

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

JOB DESCRIPTION

Position title:	Team Leader/Research Coordinator
Level	9
Name of the project	Multi-hazard Early Warning for Anticipatory Action addressing lives and livelihoods
Supervisor/Reports to:	Programme Operations Director
Duty Station	Programme Coordination Office (PCO), Lalitpur
Position description:	New ✓
	Revised
	Date: November 2023

BACKGROUND

‘Multi-hazard Early Warning for Anticipatory Action addressing lives and livelihoods’, project, funded by WHH, jointly implemented by People in Need (PIN) and LI-BIRD in Gurbakot Municipality of Surkhet district. The project aims to build a foundation for anticipatory action by establishing a functional end-to-end early warning system reaching the most vulnerable communities. Additionally, the project also intends to address the livelihood issues in early warning and DRR at a watershed level considering the upstream-downstream linkage in hazards and varying vulnerabilities.

Job Summary: Reporting to the Programme Operations Director, the Team Leader (TL) will be responsible for the overall management of the project by providing the leadership role in planning, execution, monitoring, coordination, documentation and reporting. TL needs to ensure efficient management of the project resources including staff and budget; building relationships with partners and donors; coordinating with the local government for leveraging resources and building synergies in programme implementation; and providing technical guidance to the project team to achieve project outcomes. The Team Leader needs to coordinate with LI-BIRD’s management and contribute to disaster risk related aspects at organisational level.

KEY RESPONSIBILITIES AND TASKS

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

1. Overall Project Management (40% of the available time)

- Work closely with the Project Manager from WHH for the overall project management including planning, execution and monitoring of field level activities and ensure that project plans and implementation are on track to achieve the targets and outcomes of the project.

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- Supervise, monitor, coach and provide regular backstopping to the project field staff to ensure the timely and quality delivery of the activities planned in the project.
- Work closely with the Anticipatory Action (AA) lead of PIN to the development of EWS, Early action protocols for landslides and flash floods and setting up an effective and localised agromet advisory system in the target municipality.
- Work with AA lead in overseeing mapping, GIS, and digitalization for landslide and floods including agromet advisory service and evaluating its effectiveness for future scaling up
- Collaborate with local government, experts and private sectors to identify appropriate solutions to address the identified barriers in early warning message reach for the most vulnerable communities of the target municipality.
- Establish good coordination and relationships with relevant stakeholders, including DHM, and support the design and implementation of improved communication and dissemination for at-risk communities.
- Work with the project team members in consultation with key stakeholders to identify the ways for landslide and flood forecasting and supervise the implementation of a pilot in practice.
- 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 organisational and donor requirements.
- Work closely with other Team Leaders, MEAL Manager and Project Officer (PO) to organise regular review and reflection meetings and revise plans based on the review/reflection and build capacity to integrate anticipatory actions across projects.
- Engage and encourage project field staff to document research findings, successful approaches and good practices so that project's findings and outcomes are documented and shared within and beyond the project.
- Explore and/or develop and test new concepts, innovations and ideas that help reduce disaster risks and and promote localised anticipatory action related interventions.

2. Monitoring and Programme Quality (20% of the available time)

- Ensure that project activities are implemented as outlined in the proposal based on local needs and climatic risks of the communities and are in line with the LI-BIRD's organisational strategy.
- Ensure that the majority of the direct project beneficiaries are smallholder farmers with special focus on women and youths.
- Work closely with the project officer and MEAL Manager and ensure that proper monitoring and evaluation systems are established to track and document project outputs and outcomes.
- Conduct monitoring and frequent field visits, 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 is implemented to better respond to challenges, leverage opportunities and minimise potential risks;
- Monitor the performance of project staff including Project Officer and other field staff and provide regular feedback for the quality delivery of the project interventions.

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- Ensure that Gender Equality and Social Inclusion (GESI) matters are properly addressed and integrated in all project activities and workforce.
- Ensure that Environmental and Social Safeguard (ESS) related issues are properly addressed and integrated in all project activities.
- Monitor and ensure updating of progress against planned activities, participation, beneficiaries and other required information in the databank.libird.org on a timely manner.

3. Linkage, Coordination and Partnership Building (15% of the available time)

- Work closely with LI-BIRD's management and programme support team for effective project implementation.
- Build strong relationships and work closely with the PIN Nepal and WHH Nepal team for smooth implementation and timely delivery of projects.
- Represent LI-BIRD in AA-SRSP and landslide forecasting CoP technical group and share project learnings.
- Work in close collaboration with Gurbakot Municipality for the smooth implementation of the project.
- Establish and maintain congenial working relationships with local and provincial government, relevant line agencies including DHM for collaboration in project implementation.
- Represent at regional and national forums related to climate change and disaster risk management.
- Ensure partners and stakeholders are aware, positive and supportive of the project through timely information sharing.

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 that LI-BIRD's 'Gender Equality and Social Inclusion (GESI) and Environment and Social Safeguard (ESS) policies are properly implemented and periodically 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 field 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)

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- Ensure project adherence to LI-BIRD 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.

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

- Contribute to other projects especially in the aspects of disaster risk 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 Team Leader is responsible for problem-solving at various levels. Situations are variable and the TL 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 Environmental Science, Disaster Risk Management, Natural Resource Management or related field, with 5 years of work experience (including three years field implementation) in managing climate change, early warning and anticipatory action related initiatives.

Competencies and Personal Specification:

- Strong conceptual, interpersonal, communication, negotiation, facilitation and representation skills;
- Strong understanding and experience on disaster risk management, UNDRR early warning for all initiatives including Sendai Framework for Disaster Risk Reduction.
- Strong competencies in Anticipatory Action and its framework, including the development of experience on floods and landslide contexts of Nepal.
- Good experience in Early Warning Systems (EWS), and strong understanding of the principles of people-centred EWS.
- Proven experiences in project planning, execution, monitoring, evaluation and reporting;
- Excellent organisational and leadership skills;
- Demonstrated ability to coach and mentor staff and partners and manage staff;
- Proactive and experienced in maintaining a congenial working relationship with all the associated stakeholders of the project;
- Demonstrated proficiency in English and Nepali languages, both oral and written;

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- Proficient in M.S. Office (Excel, PowerPoint and Word) and Knowledge of basic statistical concepts; and
- Candidates with a valid motorbike/scooter driving licence are preferred.