

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

JOB/POSITION DESCRIPTION

Position title:	Capacity Building and Knowledge Management Expert
Level/Grade:	9
Project:	Transitioning to Agroecological Production (TAP)
Supervisor/Reports to:	Team Leader
Duty Station	Programme Coordination Office, Sanepa, Lalitpur
Position description:	New: ✓
	Revised:
	Published Date: 9 October 2026
	Anticipated Joining date: By end of November 2026

BACKGROUND

Transitioning to Agroecological Production (TAP) is a regional project funded by the International Fund for Agriculture Development (IFAD) for implementation in Nepal, Bhutan and Pakistan for the period of 3 years. In Nepal, the project will be implemented in Karnali, Sudurpaschim and Lumbini Provinces to support the IFAD funded Resilient High Value Agriculture Program (RHVAP), the Nepal Government's flagship programme under the Ministry of Agriculture, Forestry and Environment (MoAFE). The TAP project aims to support transition to commercially viable agroecological systems and strengthen the economic resilience of smallholder farmers through promotion and scaling of agroecological farming systems in the region. The project will seek to accelerate on farm agroecological transformation while strengthening the market, knowledge and institutional systems required to sustain and scale agroecological practices within ongoing investment projects in Nepal, Bhutan and Pakistan. While project implementation in each country will be led by the respective implementing partners, LI-BIRD will be responsible for overall coordination and project management. The project will promote collaboration, learning and knowledge exchange among the three countries while ensuring effective planning, implementation, monitoring, financial oversight, reporting and accountability at both national and regional levels.

JOB SUMMARY

Reporting to the Team Leader, the Capacity Building and Knowledge Management Expert will lead the planning, implementation, monitoring, and coordination of capacity development and knowledge management activities to strengthen the adoption and scaling of agroecology in Nepal, Bhutan and Pakistan. The key responsibilities include designing course curricula and facilitating Training of Trainer (ToT) on Agroecology, supporting the Youth Apprenticeship programme, updating Palika Agroecology Plan (PAPs), updating and developing agroecology training materials and practical Package of Practices (PoP). The Expert will lead the development and dissemination of innovative learning and advisory resources, including instructional videos, digital agroecological advisory services and farm diaries. The Expert will also facilitate national and regional sharing and cross-learning events, and document and disseminate project knowledge, experiences and good practices. In addition, the Expert will provide technical guidance and support to

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project teams from Bhutan and Pakistan in contextualizing and adapting agroecology training materials, tools and knowledge products to their respective contexts.

KEY RESPONSIBILITIES AND TASKS

1. Technical Leadership, and Capacity Building (50%)

- Lead the planning, coordination and implementation of project activities related to capacity building, learning and knowledge management to support the adoption, institutionalization, and scaling of agroecology;
- Lead the preparation and periodic review of Detailed Implementation Plans (DIPs), activity timelines and capacity development priorities, ensuring timely and effective delivery of planned outputs and results;
- Design and facilitate training, coaching, mentoring and experiential learning approaches in coordination with Team Lead, Value chain expert, component leads, partners, farmers, youth and other stakeholders, tailored to their respective needs and contexts;
- Coordinate the key capacity-development initiatives, including the Youth Apprenticeship Programme, Training of Trainers on Agroecology, and updating and implementation of Palika Agroecology Plans (PAPs);
- Lead the development, review and updating of agroecology training materials, practical guidelines and Packages of Practices (PoPs) to support practical application and wider adoption of agroecological approaches;
- Coordinate the development and dissemination of innovative learning and advisory resources, including instructional videos, digital agroecological advisory services, digital farmer diaries and other user-friendly knowledge products;
- Provide technical guidance to project teams and partners in Nepal, Bhutan and Pakistan to contextualize and adapt agroecology training materials, tools, Package of Practices and knowledge products to country-specific needs and contexts;
- Lead and facilitate national and regional learning, sharing and cross-learning events, exposure visits and other opportunities for experience exchange and practical learning among project teams, partners and stakeholders;
- Contribute to the timely preparation and submission of high-quality technical and financial donor reports, ensuring accurate documentation of implementation progress, achievements, challenges and emerging lessons; and
- Regularly communicate project progress, achievements, challenges and opportunities to LI-BIRD management, implementing partners and relevant stakeholders, and provide timely inputs for management decisions and adaptive implementation.

