



JOB DESCRIPTION

PROJECT MANAGER

1 Department / Project(s)

CSOs Actions for Resilient Ecosystem and Community Project and Livelihood Programme unit

2 Workplace

Banke with frequent field visit

3 Reports to / Level

Team Leader-Livelihoods

4 Supervises

Project Officers and Partners' Coordinators

5 Authorized Equipment

Laptop and mobile phone

6 Job Summary

Under the supervision of Team Leader- Livelihood, the Project Manager will provide managerial leadership and oversight for EU funded Project operation (CSOs Actions for Resilient Ecosystem and Community Project) and support for the livelihood projects as needed. She /He will oversee the project management support to monitoring units on and learning components of the livelihood projects. She/He will have responsibilities of supervision and management of supervisee staffs and implementing partners NGO. He/she has to manage finances, develop robust monitoring and evaluation system, ensure sustainability through developing sustainability plan and appropriate exit strategy, and ensure ADRA and donor compliance while implementing the project. She/He is required to coordinate with other agencies at local government, district, provincial or country level for necessary documentation, required permission/approvals, implementation of project activities and synergistic outputs. He/she will be engaged in exploring opportunities in new projects, selection of partners, conducting need assessment, developing concept notes and project proposals. He/she will provide technical and operational support to other livelihood projects especially in biodiversity and climate change sectors.

7 Required Competencies

7.1 Knowledge

- Master's degree preferably in Forestry, Environmental Science or equivalent



- At least 5 years of experience in Biodiversity conservation, sustainable forest management, ecosystems, climate change-based project cycle management in middle management level. Experience in multiple consortium partners handling, forest-based enterprises, ecosystem services, policy advocacy, market development, climate adaptative technologies and practices, human-wildlife conflict management and women empowerment will be value added

7.2 Skills

- Strong communication and collaboration skills, notably the ability to present complex issues and required action in a simple, relevant, appropriate and practical way
- Demonstrated ability to motivate and inspire staff, partners and other stakeholders with diverse backgrounds
- Team player who can develop strong collaborative relations across the organization, partners and communities
- Proven experience or interest in organizing and facilitating trainings
- Good communication skill with fluency [written and spoken] both in Nepali and English
- Ability to define problems, collect data establish fact and draw valid conclusions to accuracy predicts the achievements of the project objectives.

7.3 Attitudes

- Able to work under minimum resources and under pressure
- Willing to work within a team and independently
- Good listener and communicator
- Commitment to constant improvement

8 Responsibilities and Expected Outcomes

8.1 Project Implementation:

- Manage the team to design, develop and implement the detailed implementation plan (DIP), including activity schedule/ plan of action and detail implementation guideline of each activity project operations plan based on project proposals and compliance requirements and orient to partner and staffs
- Design and develop relevant guidelines in collaboration with other staffs
- Provide managerial and technical guidance to project staffs and participants and ensure they are regularly mentored and coached
- Provide technical guidance for the implementation of the project plan, through training and other on-site support to partner organization
- Ensure GESI is mainstreamed, and safeguarding ensured in the project
- Develop ToR and lead the process of procurement of consultants and other services
- Ensure that the targeted beneficiaries are reached and reflects the indicators/target mentioned in the proposal
- Prepare risk matrix and flag up issues in project implementation and identify corrective/mitigating measures
- Prepare safeguarding matrix for project activities and report on safeguarding to donor



- Supports partners to devise a sustainability plan and exit strategy
- Intervention specific:**
- Establish close coordination and collaboration with project consortium and partners especially CFUGs, FECOFUN chapters, BZCFUGs, BZMC, Department of National Parks, Divisional Forest Offices and provide/obtain required information for smooth project implementation
 - Selection of CFUGs, BZCFUGs as per criteria, development of sustainable forest management plan following NFSS (including inventory assessment), implementation of sustainable forest operation actions (including forest fire control),
 - Coordination with appropriate agencies including national parks for Human-wildlife conflict management and proper control mechanism, sustainable utilization of forest products
 - Identify and implement appropriate wildlife resistant farming, climate adaptive agriculture practices and forest based and traditional skill enterprises and ecosystem services
 - Facilitation in expert discussion, policy dialogue, policy advocacy and local and provincial policy formulation
 - Awareness generation and strengthening stakeholders in CITIES, NBSAP and other policy and guidelines
 - Conduct market assessment and facilitate market linkages of products and services to be developed under the project
 - Guideline development, criteria definition, identification and selection of Third Party Financing program with appropriate capacity building of third party, and ensuring their proper financial transactions and their audit
 - Ensure proper facilitation to Youth Sounding Board members in the project monitoring and engagement

