

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

JOB/POSITION DESCRIPTION

Position title:	Advocacy and Capacity Building Officer
Project:	Empowering women and community-based organizations of Western Mountain for a resilient local food system (EMPOWER).
Level:	7
Duty Station	Kolti, Bajura District, Surdurpaschim Province
Supervisor/Reports to:	Project Coordinator
Position Description:	New √
	Revised
	Vacancy date: December 2025
	Anticipated joining date: Mid-January 2026

BACKGROUND: LI-BIRD is implementing a project entitled “Empowering women and community-based organizations of Western Mountain for a resilient local food system (EMPOWER)” funded by BMZ with support from Deutsche Welthungerhilfe e. V. (WHH) from January 2026 to June 2029. The project aims to empower women small-holders, marginalized communities and civil society actors strengthen resilient local food systems. Specifically, women smallholders and youth from targeted municipalities adopt agroecology-based farming practices and civil society actors and local authorities promote agroecological principles and practices to enhance local agro-biodiversity and strengthen food, nutrition and income security.

JOB SUMMARY: Reporting to the Project Coordinator, the Advocacy and Capacity Building Officer will be responsible to lead efforts to empower civil society actors and their networks to advocate for and promote agroecology-based approaches that enhance agrobiodiversity and strengthen local food systems at the municipal and provincial levels. The Advocacy and Capacity Building Officer will be responsible to enhance the capacity of local governments to harmonize, localize, and implement policies related to the right to food and local food systems and guide and support capacity development efforts for partner organizations, including KCDC and contribute to project planning and implementation. The role will also guide and support capacity development efforts for partner organizations, including KCDC, and contribute to project planning and implementation. In addition, the Officer will facilitate the mobilization and capacity strengthening of Civil Society Actors (CSAs) and the Women Advocacy Network (WAN) to advance inclusive and sustainable food system governance.

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Key Responsibilities and Tasks:

1. Project Planning, Implementation and Coordination

- Lead and coordinate advocacy and governance aspects and provide technical support to the local stakeholders in the district related to nutrition-sensitive intervention and agroecological approach.
- Support Project Coordinator and project partners on a range of advocacy and outreach materials, methods, and approaches.
- Facilitate community meetings to co-design and implement site-specific micro-plans.
- Identify, pilot, and mainstream nutrition-sensitive and agroecological farming solutions suitable for local contexts.
- Lead in the development of capacity building activities for of Women Advocacy Network and Civil society Actors (CSA).
- Evaluate results and impact of advocacy and communications events and reports on developments, trends and attitudes of key stakeholders and identify areas of opportunities where we can influence policy processes.
- Build information networks, plan and oversee maintenance of publicly accessible information materials on agroecological approach and contemporary issues.
- Provide technical support to local governments and representatives in formulating and revising policies for improvement.
- Support in organizing public dialogues, and social audits at field level.

2. Knowledge Management and Capacity Building

- Establish and strengthen Women Advocacy networks and CSAs.
- Strengthening the capacity of local governments, cooperatives, and CSOs in agriculture-nutrition linkages
- Organize the Training of Trainers on Advocacy and Leadership.
- Development of IEC, knowledge products on advocacy and influencing, local food systems and right to food and nutrition.
- Ensure the project's lessons, output, outcomes and impacts are documented, analyzed and shared within and beyond the project in the form of reports, flyers, web and other popular articles, radio programs and scientific papers.
- Develop, document and organize information for effective development and implementation of the project.

3. Quality Control

- Ensure timely and quality implementation of the project activities at the site level.
- Ensure farmers' and stakeholders' feedback is reflected and addressed in the work plans as well as the overall project strategy.
- Support for quality assurance of the agroecological related activities implemented on district, and community level.

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- Support for preparing reports (event report, monthly, quarterly, annual and specific reports) related to the project.

5. Communication, Linkages and Networking

- Build strong coordination with local governments, Agriculture Knowledge Centers (AKC), cooperatives, CSOs, and community groups.
- Support CSA and their networks for participation in Palika level planning and other events
- Support local-level advocacy for nutrition-sensitive agricultural policies and practices.
- Support Local Government (LGs) in formulation and revision of policies, strategies, guidelines action plans.
- Provide capacity building and technical support to field staff on advocacy, documentation, outcome assessment and leverage resources to scale up project results and fulfil community priority needs.
- Lobby and influence local and provincial governments by engaging them in policy making and planning processes.
- Work closely with local government and stakeholders and leverage resources to scale up project results and fulfill community priority needs.
- Ensure partners and stakeholders are aware, positive and supportive of the project through transparent and timely information sharing.

6. Admin and Finance

- Provide support and constructive feedback to the Project Coordinator on administrative aspects of project activities, including financial management, human resource management, and staff performance evaluation.
- Contribute to other projects of LI-BIRD as and when required and as instructed by Supervisor and Head of Programmes.

Education and Experience: Master's degree in Agriculture with two years of relevant experience in livelihood sector with focus on nutrition-sensitive or agroecological agriculture or Bachelor's degree in Agriculture with four years of relevant experience. Proven experience in community capacity building, advocacy, agrobiodiversity conservation, and nutrition-agriculture integration.

Additional Position Description/Requirements: The Advocacy and Capacity Building Officer is responsible for strengthening the capacity and empowerment of civil society actors and their networks to advocate for and promote agroecology-based approaches that enhance agrobiodiversity and local food systems at the municipal and provincial levels. The position requires strong listening and learning abilities, with the capacity to apply lessons learned through sound contextual understanding and analytical skills. The Officer must demonstrate strong interpersonal and adaptive skills to identify and apply appropriate strategies to address specific challenges. The candidate should have a strong personal commitment to social equity, equal rights, and inclusive opportunities, and must adhere to LI-BIRD's policies, including the Safeguarding Policy.

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Competencies and Personal Specification:

- Demonstrated ability in the nutrition sensitive agriculture and agroecological approaches in development sector setting.
- Demonstrated ability in documentation, information management, analysis, monitoring and reporting.
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project.
- Ability to take responsibility, meet deadlines and make progress with minimum supervision.
- Willingness to travel extensively to the project implemented sites to conduct training, provide consultation, able to adjust and work in tough field situations.
- Proficiency in MS Office is required, whereas skills in statistical packages such as Access and R programming SPSS are preferred.
- Candidates with valid motorbike/Scooter driving licenses are preferred.