2. Programme quality, MEAL and Knowledge Management (30%)

- Work closely with organizational MEAL Manager to develop and implement the project MEAL plan, ensuring systematic monitoring, data collection, analysis, reporting and learning, including timely integration of project data into the organizational MEAL system;
- Ensure project planning and implementation are aligned with the approved results framework, theory of change, work plans, and LI-BIRD's strategic priorities;
- Lead and coordinate the project's baseline and endline assessments, including development/refinement of indicators, tools and methodologies, data collection, analysis, and use of findings to measure project results and outcomes;
- Facilitate regular monitoring, reflection and learning processes to assess progress, identify challenges, generate evidence, and inform adaptive management and decision-making;
- Lead systematic documentation, synthesis and dissemination of project evidence, learning, good

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practices, innovations, and lessons learned;

- Develop an annual plan for knowledge generation, documentation, sharing and use within the project engaging partners and relevant stakeholders;
- Develop and apply appropriate tools and approaches to assess the effectiveness and outcomes of training and other capacity-building interventions;
- Provide technical inputs to project reports, publications, knowledge products and other learning outputs, ensuring quality, evidence-based content and consistency;
- Promote inclusive, gender-responsive, and participatory approaches in project planning, implementation, monitoring, and learning; and
- Support project teams in using evidence and learning to improve programme quality, strengthen accountability, inform decision-making and support scaling;

2. Partnerships, Stakeholder Coordination, and Cross-learning (15%)

- Maintain effective partnerships, coordination and linkages with federal, and provincial governments, research and academic institutions, market actors, extension services, civil society, development organizations and other relevant stakeholders for scaling and sustainability of agroecological approaches, innovations and good practices;
- Facilitate collaboration, knowledge exchange, and learning among project partners and stakeholders at local, national, and regional levels;
- Promote cross-country and cross-partner learning, including documentation and sharing of experiences, evidence, innovations and lessons learned;
- Represent LI-BIRD and the project in relevant technical, policy, learning, networking and knowledge-sharing platforms and forums;
- Work closely with LI-BIRD management, Strategic Programme Leads, MEAL team and programme support teams to strengthen internal coordination and external stakeholder relationships and leverage institutional expertise and resources;
- Serve as an effective bridge among the consultant team, LI-BIRD, implementing partners and other stakeholders to facilitate coordination, communication and quality project delivery; and
- Identify and facilitate opportunities for joint initiatives, resource leveraging, collaboration and knowledge generation that contribute to project objectives and the wider scaling of agroecology.

4. Compliance Management and Accountability (5%)

- Ensure LI-BIRD's key policies such as Gender Equality and Social Inclusion (GESI), Environment and Social Safeguarding are implemented and monitored;
- Actively promote LI-BIRD's workplace policies, staff wellness, fairness and equity and take corrective measures/actions where appropriate;
- Ensure that assigned activities and expenditures comply with organizational policies, donor requirements, and project procedures;
- Maintain appropriate documentation and records for assigned activities and ensure timely reporting;
- Monitor the use of resources for assigned activities and take appropriate action to maintain financial accountability and value for money; and
- Support audits, reviews, and other accountability processes as required.

Additional Position Description/Requirements

The Capacity Development and Knowledge Management Expert is responsible for identifying needs and mobilizing staff, partners and stakeholders for high-quality delivery of the responsibility. Partners and stakeholders are diverse, and contexts are varied, and therefore the Expert must have a strong analytical

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skills, capacity and willingness to adapt and learn. Expert must use interpolation skills to pick and choose the right strategy to address a given problem. The candidate with readiness to accept challenge, frequent field visits and with a strong personal commitment to social equity, equal rights and opportunities and adhere to LI-BIRD's values including Safeguarding policy are encouraged to apply.

Education and Experience: Master's degree in agriculture with specialization in Agri-economics, Agriculture Extension or related field with five years of relevant experience. Candidates with good understanding on climate resilient and agroecological farming approaches, strong track record of documentation and publications, relevant training or certification in Training of Trainers (ToT), prior experience of developing guidelines and designing training course curriculum and delivering trainings will have added advantage and are encouraged to apply.

Competencies and Personal Specifications:

- Proven experience in documentation, training design, curriculum development and delivery of ToT to extension workers, lead farmers or other stakeholders;
- Excellent attention to detail including pro-activeness, creativity and reliability;
- Sound knowledge of agroecology, climate resilient agriculture and sustainable farming system;
- Prior experience working with government extension system, NGOs or community-based organization;
- Strong communication, facilitation and interpersonal skills with ability to engage diverse stakeholders;
- Self-motivated with time and stress management skills and the ability to work responsibly;
- Experienced in maintaining a congenial working relationship with stakeholders; and
- Proficient in M.S. Office (Excel, PowerPoint and Word) and fluent in both (written and oral) English and Nepali.