

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

DESCRIPTION

Position title :	Team Leader
Level/Grade:	9
Name of the Project:	Scaling up climate resilient agriculture for sustainable livelihood of smallholder farmers in Nepal (CRA) Phase II
Supervisor/Reports to:	Programme Operations Director
Duty Station:	LI-BIRD Head Office, Ranipauwa, Pokhara
Position description:	New
	Revised ✓
	Date: January 2024

Scaling up climate resilient agriculture for sustainable livelihood of smallholder farmers in Nepal” is a Bread for the World (BftW) Germany supported project, implemented by LI-BIRD in Sindhupalchowk (Lisankhupakhar, Sunkoshi and Tripurasundari Rural Municipalities) and Kaski (Annapurna Rural Municipality and Pokhara Metropolitan City) districts of Nepal since 2018 and is currently in its second phase. The project aims to enhance the livelihood of smallholder farmers through the promotion of Climate Resilient Agricultural (CRA) approaches, technologies and practices. The Phase-I of the project was implemented from October 2018 to September 2021 followed by the Phase-II which is currently being implemented from October 2021 till September 2024.

JOB SUMMARY

Reporting to the Programme Operations Director, the Team Leader (TL) is responsible for overall management of the BftW funded Climate Resilient Agriculture (CRA) project by providing a leadership role in the areas of planning, monitoring & evaluation coordination, documentation and reporting. The TL ensures proper management of the project resources including staff and budget. TL is responsible for building a relationship with the donor, providing technical guidance and maintaining congenial working relationships with other projects. TL requires establishing the highest level of coordination with governments, Bftw partners and other key stakeholders at the local, provincial and national level. TL also requires to work closely with various units at LI-BIRD to ensure adequate coordination and programme synergies.

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Key Responsibilities and Tasks

Job Responsibility # 1: Project Management (35% of the available time)

- Take lead in the overall management of the project, including planning, execution, monitoring and reporting of field level activities and ensure that project plans and milestones are on track to achieve the targets and outcomes set out in the project document.
- Ensure adequate understanding of project plans and approaches by the project team and provide necessary technical guidance to them.
- Mobilize project human resources to ensure the timely and quality delivery of the activities planned in the project.
- Promote climate and environment friendly technologies and practices that facilitates reflective learning within the project team and cross-fertilization of between and among projects.
- Ensure project implementation plan is properly implemented, monitored, revised and modified, as required.
- Conduct regular and timely field visits, responding thoughtfully and promptly based on observations and reflections, and provide constructive feedback and suggestions to the team.
- Ensure proper management of financial and other resources entrusted to the project, including the review and approval of project budget if applicable.
- Ensure donor reporting is done according to agreed upon standards and in a timely manner.
- Work closely with government agencies and other key stakeholders to ensure project approval and maintain the highest level of coordination for smooth project implementation.
- Ensure documentation and generation of the knowledge products.
- Communicate the project progress, challenges and opportunities to the LI-BIRD management on a regular basis.
- Make informed and timely decisions to keep the project progress on track.

Job Responsibility # 2: Monitoring, Evaluation, Accountability and Learning for ensuring Programme Quality (20% of the available time)

- Ensure that project strategy and activities are designed and implemented based on sound contextual analysis and are in line with the LI-BIRD's Research and Development Strategy.
- Ensure that proper monitoring and evaluation systems are in place to demonstrate project impact and to ensure that programmatic lessons are used to generate a knowledge base for improved project practice and learning.
- Conduct project staff monthly meetings and monitor and track the progress on plan versus achievement on a regular basis.
- Conduct a periodic review of the project operating environment and ensure that the project's operating model/modality is adapted to changing operating environment to better respond to challenges, leverage opportunities and minimize potential risks.
- Conduct annual assessment on indicators achieved for annual reporting through the use of impact and outcome harvesting.

