

JOB/POSITION DESCRIPTION

Position title:	Team Leader
Level/Grade:	11
Project:	Transitioning to Agroecological Production (TAP)
Strategic Programme	Climate Action
Supervisor/Reports to:	Head of Programme (HoP)
Duty Station	Programme Coordination Office, Sanepa, Lalitpur
Position description:	New: ✓
	Revised:
	Published Date: 9 October 2026
	Anticipated Joining date: By end of November 2026

BACKGROUND

Transitioning to Agroecological Production (TAP) is a regional project funded by the International Fund for Agriculture Development (IFAD) for implementation in Nepal, Bhutan and Pakistan for the period of 3 years. In Nepal, the project will be implemented in Karnali, Sudurpaschim and Lumbini Provinces to support the IFAD funded Resilient High Value Agriculture Program (RHVAP), the Nepal Government's flagship programme under the Ministry of Agriculture, Forestry and Environment (MoAFE). The TAP project aims to support transition to commercially viable agroecological systems and strengthen the economic resilience of smallholder farmers through promotion and scaling of agroecological farming systems in the region. The project will seek to accelerate on farm agroecological transformation while strengthening the market, knowledge and institutional systems required to sustain and scale agroecological practices within ongoing investment projects in Nepal, Bhutan and Pakistan. While project implementation in each country will be led by the respective implementing partners, LI-BIRD will be responsible for overall coordination and project management. The project will promote collaboration, learning and knowledge exchange among the three countries while ensuring effective planning, implementation, monitoring, financial oversight, reporting and accountability at both national and regional levels.

JOB SUMMARY

Reporting to the Head of Programmes (HoP), the Team Leader will provide overall strategic, technical, and managerial leadership for the project, ensuring effective partnership, coordination, planning, implementation, monitoring, financial oversight, quality assurance, reporting, and compliance. The Team Leader will lead the Nepal project team and coordinate closely with the funding agency, implementing partners, Nepal Government's flagship RHVAP programme, and provincial government, and other relevant stakeholders. At the regional level, the position will provide strategic coordination, technical support, and oversight to partners in Bhutan and Pakistan, including joint planning, progress and results tracking, reporting and compliance, and cross-country learning and knowledge exchange. The position will also

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support the Capacity Development and Knowledge Management Expert in generation, documentation, and dissemination of evidence and knowledge to support agroecological transformation and strengthen regional collaboration and learning.

KEY RESPONSIBILITIES AND TASKS

1. Project Management, Regional Partnership and Oversight (50% of the available time)

- Provide strategic, technical and managerial leadership for timely, quality and results-oriented project delivery across Nepal, Bhutan and Pakistan;
- Lead the preparation, review and revision of DIPs, annual work plans, procurement plans and budgets, ensuring alignment with the approved results framework, theory of change and budget;
- Support project team recruitment, mobilization and coordination, including effective deployment of experts and consultants to deliver planned results;
- Establish and maintain effective coordination and communication among LI-BIRD, country partners, government stakeholders, and the funding agency;
- Monitor project progress, targets, budgets, risks and implementation bottlenecks, and ensure timely corrective and mitigation measures;
- Coordinate and review country work plans, progress reports, financial reports and key project documents to ensure quality, consistency and compliance;
- Lead regular in-country and regional review meetings, ensuring documentation, follow-up of decisions, joint planning and cross-country learning;
- Provide technical and managerial guidance to project teams on agroecology, demonstration farms, Palika agroecology plans, training materials, PGS guidelines and knowledge products;
- Plan, facilitate and oversee training, workshops, assessments and stakeholder engagement at national and regional levels;
- Ensure synergy and integration with other LI-BIRD projects and programmes, including joint planning, resource leveraging, knowledge sharing and complementary implementation;
- Lead the preparation and timely submission of high-quality technical and financial donor reports and communicate project progress, challenges and opportunities to management, partners and donors;
- Facilitate regional learning, peer exchange and knowledge generation among Nepal, Bhutan and Pakistan, including field monitoring and review visits as required; and
- Identify opportunities for joint initiatives, collaboration, replication, and scaling of agroecological practices across the region.

