

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

JOB DESCRIPTION

Position title:	Senior Programme Officer
Level	8
Name of the project	Green Evolution: Pathways for Food System Transformation
Supervisor/Reports to:	Team Leader
Duty Station	LI-BIRD Site Office, Birendranagar, Surkhet
Position description:	New ✓
	Revised
	Date: January 2024

BACKGROUND

LI-BIRD is anticipating ‘**Green Evolution: Pathways for Food System Transformation**’ project to be funded by the Welthungerhilfe (WHH) and the German Federal Ministry of Economic Cooperation and Development (BMZ), is being implemented by LI-BIRD in collaboration with Himalayan Permaculture Centre (HPC) and Asia Network for Sustainable Agriculture and Bioresources (ANSAB). The project will be implemented in Surkhet (Birendranagar Municipality, Barahtal Rural Municipality); Dailekh (Dullu and Aathbish Municipality); and Jumla (Tatopani Rural municipality), Karnali Province. The project aims to support the implementation of national pathways towards equitable, responsible and sustainable food systems. The expected outcome is that Nepal's local agroecological systems are strengthened through improved policy frameworks, operational structures and multi stakeholder cooperation at all levels. This is the regional project as it is being implemented in Bangladesh and India.

JOB SUMMARY

The Senior Programme Officer (SPO) reports to the Team Leader of the Green Evolution Project and will be responsible for the overall management of the project at province level by providing the leadership role in planning, execution, monitoring, reporting and overall coordination with key stakeholders. 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.

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

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.
- Ensure timely development and submission of quality technical and financial reports of the project as per the organizational and donor requirements.
- Communicate the project progress, challenges and opportunities to the LI-BIRD management on a regular basis.
- 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 within the consortium and the local and provincial key stakeholders while planning and implementing the field level interventions.
- Lead the action-research and assessment in coordination with MEAL Manager to document the knowledge, learning as evidence for policy advocacy.
- Promote environment and practice that facilitates reflective learning within the project team and cross-fertilization of between and amongst projects.
- 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.

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

- Ensure that project activities are designed and implemented based on local needs and in line with the LI-BIRD's organizational strategy and thematic programs.
- Work closely with MEAL Manager and ensure that proper monitoring and evaluation systems are established to track project outputs and outcomes
- Ensure that programmatic lessons are documented and used to generate a knowledge base for improved project practice and learning in coordination with SPO and MEAL Manager.
- 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; and better planning based on the lesson learned.
- 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.
- Ensure integration and implementation of Gender Equality and Social Inclusion (GESI) and Environmental Social Safeguards (ESS) policies and practices within the project and conduct the

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

regular assessments to identify risks, opportunities, and impacts, and develop appropriate mitigation measures.

- Ensure field level data are kept intact and regularly updated in the LIBIRD's data bank system,
- 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 congenial working relationships with consortium partners and local and provincial stakeholders for smooth implementation and timely delivery of project activities and dissemination of good practices and advocacy.
- Represent organization at local, district, regional and national forums as appropriate.
- Assist LI-BIRD to diversify partnership base for implementing strategic directions particularly contributing by strengthening the programme portfolio of agroecological approaches for resilient agricultural systems.

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.
- 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.).
- 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.

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

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: Masters in Agriculture with 3 years of work experience in project implementation in agroecology, conservation agriculture, livelihood enhancement or related field. Candidates with valid motorbike/scooter licenses are encouraged to apply.

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.