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- Ensure that the monitoring and evaluation systems enhance accountability of the project towards the communities with whom the project works as well as other key stakeholders (civil society, donor, government counterpart, etc).
- Ensure integration and implementation of Gender Equality and Social Inclusion (GESI) and Environmental Social Safeguards (ESS) related aspects within the project.
- Conduct regular assessments and monitoring of GESI and ESS aspects to identify risks, opportunities, and impacts, and develop appropriate mitigation measures.
- Ensure that project intervention remains dynamic, with opportunities for innovation by promoting a culture of, and mechanisms for, reflective practice and learning at all levels.
- Establish mechanisms for knowledge sharing and learning within the project and with other stakeholders beyond the project.

Job Responsibility # 3: Human Resource Management (15% of the available time)

- Ensure LI-BIRD's HR policies are properly implemented in areas such as staff recruitment, staff development, and staff performance appraisal management.
- Ensure LI-BIRD's 'Gender Equality and Social Inclusion (GESI) policy 2021 is properly implemented and monitored.
- Actively promote LI-BIRD's workplace policies, staff wellness, fairness and equity and take corrective measures/actions where appropriate.
- Encourage a problem-solving mindset within the team.
- Provide proper supervision and management for project staff and oversee the establishment and functioning of a strong and effective teamwork.
- Proactively address performance issues through regular, constructive and honest feedback and coaching/mentoring.
- Ensure levels of authority and responsibility are clearly defined, understood and followed by staff at all levels.
- Foster collaboration and effective communication among team members to ensure a smooth workflow.

Job Responsibility # 4: Financial Management, Accountability And Compliance (10% of the available time)

- Ensure project adherence to LIBIRD and donor compliance requirements for finance and other strategic support functions (e.g., procurement, transport, inventory, etc.).
- Monitor project's financial position, and ensure the best use of available resources. This includes overseeing the development and review of the project annual budget, review of financial transactions and reports, and review and follow-up on internal and external audit findings/recommendations.
- Ensure adequate internal controls are in place to protect the project's financial and non-monetary assets and to ensure that resources are used in accordance with LI-BIRD's policies and donor's terms and conditions.
- Ensure project operations are conducted in accordance with all statutory requirements.

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Job Responsibility # 5: External Relations And Partnership (15% Of Available Time)

- Develop and enhance relationships between project partners and other key project and external stakeholders.
- Establish close relationships with local, provincial and federal governments and its relevant agencies.
- Assist LI-BIRD to diversify partnership base for implementing agroecology and climate change related projects and programmes.
- Play a key role in identifying issues to be addressed to heighten government, civil society, private sectors and donor accountability and maintain a positive image and visibility of the project as well as organization amongst these groups.
- Represent LI-BIRD in different forums at district, provincial, national and international forums, as necessary.

Job Responsibility # 6: (5% Of Available Time)

- Contribute to other projects and assignments of LI-BIRD as and when required and as instructed by the supervisor.

Additional Position Description/Requirements

The team leader is responsible for problem-solving at various levels. Situations are variable and the team leader must have capacity and willingness to listen, learn and apply lessons learned, with strong analytical skills, by understanding the context. The candidate must have a personal commitment to social equity, equal rights and opportunities and adhere to LI-BIRD's values including Safeguarding policy.

Education and Experience: Master's degree in Organic/Ecological Agriculture, Conservation Ecology, Natural Resource Management or related discipline, with 5 years' work experience in project management. Candidates with valid motorbike/scooter licenses are encouraged to apply.

Competencies and Personal Specification:

- Strong conceptual, interpersonal, communication, negotiation, facilitation and representation skills;
- Experienced in programme planning, implementation, monitoring evaluation, reporting and effective management of project budget;
- Work experience in organic/ecological farming, climate change and livelihoods related project,
- Demonstrated ability to coach and mentor and manage staff and the effective management of project finance;
- Experienced in maintaining a congenial working relationship with stakeholders;
- Proficient in M.S. Office (Excel, Powerpoint and Word) and fluent in both (written and oral) English and Nepali;
- Proactive and experienced in maintaining a congenial working relationship with all the associated stakeholders of the project; and
- Self-motivated with time and stress management skills and the ability to work responsibly.