

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

JOB DESCRIPTION

Position title:	Senior Programme Officer (SPO)
Level	8
Name of the project	Green Resilient Agricultural Productive Ecosystem (GRAPE)
Supervisor/Reports to:	Team Leader (GRAPE FA2)
Duty Station	Project Office, Budar, Doti
Position description:	New
	Revised ✓
	Date: June 2023

BACKGROUND

Green Resilient Agricultural Productive Ecosystems-GRAPE is jointly planned and financed by the European union, the Ministry of Foreign Affairs of Finland and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The project aims to improve climate resilience and sustainability of agro-ecosystems in Sudurpashchim Province of Nepal through the promotion of various climate-resilient agriculture technologies and practices. The GRAPE project has 4 field of actions (FAs): i) Economic Governance, ii) Action Research, iii) Roll out, and iv) Scaling up. The GRAPE FA2: Action Research is managed by International Centre for Integrated Mountain Development (ICIMOD) and implemented by Local Initiatives for Biodiversity, Research and Development (LI-BIRD) in Kailali, Doti, Dadeldhura and Bajura districts of Sudurpashchim Province. The GRAPE FA3: Roll out is managed by GIZ and is implemented by LI-BIRD in the same geographical area.

JOB SUMMARY

The Senior Programme Officer (SPO) reports to the Team Leader of GRAPE FA2: Action research, the Senior Programme Officer will be responsible for the overall management of the project by providing the leadership role in planning, execution, monitoring, coordination, documentation and reporting. SPO's key duties include: efficient management of the project resources including staff and budget; building relationships with donors and other consortium partners; coordinating with the local and provincial governments for leveraging resources and building synergies in programme implementation; monitoring of project interventions/activities on regular basis and providing technical guidance to the project team and beneficiaries to achieve project outcomes.

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KEY RESPONSIBILITIES AND TASKS

The position will require performing the below given job responsibilities not limited to:

1. Overall Project Management (50% of the available time)

- Take a lead in entire project management including planning, execution and monitoring 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 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 GRAPE FA 2 and GIZ cluster team while planning and implementing the field level interventions.
- Responsible for conducting assessment in the project in coordination with MEAL Manager to identify gaps and select appropriate climate resilient agriculture solutions.
- Take a lead in project location selection and beneficiaries identification.
- 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 LI-BIRD management on a regular basis.
- Ensure timely development and submission of quality technical and financial reports of the project as per the organizational and donor requirements.
- Work closely with the MEAL manager to organize regular review and reflection meetings and revise plans based on the review/reflection.
- Engage and encourage project staff to document innovations and good CSA practices so that project's lessons and outcomes are documented and shared within and beyond the project.

2. Monitoring and Programme Quality (15% of the available time)

- Ensure that project activities are designed and implemented based on local needs and climatic risks of the communities and are in line with the LI-BIRD's organizational strategy.
- Work closely with MEAL Manager 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 to ensure that the project's operating model/modality is 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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- Ensure integration and implementation of Gender Equality and Social Inclusion (GESI) and Environmental Social Safeguards (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.
- Ensure field level data are kept intact, reporting by the field staff is done in a timely manner.
- Assess training needs/capacity build up of project staff and coordinate to organize such activities within organization and together with relevant stakeholders.
- Monitor and ensure updating of project progress against planned activities in LI-BIRD's Data Bank – databank.libird.org

3. Linkage, Coordination and Partnership Building (10% of the available time)

- Work closely with 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 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.
- Represent organization at local, district, regional and national forums related to climate change and livelihoods.
- Ensure partners and stakeholders are aware, positive and supportive of the project through timely information sharing.
- Assist LI-BIRD to diversify partnership base for implementing strategic directions particularly contributing by strengthening the programme portfolio of Community Resilience to Climate Change and Disaster Risks.

4. Human Resource Management (10% of the available time)

- Ensure project adherence to LI-BIRD's HR policies in 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.
- Provide adequate supervision and management for project staff and oversee the establishment and functioning of a strong and effective teamwork for attaining the project goal.
- Ensure the proper implementation of LI-BIRD's staff performance management system for staff at all levels, including job description and individual annual performance plan.
- Proactively address performance issues of supervisee and other field staff through constructive and genuine feedback, and regular coaching/mentoring, and
- Ensure levels of authority and responsibility are clearly defined, understood and followed by staff at all levels.

5. 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.).

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- Monitor project's financial status, oversee the development and review of 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.
- Review the financial progress, revise activities and budget as and when needed.

6. Other Tasks (5% of the available time)

- Contribute to other projects and assignments of LI-BIRD as and when required and as assigned by supervisor.
- Support to the programme development team in project design as and when required.

Additional Position Description/Requirements

The Senior Programme Officer is responsible for problem-solving at various levels. Situations are variable and the SPO 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 values including Safeguarding policy.

Education and Experience: Master's Degree or equivalent from a recognized university in the field of Agriculture, natural resource management or related field, with minimum three years of work experience.

Competencies and Personal Specification:

- Strong conceptual, interpersonal, communication, negotiation, facilitation and representation skills;
- Demonstrated experience in implementation of climate change and livelihoods related project,
- Proven experiences in project planning, execution, monitoring, evaluation and reporting;
- Excellent organizational and leadership skills;
- Demonstrated ability to coach and mentor staff and partners and manage staff;
- Experienced in the effective management of project budget;
- Proactive and experienced in maintaining a congenial working relationship with all the associated stakeholders of the project;
- Outstanding ability to cope with stress, make decisions and appropriate communication;
- Demonstrated proficiency in English and Nepali languages, both oral and written;
- Proficient in M.S. Office (Excel, PowerPoint and Word) and Knowledge of basic statistical concepts; and
- Candidates with a valid motorbike/scooter driving license are preferred.