8.2 Partner Management

- Ensure that contractual arrangements with partners (FECOFUN, ANSAB Nepal, BEE Group) are up to date
- Coordinate with partner NGOs and regularly backstop them to achieve project objectives
- Ensure project activities are in compliance to the project proposal and log-frame
- Review the financial vouchers and HR of partners and ensure the proper and justified charging
- Conduct monitoring visits and provide feedback to partners on regular basis
- Conduct joint meetings periodically
- Ensure compliance by partners in all aspects

8.3 Liason, Coordination and Communication:

- Coordinate with local government (LGs), relevant district/provincial/federal government offices for receiving necessary permission/approval for project implementation
- Provide necessary reports to SWC and arrange for CPAC meetings
- Coordinate with LGs. Federal, provincial, district and local FECOFUN, BZMC, National Parks, Department of Forest, Divisional Forest Office other required agencies for identification of beneficiary and distribution of project assistance and



to implement the project smoothly including resource leveraging for project activities/beneficiaries

- Coordinate with other agencies to minimize duplication and to ensure synergy
- Ensure the submission of the project plan and periodic reports to LGs as requirement and obtain evidence of receipt of such documents
- Ensure the LPAC, joint monitoring and public audits are conducted with LGs on timely basis and meeting minutes documented
- Communicate with consortium organizations and local implementing partners for effective project delivery

8.4 Technical support to livelihood projects

- Support the existing livelihood project/s in any operational, strategic and implementation process
- Technical support to existing livelihood projects in biodiversity conservation, climate change interventions, group strengthening, forest and farm based enterprise development, capacity building of project participants and stakeholders and market linkages
- Support ADRA's livelihood projects in preparation of reports, documentation, monitoring and evaluation.
- Liaison with SWC and government agencies as needed
- Contribute in meeting donor compliances of existing livelihood project
- Develop ToR to hire consultants for specific studies planned in the project

8.5 Monitoring, Documentation and Evaluation

- Reviews logical framework of project and consider the hierarchy of aims while implementing the project
- Work with M&E Coordinator to undertake baseline, regular monitoring surveys/reports and end line survey and lead SWC evaluations process including preparation of ToR
- Prepare monitoring matrix of the project and followup on regular basis
- Ensure regular update in EU's OPSYS and ADRA's LogAlto system
- Ensure the development of a mechanism to encourage reflection and lessons from each staff and record those systematically. Develop a system of periodic review and planning with partner organization
- Frequent field visit undertaken monitor, supervise project staffs and activities, issues flagged up and areas of improvement documented/suggested
- Ensure proper complaints handling mechanism and beneficiary feedback mechanism are in place and staffs/beneficiary are well oriented on them

8.6 Budgetary responsibility

- Prepare yearly budget plan incorporating the lesson from previous year of overall project and partners and make the contract of partners
- Prepares monthly budget plan/cash flow of the project in regular basis and report to supervisor/donors in timely basis
- Reviews the forecast and fund request of partners and process for necessary release of funds
- Consider cost effectiveness and efficiency in every activity



- Continuously review the expenditure including the monthly financial reports, vouchers and recommend required adjustments to achieve targeted outputs
- Assist in developing systems to check fiduciary risk for ADRA and partners
- Ensure proper utilization of project fund that meets ADRA and donor compliance and all the standard procedures

8.7 Logistics

- Prepares procurement plan of the project and other goods are provided on time
- Ensure donor visibility in project supported activities and publications
- Ensure proper management of logistics for trainings and review meetings
- Takes care of goods/equipment provided by organization for project implementation to partners and project staffs
- Manages logistics for national and international level visitors

8.8 Writing and Reporting

- Prepare a reporting schedule for partner NGOs and provide reporting formats/guidelines
- Consolidate partners' report and submit project report periodically (monthly, quarterly, annually) with qualitative and quantitative information outlining plan vs achievements, learning made during the reporting period, outstanding issues and the plan for the next reporting period
- Collect and analyze information on how project has impacted in the community and produce case studies periodically
- Ensure that project learnings are adequately documented through lessons learnt document and good practices
- Ensure the events brief, meeting minutes, actions plans of project interventions and related to other stakeholders including local government and SWC are documented
- Attends and manages review meetings and reports the status of project

8.9 Project Development

- Explore new funding opportunities in livelihood sector especially in climate change and biodiversity conservation
- Support/lead the selection of potential partners
- Undertake need assessment study for new funding opportunities
- Contribute and, if needed, lead to develop concept note and full proposals including budgets

8.10 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

8.11 Others

- Any other duties assigned by the Supervisor