



JOB/POSITION DESCRIPTION

Position title:	Provincial Adaptation Coordinator
Level/Grade:	9
Project:	SARATHI: Community Led Holistic Action for Transformative Impact in Resilience, Adaptation, and Inclusion in Nepal
Supervisor/Reports to:	Team Leader
Duty Station:	Lumbini Province (District to be decided later)
Position description:	New ✓
	Revised
	Date: March 2025

Background: LI-BIRD is implementing a project entitled 'SARATHI: Community Led Holistic Action for Transformative Impact in Resilience, Adaptation, and Inclusion in Nepal' with financial support from Foreign, Commonwealth and Development Office (FCDO), United Kingdom led by People in Need (PIN) and Dan Church Aid (DCA) from February 2025 to December 2029 in Madhesh, Lumbini and Karnali Provinces. SARATHI aims to strengthen the early action and climate resilience of the British Embassy Kathmandu (BEK's) Resilience, Adaptation, and Inclusion in Nepal (RAIN) program for scaling up support for vulnerable and marginalized communities at risk of multi-hazards in Madhesh, Lumbini, and Karnali provinces by 2029.

Job Summary: Reporting to the Team Leader, the Provincial Adaptation Coordinator (PAC) will lead and be responsible for the management of the Community Resilience and Adaptation component of SARATHI project at Lumbini and Karnali Provinces by providing the leadership role in planning, sub-grant management, implementation, monitoring, coordination, documentation, and reporting. The PAC is responsible for management of the project resources including staff and budget; building relationships with SARATHI consortium partners, and donors; coordination with the provincial and local governments and agencies such as Department of Hydrology and Metrology (DHM), Red Cross, District agencies including Agriculture Knowledge Center, Division Forest Office, District Disaster Emergency Operation Center/Local Emergency Operation Center; and providing technical guidance to the project team to achieve project outcomes.

Key Responsibilities and Tasks:

1. Overall Project Management

- Work closely with Team Leader and the Thematic Lead from PIN, Adaptation Lead from DCA and other consortium partner staff for the smooth project delivery in the working Palikas of Lumbini and Karnali Provinces.
- Ensure a coordinated approach to all Outcome Areas across the rural and urban municipalities in the provinces, deliver the activities related to nature-based solutions, adaptations, and community resilience.
- Lead the stakeholder engagement activities with local, provincial government, civil society and private sector
- Supervise, monitor, coach and provide regular backstopping to the project field staff (Adaptation Officer, MEAL officer and Grants and Compliance Officer and Admin and Finance officer) to ensure the timely and quality delivery of the activities planned in the project.
- Collaborate with provincial and local governments, experts and private sectors to identify appropriate NbS to minimize disaster risks.
- Support CBOs on effective implementation, monitoring and delivery of sub-grants on community led resilience/adaptation led NbS measures
- Lead technical assessments and project stakeholders' capacity development on resilience and adaptation.
- Ensure timely development and submission of quality technical and financial reports of the project as per the organisational and donor requirements.
- Support Team Leader, MEAL unit and officer to organise regular review and reflection meetings and revise plans based on the review/reflection
- Assess capacity gaps of staff and deliver capacity building training to implement resilient related interventions including nature-based solution and anticipatory actions across projects.
- Engage the project field staff and support knowledge management unit of the project to document projects outcomes, 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 to reduce disaster risks related interventions.

2. Monitoring and Programme Quality

- Ensuring that monitoring and reporting of Provincial and Palika level activities is done in line with the M&E framework, and timely reporting
- Ensure that project activities are implemented as outlined in the proposal based on climatic risks of the communities.
- Ensure that the majority of the direct project beneficiaries are vulnerable communities to climate change induced disasters and other disasters.
- Conduct frequent monitoring and field visits, and support field staff to ensure 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 minimise disaster risks;
- Monitor the performance of project staff including Adaptation Officer and other field staff and provide regular feedback for the quality delivery of the project interventions.
- Ensure that LI-BIRD's 'Gender Equality and Social Inclusion (GESI) and Environmental and Social Safeguard (ESS) policies are properly implemented and periodically monitored.
- Monitoring the quality and timeliness of data received from local governments, alerting the M&E Manager to any issues, and supporting staff to meet the project's data collection requirements
- 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

- Work closely with consortium project team (PIN, DCA, PRERANA, and CSRC), LI-BIRD's management and programme support team for effective and smooth project implementation.
- Establish and maintain congenial working relationships with provincial and local governments, government line agencies (DHM, AKC, Division Forest Office, Red Cross, DEOC) for collaboration and resource leveraging and co-financing in adaptation and NbS solutions.
- Represent LI-BIRD at regional and national forums related to climate change and disaster risk management.

4. Human Resource Management

- Ensure project adherence to LI-BIRD's HR policies and donor compliance in staff recruitment, staff development, and staff performance appraisal management.
- Supervise and manage the project field staff with constructive and genuine feedback, and regular coaching/mentoring 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 supervisees including job description and individual annual performance plan.

5. Financial Management, Accountability and Compliance

- 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 and the 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

- Contribute to strengthen the climate change adaptation and disaster risk management of the organization as and when required and as assigned by supervisor.
- Support to the programme development team in project design as and when required.

Qualifications and experiences: Master's degree in Forestry, Environmental Science, Disaster Management, Natural Resource Management or related field with 5 years of work experience. Candidates having experience in the implementation and reporting of climate change adaptation, nature-based solutions, resilience measurement and disaster risk management related projects are encouraged to apply.

Competencies and Personal Specification:

- Strong conceptual, interpersonal, communication, negotiation, facilitation and representation skills.
- Demonstrated experience in climate change adaptation, nature-based solution, planning, implementation, monitoring, evaluation and reporting.

- Proven experience in project planning, execution, monitoring, evaluation and reporting.
- Proven ability to build and maintain effective working relationships with Government at local and provincial levels to ensure effective implementation and sustainability of the project interventions.
- Experienced in the effective management of project human and financial resources.
- Demonstrated ability to cope with stress, time management and meeting deadlines.
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project.
- Demonstrated skills in team building with the ability to coach and mentor staff, partners, and local leaders.
- Proficient in M.S. Office (Excel, PowerPoint, and Word) and Knowledge of basic statistical concepts.
- Demonstrated proficiency in English and Nepali languages, both oral and written.
- Knowledge of the local language (Maithili, Awadhi and Bhojpuri) will be an added advantage.
- Candidates with a valid motorbike/scooter driving license are preferred.