

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

JOB/POSITION DESCRIPTION OF Programme Officer

Position title	Agriculture Officer
Level	7
Project	Renewable Energy for Resilient Agri-Food System (RERAS)
Duty Station:	Sindhuli
Supervisor/Reports to:	Cluster Coordinator
Position description:	New ✓
	Revised
	Date: December, 2023

BACKGROUND

Renewable Energy for Resilient Agri-Food System (RERAS) project, funded by Royal Norwegian Embassy and led by UNDP Nepal, is being implemented by LI-BIRD in 11 municipalities of Sudurpashchim, Karnali and Bagmati Provinces (4 in Karnali, 6 in Sudurpaschim and 1 in Bagmati) in collaboration with the local governments and partnership with Alternative Energy Promotion Center (AEPCC), International Center for Integrated Mountain Development (ICIMOD) and World Food Programme (WFP). The project aims to increase agricultural productivity and food and nutrition security by enhancing the use of reliable and affordable energy solutions for production, irrigation, processing, storing, packaging, and marketing of locally grown farm products.

JOB SUMMARY

Reporting to Cluster Coordinator (CC), the Agriculture Officer (AO) will support in implementation of field level activities, monitoring and documentation of the project. The AO's key duties include field level project planning, implementation and monitoring and quality control; capacity building of project beneficiaries; data management, synthesis and report writing; and technical backstopping of field staff. The AO should ensure the project is being implemented as per the project's overall project goal, objectives and outcomes. The AO is also required to coordinate with the local governments and district line agencies and other key stakeholders in planning and implementation of the project to ensure adequate programme synergies, resource leveraging and scaling up of potential innovations.

KEY RESPONSIBILITIES AND TASKS

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1. Project Planning, Implementation and Coordination

- Prepare monthly, quarterly, half yearly and yearly work plans of his/her assigned municipalities/district in coordination with the project team members and project consortium partners if required and concerned stakeholders;
- Support cluster coordinator, consortium partners and project field staff (TAs) for the effective implementation and quality delivery of project activities;
- Support municipalities in devising policies and institutional frameworks with establishment of funds for the production and marketing of local and diverse food produce;
- Coordinate with municipality and district-level stakeholders for the smooth implementation of the project;
- Support in identifying potential value chain commodities and provide technical support in building capacity of the value chain actors in production, post-harvest management and processing;
- Contribute to develop training materials and modules and deliver capacity building training on conservation agriculture, climate resilient agriculture, integrated home garden, food based nutrition and package of practices of local and NUS crops;
- Lead in establishing demonstration and learning sites for conservation agriculture, climate resilient agriculture and local crops;
- Support technical assistants in promoting farmer field school (FFS) at the selected pocket areas to demonstrate technologies/package of practices to provide hands-on learning experience on different crops in exchanging ideas and learnings;
- Lead in establishing and strengthening community seed banks and community seed producer groups to enhance the access, availability and marketing of quality seeds of targeted crops; and
- Support on promotion of Integrated Home Garden for improving household dietary diversity, food and income security.

2. Monitoring and Quality Control

- Ensure timely and quality implementation of the project activities in the assigned municipality;
- Ensure the project's relevance based on farmers' and stakeholders' feedback;
- Support cluster coordinator to manage the project's budget at the cluster level and ensures expenses are done in a timely manner and charged to the right budget codes;
- Monitor the performance of technical assistants, provide timely feedback and identify appropriate capacity building interventions for them;
- Maintain a database for the effective monitoring and evaluation of the projects.

3. Data Collection, Synthesis and Report Writing

- a. Collect data from the field and enter into the data bank;
- b. Support cluster coordinator, team leader and MEAL Manager to analyze data and develop appropriate knowledge products (blogs, success stories, scientific articles, info sheets etc.) to communicate with stakeholders and donor agencies;

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- c. Prepare and submit weekly plan and the site level monthly and quarterly progress reports to the cluster coordinator as per the project's reporting cycle;
- d. Support to document the lessons learned of the projects and share it among the cluster and municipal level concerned stakeholders.

4. Communication, Linkages and Networking

- Maintain proper communication with cluster and local level stakeholders and governments;
- Ensure resolution of potential conflicts in a timely and agreeable manner;
- Develop blogs articles and case articles for LI-BIRD websites;
- Actively engage in the advocacy for local government and district level stakeholders for the establishment of demonstration and learning sites;
- Citizen science for crowdsourcing indigenous information.

5. Admin and Finance

- Ensure timely assistance on administrative matters of the 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 or Programme Coordinator;
- Assist cluster coordinator and support technical assistants as requested in technical and official matters.

Education and Experience: Master's Degree in Agriculture or other relevant subjects with 2 years relevant experience or Bachelors Degree in Agriculture with 5 years of relevant work experiences in agriculture and livelihood sectors. Candidates with valid motorbike/scooter license and work experience in the implementation and reporting of projects are encouraged to apply.

Competencies and Personal Specifications:

- Excellent attention to details including pro-activeness, creativity and reliability;
- Motivated to work on issues related to agriculture and livelihood enhancement;
- Experienced in programme planning, implementation, M&E, reporting, managing finance, and human resources;
- Statistically competent in data management and analysis;
- Strong conceptual, interpersonal, communication, negotiation and representation skills;
- Self-motivated with time and stress management skills and the ability to work responsibly;
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project; and
- Proficient in M.S. Office (Excel, Powerpoint and Word) and fluent in both (written and oral) English and Nepali.