

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

JOB DESCRIPTION

Position title:	Team Leader
Level/Grade:	9
Name of the project	Green Karnali -Climate and Gender Responsive Resilient Agriculture and Enterprises in Karnali River Basin
Supervisor/Reports to:	Deputy Programme Operations Director
Duty Station	Birendranagar, Surkhet
Position description:	New ✓
	Revised
	Date: January 2023

BACKGROUND

'Green Karnali: Climate and Gender Responsive Resilient Agriculture and Enterprises in Karnali River Basin' project, funded by DANIDA through DanChurchAid (DCA) Nepal, is being implemented by LI-BIRD in Surkhet, Dailekh and Accham districts. The project aims to build resilient livelihoods of smallholder farmers, especially women and youths, through the promotion of climate and gender-friendly agroecology based farming approaches and green enterprises.

JOB

SUMMARY

The Team Leader (TL) will report to the Deputy Programme Operations Director and 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 donors; coordinating with the local and provincial governments for leveraging resources and building synergies in programme implementation; delivering TA support to a local implementing partner; and providing technical guidance to the project team to achieve project outcomes. The Team Leader needs to coordinate with LI-BIRD's project implemented in Karnali Province.

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)

- 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.

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- Ensure project implementation plan and budget is properly monitored and revised as per the requirement.
- Supervise, monitor, coach and provide regular backstopping to the project staff to ensure the timely and quality delivery of the activities planned in the project.
- Support the local implementing partner to execute the project interventions in the field smoothly.
- 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 and Monitoring and Documentation Officer (MDO) to organize regular review and reflection meetings and revise plans based on the review/reflection.
- Engage and encourage project staff to document innovations, successful approaches and good practices so that project's lessons and outcomes are documented and shared within and beyond the project.
- Explore and/or develop and test new concepts, innovations and ideas that help promote climate change adaptation and livelihoods related interventions.

2. Monitoring and Programme Quality (20% 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.
- Ensure that the majority of the direct project beneficiaries are small farmers with special focus on women and youths.
- Work closely with MDO 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 achieves 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 including MDO, Technical Assistants and other Supervisees/Co-Supervisees and provide regular feedback for the quality delivery of the project interventions.
- 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 safeguarding 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, thematic programme leads and programme support team for effective project implementation.

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- Build strong relationships and work closely with the DCA Nepal and regional office team for smooth implementation and timely delivery of projects.
- Work in close collaboration with the Ministry of Land Management, Agriculture and Cooperatives (MoLMAC), Karnali Province and coordinate for the implementation of LI-BIRD's MoU with MoLMAC by coordinating with relevant Project Team and Team Leaders of LI-BIRD.
- Establish and maintain congenial working relationships with implementing partner, SOSEC Dailekh, local and provincial government, government and relevant line agencies including Agriculture Knowledge Center (AKC), civil society organizations and local cooperatives for collaboration in project implementation.
- Play a key role to impart and maintain positive image and visibility of LI-BIRD and donors among government, civil society, private sectors and media.
- Represent 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.

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 Equity and Diversity (GED)' 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 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.).
- 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 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.

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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 Agriculture, natural resource management or related field, with 5 years of work experience (including three years field implementation) in managing agriculture and climate change related projects.

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.