



# JOB DESCRIPTION

## TECHNICAL ADVISOR

### 1 Department / Project(s)

Livelihood Programme/Local Initiatives to Reduce Impacts of Climate Change (LIRIC) project and support in Business Development

### 2 Workplace

Kathmandu with frequent field visit (50%)

### 3 Reports to / Level

Team Leader -Livelihoods

### 4 Supervises

Not Applicable

### 5 Job Summary

The Technical Advisor will be responsible to provide technical and operational support to the livelihood projects especially in climate change, biodiversity, ecosystem services and environment related interventions. He/She will work closely with Project Coordinator (PC) in implementation of LIRIC project and support in local stakeholder and networks coordination activities. He/She will provide technical advice to develop required guidelines, documentation of best practices and report writing. He/She will assist in preparing and consolidating required data as needed and facilitate monitoring and evaluation. The Advisor will be engaged in assisting in exploring opportunities in new projects, conducting need assessment, developing concept notes and proposals.

### 6 Required Competencies

#### 6.1 Knowledge

- Master's degree in Environmental Science or related field.
- At least 5 years of experience in implementation of climate change, environment, governance and biodiversity-based projects and actions. Experience in agriculture and livelihood will be added value
- Proven experience in developing concept notes and proposals for reputed/major donors



## 6.2 Skills

- Strong communication and collaboration skills, notably the ability to present complex issues and required action in a simple, relevant, appropriate and practical way
- Ability to conduct need assessment and develop concept notes and proposals in formats of donors
- Good coordination skills with stakeholders
- Team player who can develop strong collaborative relations across the organization, partners, communities and government/nongovernment stakeholders
- Ability to define problems, collect data establish fact and draw valid conclusions to accuracy, predicts the achievements of the project objectives
- Advance computer skills in word processing, spreadsheets and presentations

## 6.3 Attitudes

- Able to work under minimum resources and under pressure
- Willing to work within a team and independently
- Willing to travel frequently in the project field sties
- Good listener and communicator
- Commitment to constant improvement
- High level of integrity
- Respect for others

# 7 Responsibilities and Expected Outcomes

## 7.1 Project Implementation:

- Support in proper implementation and documentation of PES schemes
- Support in implementation of CBAP and facilitating partner organization to leverage resources from local government (LG) and other stakeholders
- Support in Inter-LG network mobilization and sustainability
- Support in facilitating LGs for developing plans, policies
- Develop procedures/guidelines in various project needed areas
- Support in activity schedule/ plan of action and detail implementation guideline of each activity
- Provide adequate technical backstopping to staffs on climate change, environment and biodiversity and other areas as per need
- Identify issues in project implementation and support for potential measures to address those issues, in close coordination with Project Coordinator
- Support PC in monthly planning of activities and review progress against plan.
- Support to ensure that the targeted beneficiaries are reached and reflects the indicators/target mentioned in the proposal

**Outcome:** *Project is managed efficiently and effectively.*



## **7.2 Report, Documentation and Publication**

- Support to prepare and timely submit project report periodically (monthly, quarterly, annually) in donor formats consolidating partners' report
- Provide technical advice to proper and timely reporting of projects in the online LogAlto system
- Support to collect and analyse information on how project has impacted in the community and produce case studies periodically
- Bring in technical expertise to document project learnings through lessons learnt and good practices
- Build the capacity of project staff in recording good practices, lessons learnt, report writing and case studies including video stories

**Outcome:** *Project progress and learnings/lessons are properly documented complying with ADRA and donor standards*

## **7.3 Monitoring and Evaluation**

- Support PC to ensure the data are collected from all staffs in timely manner and entered in the system (Kobo/LogAlto/RMT sheets)
- Work with M&E Coordinator and PC to undertake baseline, regular monitoring surveys/reports and end line survey
- Frequent field visit undertaken to support PC and M&E coordinator to monitor, supervise project staffs and activities, issues flagged up and areas of improvement documented/suggested

**Outcome:** *Support to effective monitoring and evaluation system*

## **7.4 Liaison, Coordination and Communication:**

- Coordinate with local government, relevant district/provincial/federal government offices for receiving necessary support in implementation of the project including resource leveraging for project activities/beneficiaries
- Support in providing necessary reports to SWC and arrange for CPAC and LPAC meetings
- Provide support for the submission of the project plan and periodic reports to LGs as requirement and obtain evidence of receipt of such documents

**Outcome:** *Effective coordination is maintained at all levels and collaboration with other agencies working in the project area contributed to synergistic outputs.*

## **7.5 Business Development/Fundraising**

- Support to explore fundraising opportunities in livelihood, climate change and biodiversity sector and identifying potential partners
- Undertake need assessment study for new funding opportunities
- Contribute and, if needed, lead to develop concept note and full proposals including budgets

**Outcome:** *New concept notes and proposals developed and funding received.*



## **7.6 Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others;
- Cooperating with measures introduced in the interests of work health, security and safety;
- Undertaking relevant training provided in relation to WHSS;
- Immediately reporting all matters which may affect workplace health, security and safety to their supervisor;
- Correctly using any information, training, personal protective equipment and safety devices provided;
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons;
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

***Outcome:** Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.*

## **7.7 Others**

- Any other duties assigned by the Supervisor.

## **7.8 Duration of the contract: 6 months**