

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

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Position title:	Cluster Coordinator
Level/Grade:	8
Project:	Renewable Energy for Resilient Agri-Food System (RERAS)
Duty Station:	Bajura
Supervisors/Reports to:	Team Leader
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 (AEPC), 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 the Team Leader, the Cluster Coordinator (CC) will be responsible for overall project planning and implementation, and coordination and collaboration with stakeholders. The CC's key duties include cluster level project planning and implementation; monitoring and quality control; capacity building of the project staff; organizing training and workshops; data collection and management; and report writing. The CC should ensure the project is being implemented as per the project's overall project goal, objectives and outcomes. The CC is also responsible for coordination with the provincial and local governments and district line agencies and other key stakeholders to ensure adequate programme synergies, resource leveraging and scaling up of potential innovations.

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KEY RESPONSIBILITIES AND TASKS

JOB RESPONSIBILITY # 1: PLANNING, IMPLEMENTATION AND COORDINATION

- Lead the entire project management including planning, execution and monitoring of cluster level 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 project implementation plan and budget is properly monitored and revised as per the requirement;
- Supervise, monitor, coach and provide regular backstopping to field level project staff to ensure the timely and quality delivery of the activities planned in the project;
- Coordinate and build synergy with the consortium partners while planning and implementing the field level interventions;
- Promote environment and practice that facilitates reflective learning within the project team and cross-fertilization of between and amongst projects;
- Communicate the project progress, challenges and opportunities to the team leader and LI-BIRD management on a regular basis;
- Engage and encourage project staff to document innovations and good practices so that project's lessons and outcomes are documented and shared within and beyond the project;
- Lead in identifying potential value chain commodities in the cluster and provide technical support in building capacity of the value chain actors in production, post-harvest management and processing;
- Support Team Leader and project staff in the development of 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;
- Support project staff in promoting farmer field school (FFS) and establishing demonstration and learning sites on conservation agriculture, climate resilient agriculture and local crops;
- 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 project staff on promotion of Integrated Home Garden for improving household dietary diversity, food and income security.

JOB RESPONSIBILITY # 2: MONITORING AND QUALITY CONTROL

- Ensure that project activities are designed and implemented based on local needs and problems of the communities and are in line with the LI-BIRD's organizational strategy;
- Work closely with MEAL Manager and Team Leader and ensure that proper monitoring and evaluation systems are established to track and document project outputs and outcomes and to ensure that programmatic lessons are documented and used to generate a knowledge base for improved project practice and learning;
- Conduct frequent field visits for monitoring of project interventions and support field staff to ensure the quality delivery to achieve project objectives and goals;
- Conduct a periodic review of the project at cluster level to ensure that the project's interventions are designed to better respond to challenges, leverage opportunities and minimize potential risks;
- 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.);
- Monitor the performance of project staff and provide regular feedback for the quality delivery of the project interventions;

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- Work closely with the Team Leader and MEAL manager to organize regular review and reflection meetings and revise plans based on the review/reflection;
- Ensure integration and implementation of Gender Equality and Social Inclusion (GESI) and Environmental and Social Safeguarding (ESS) policies and practices within the project;
- Conduct regular assessments and monitoring of GESI and ESS aspects to identify risks, opportunities, and impacts, and develop appropriate mitigation measures;
- Assess training needs/capacity build up of project staff and coordinate to organize such activities within organization and together with relevant stakeholders;

JOB RESPONSIBILITY # 3: DATA COLLECTION, SYNTHESIS AND REPORT WRITING

- Coordinate with the project team to prepare knowledge products suitable for relevant stakeholders of the project;
- Work closely with MEAL Manager and Team Leader for conducting cluster level assessment to identify gaps and identify appropriate practices and solutions to promote;
- Support Team Leader in timely development and submission of quality technical and financial reports of the project as per the organizational and donor requirements;
- Ensure that lessons learnt of the project are well documented and shared among the team, project partners and other concerned stakeholders;
- Document, analyze and synthesize findings and produce reports for wider sharing.
- Ensure field level data are collected properly and entered into the data bank, reporting by the field staff is done in a timely manner; and
- Monitor and ensure updating of project progress against planned activities in LI-BIRD's Data Bank – databank.libird.org.

JOB RESPONSIBILITY # 4: COMMUNICATION, NETWORKING AND PARTNERSHIP

- Ensure effective communication is maintained among consortium partners at the cluster to increase the efficiency and effectiveness of our interventions;
- Build and nurture relationships between community, local stakeholders and partners so that the project can maximize its impact;
- Work closely with partners and play an effective role in identifying issues to be addressed and resolution of potential conflicts in a timely and agreeable manner;
- Ensure effective communication with project team members and other staff within the LI-BIRD for cross learning and sharing;
- Work closely with Team Leader, LI-BIRD's management, thematic programme leads and programme support team for effective project implementation;
- Build strong relationships and work closely with the GIZ cluster team for building synergy and smooth implementation and timely delivery of projects;
- Establish and maintain congenial working relationships with local and provincial governments, and relevant line agencies including Agriculture Knowledge Center (AKC), Prime Minister Agriculture Modernization Project (PMAMP) and local cooperatives and CSOs for collaboration in project implementation; and
- Ensure partners and stakeholders are aware, positive and supportive of the project through timely information sharing.

JOB RESPONSIBILITY # 5: ADMIN, FINANCE, HR AND COMPLIANCE

- Ensure timely assistance on administrative matters of the project activities;
- Work closely with the admin and finance assistant for the proper management of admin and finance related aspects at the cluster;

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- Ensure adequate understanding of project strategies, admin and finance compliance of the project and understanding by all project staff and other key stakeholders;
- Ensure that the project interventions are managed in a manner which is in line with the government policies and procedures, and achieves the project outcomes and demonstrates remarkable change; and
- Cross sharing and learning with other projects of LI-BIRD on a regular basis.

ADDITIONAL POSITION DESCRIPTION/REQUIREMENTS

The Cluster Coordinator will need to be able to analyze and react to situations as they arise on a variety of subjects ranging from project decisions to issues related to partner, government and donor relations. The Coordinator must have capacity and willingness to listen, learn and apply lessons learned with strong analytical skills, by understanding the context. S/he must use interpolation skills to pick and choose the right strategy to address a given problem. The candidate must have a personal commitment to social equity, equal rights and opportunities and adhere to LI-BIRD's policies including Safeguarding policy.

EDUCATION AND EXPERIENCE

Masters in Agriculture with 5 years of work experience in the agriculture and livelihood sector. Candidates with valid motorbike/scooter license and work experience in the implementation and reporting of projects are encouraged to apply.

Competencies and Personal Specification:

- Strong interest to work on issues related to agriculture and livelihood enhancement;
- Knowledge on developing logframe based work plan, outcome based monitoring, and good report writing skills;
- Self-motivated with time and stress management skills;
- Strong conceptual, interpersonal, communication negotiation, facilitation and representation skills;
- Excellent skills in team building and ability to coach and mentor staff;
- Experience in establishing and maintaining collaborative relationships with donors, government counterparts and relevant stakeholders;
- Fluency in both (written and oral) English and Nepali.
- Willing to travel extensively to the project implemented sites and able to accommodate and adjust in difficult working conditions and tough field situations.
- Proficient in MS. Office (Excel, Powerpoint and Word) and Knowledge of basic statistical concepts.