing team that meets objectives and coordinates efficiently with other teams.
- Strong expertise in building and managing programmatic relationships with high level stakeholders from government, civil society and donors at national and regional levels.
- Strong leadership, problem-solving, strategic planning, analytical skills.
- Strong performance management skills including interpersonal communication, conflict resolution and staff development
- Experience in budget and financial management.
- Able to prioritize tasks, manage time and tight schedules, work effectively under pressure, and assist direct reports with prioritization of tasks and meeting deadlines.
- Excellent written and verbal communication skills in English and Nepali required, with demonstrated capacity to deliver high-quality donor reports and public presentations. Communication skills in Hindi and Bengali considered as assets.
- Proficiency with Microsoft word processing, spreadsheet and presentation softwares.
- Prior experience in managing US federal grants is highly desirable.

### **Behavioral competencies**

- Supports diversity in the organization with sensitivity and respect.
  - Encourages team work, co-creates and promotes a consultative work environment.
  - Proactively and constructively resolves conflict or challenges.
  - Nourishes the project and team work with strategic thoughts and guidance.
  - Displays flexibility and adaptability to change.
  - Promotes a continuous learning environment.
  - Commits to child protection/safeguarding.
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