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

- Work closely with the project team (within organization and with partner country) and ensure activities are successfully completed and aligned with the project's objectives;
- Support country project team and partners in Bhutan and Pakistan to ensure the collection, management and reporting of highly quality project data on a timely manner;
- Ensure that project activities are planned and implemented based on project's result matrix and are in line with LI-BIRD's strategic plan;
- Regularly review project performance against the results framework and recommend corrective actions where necessary;
- Conduct periodic review of the data management system of the partner countries and orient project staff on data management;
- Ensure consistency and quality of technical and narrative reporting across the three countries;
- Facilitate periodic reflection and learning processes to identify successes, challenges, innovations and lesson learned;

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- Play a proactive role in documenting successful approaches and good practices generated by the project for wider sharing/dissemination;
- Lead or support the development of success stories, case study, policy briefs and other knowledge product related to agroecology;
- Promote evidence-based learning and the use of project findings to inform programme adaptation, policy engagement and scaling strategies;
- Ensure gender equality, social inclusion and participation are integrated into planning, implementation, monitoring, and learning processes; and
- Work closely with MEAL Manager and ensure timely reporting of project information and data into organizational MEAL system;

3. Strategic Coordination, Partnership and External Relations (15 % of the available time)

- Serve as a primary focal point for overall project coordination and communication with the funding agency, partners and RHVAP;
- Ensure timely responses to donor requests, technical queries and reporting requirements;
- Coordinate and collaborate with federal, provincial and local governments including other relevant stakeholders (cooperatives, academia, private sector, producer organizations) for effective implementation of project activities, building synergy and leveraging resources;
- Work closely with LI-BIRD Management, Strategic Programme Leads, MEAL team and programme support team for effective planning, delivery, result tracking and cross fertilize learning;
- Build and maintain congenial working relationships with funding agency, implementing partners, RHVAP leaderships and relevant federal, provincial and local government for smooth activities planning, implementation, monitoring and reporting; and
- Represent the project and the organization in relevant national, regional and international meetings, forums and events, as required;

4. Financial Management, Accountability and Compliance (10 % of the available time)

- Ensure project adherence to LI-BIRD's, donor and Nepal Government's compliance requirements;
- Review project budget and financial reports and ensure that expenditure is aligned with approved work plan and budget;
- Monitor budget utilization and identify potential under or over-expenditure and take timely corrective measures;
- Facilitate and support country teams and partners in preparing realistic activity plans and budgets;
- Ensure timely financial reporting in coordination with country project teams, finance unit and partner countries focal points;
- Ensure budget revisions, reallocations and other financial management process as required and in accordance with donor and organizational procedures; and
- 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 terms and conditions.

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

- Provide direct supervision, guidance and performance management support to project team;
- Ensure that project adheres to LI-BIRD's HR policies in terms of staff recruitment, staff development, and staff annual performance appraisal management;
- Ensure LI-BIRD's 'Gender Equality and Social Inclusion (GESI) policy, Environmental and Social safeguard policy, safe programming principles are effectively implemented and monitored;

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- Actively promote LI-BIRD's workplace policies, staff wellness, fairness and equity and, take corrective measures where appropriate; and
- Promote a collaborative, respectful and high performing working culture with the team and beyond.

Additional Position Description/Requirements

The Team Leader will be expected to address complex and diverse technical, operational, and management challenges in a dynamic, multi-country project environment. The position requires strong analytical, problem-solving, decision-making, coordination, collaboration, and communication skills, along with the ability to work effectively with in-country and international partners and stakeholders. The candidate must have a strong personal commitment to social equity, equal rights and opportunities, and demonstrate adherence to LI-BIRD's values, policies, and safeguarding principles.

Education and Experience: Master's degree in agriculture, agroecology, agribusiness management or related field with at least 7 years of relevant experience in management, implementation and monitoring projects related to agriculture, agroecology, agri-value chains. Candidates with a demonstrated track record of developing technical guidelines, manuals, Palika agriculture strategy and delivering trainings and having experience working closely with government systems and managing consortium projects is an advantage and are encouraged to apply.

Competencies and Personal Specifications:

- Proven experience in policy engagement, planning process with local, provincial and federal government and integration of agroecology into government's plan and programmes;
- Strong knowledge of agroecological principles, agri-value chains, food system approach and climate resilient agriculture and motivated to work in these sectors;
- Prior experience working with or closely with government research and extension systems, NGOs and community-based organization;
- Ability to ensure quality, consistency, and accuracy while fostering continuous improvement in programme delivery;
- Strong communication, facilitation and interpersonal skills with ability to engage diverse stakeholders;
- Strong analytical and writing skills, with ability to produce high-quality reports and knowledge products;
- Self-motivated with time and stress management skills and the ability to work responsibly;
- Experienced in maintaining a congenial working relationship with stakeholders;
- Ability and willingness to undertake periodic travel within Nepal and internationally, including Bhutan and Pakistan; and
- Proficient in M.S. Office (Excel, PowerPoint and Word) and fluent in both (written and oral) English and Nepali.