



Functional Title	: Manager – Biodiversity, Climate Change and Resilience
Responsibility Level/Grade	: Manager / Grade G
Department/Project/PN	: Women’s Economic Empowerment and Climate Justice
Work Station	: Lahan Siraha based in Partner’s Office
Incumbent’s Name	: To Be Determined
Supervisor/Principal Evaluator	: WEECJ Coordinator
Co-Evaluator	: DRR & GIE Coordinator

JOB SUMMARY

This position supports CARE Nepal’s climate justice, resilience, natural resource management, and women economic empowerment initiatives. The position is responsible for stakeholder coordination, implementation and reporting of the natural resource management, climate change, watershed, resilience, waste management and biodiversity and environment related projects. Depending on the situation, the incumbent may need to take a very active role in technical co-ordination, policy analysis and advocacy, needs assessment for new business development, knowledge brokering and stakeholder liaison. In addition, this position represents CARE Nepal in various resilience and climate change related forum at district, provincial, and where required, national levels. As a specialized knowledge holder, this position supports WEECJ program mainly and other themes of CARE Nepal to implement and integrate resilience, environment and climate justice, and natural resource management and biodiversity conservation components in entire program cycle including model development and scaling, advocacy and policy work. She/ He will spend at least 50% of time on field visits, including very remote areas, to monitor field activities and provide coaching, training, backstopping to partner organizations at the implementation level.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Project Design and Development

- Assess in-country resources, human, material and financial for response with relevant staff and agencies and assist in capacity building of national staff.
- Provide technical assistance in project design and development processes, especially those relating to natural resource management, climate financing, environmental and biodiversity conservation, climate change adaptation, watershed management, resilience, and disaster risk reduction.
- Conduct need assessment to design suitable intervention for different projects.
- Ensure learnings and gaps/issues identified during project implementation are integrated into project design process.
- Ensure gender and social inclusion, diversity, gender-based violence, governance, and resilience issues are integrated into the project design process.



- Contribute to development of concept notes/proposals and engage in critical stages of project development cycle.
- Support and participate in inception, review, startup workshops and meetings, and engage actively with donors, government, consortium members and relevant groups.

R2. Program Management and Implementation

- Plan and manage projects in a phased and prioritized manner with full consultation and coordination with CARE staff, consortium partners and other relevant agencies.
- Ensure gender and social inclusion, diversity, gender-based violence, protection, resilience, accountability, and governance issues are fully considered throughout the project cycle putting CARE's impact population in center of every projects.
- Be responsible for procurement, logistic as well as commodity management required for program and guide team in regulating same in field level.
- Work with M&E team to maintain systems integrating beneficiary accountability, donor reporting, performance metrics, organizational learning, knowledge brokering additionally, ensuring program quality standards following its drivers.
- Work with thematic lead and support functions, to ensure high quality, integrity, cost-effectiveness, efficient and high impact actions in line with Country Strategy and Annual Plans.

R3. Monitoring, evaluation, learning, documentation, reporting and relationship management.

- Support in documentation and knowledge management work of the organization to institutionalize learnings and experience into organizational system and processes.
- Manage database system by closely working with partner at project level.
- Coordinate and collaborate with different programs and support units of the organization to ensure integrated approach in organizational efforts.
- Support in organization's advocacy and research effort, in coordination with DMEL/KM unit and thematic coordinators.
- Share program level learning, best practices, and experiences in different forums.
- Maintain external relations and partnerships with local, regional, and national stakeholders, including the Government of Nepal, donors, media, private sector, and other stakeholders.
- Assist M&E team in collecting data from the field, update project M&E universe and prepare reports analyzing the database.
- Preparation and submission of quality reports (annual & periodic) to concern authorities and support partner staff too on timely reporting.
- Prepare periodic, assessment and study report in timely manner.

R4. Capacity Building

- Support partners and people's organizations the expansion of innovative programming in natural resource management, watershed management, environment and biodiversity conservation, climate financing, climate justice, disaster risk reduction, and building evidence/models on resilience programming in various projects/ programs.
- Capacitate CARE as well as partner staff through different means particularly in the field of natural resource management, environment and biodiversity conservation, climate justice, disaster risk reduction, and resilience.



- Visit the field frequently to coach, mentor, and train partner as well as CARE team for quality delivery of program interventions in the field.
- Put effort to enhance partner's capacity to deliver project efficiently and effectively by maintaining quality standards and ensuring CARE and donor compliances.
- Identify development needs of project staff and partner's staff and follow appropriate strategies and actions for capacitating their skills and knowledge.
- Develop partners' capacity in designing, piloting, evidence generation, documentation, and out scaling of proven models.

R5. Thematic Integration and Advocacy

- Thematic backstopping to CARE staff, partners and at community level on entire cycle of the program.
- Technical support to CARE stakeholders and at organizational level along with on required advocacy and policy spaces and platforms.
- Understand the conceptual and governmental needs and bring these in to CARE for robust programming and value add on the sector.
- Play active role on thematic integration of natural resource management, biodiversity and environment conservation, disaster risk reduction, climate financing, climate change, watershed management, and resilience initiatives with DRR and GIE and GJHER programs.

R6. Upholding CARE's Core values and ensuring its principles.

- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions
- Link and demonstrate CARE Nepal's core values, programming principles, strategic objectives, gender equity and equality in programming and behaviors.
- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/ department.
- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.

Data Protection:

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law.

SPENDING AUTHORITY: As per ASF

SUPERVISION: None



WORKING CONDITIONS: Based in Lahan Siraha, with at least 50% of the time in project areas, with diverse stakeholders, representation in relevant partners and partner offices.

PERSON SPECIFICATION REQUIREMENTS:

Qualifications:

Master's degree in forestry or Natural Resource Management (NRM) from a recognized university with a good understanding/practice of biodiversity conservation, climate change, watershed management, resilience, natural resource management, landscape and adaptation practices, and disaster risk reduction.

Experience:

5 years of experience in program design, development, and implementation with proven people management experience.

Skills and knowledge:

- Familiar with forest and other natural resource management issues in Nepal including forestry sector policy, watershed, development trends and strategies.
- Familiar with the dynamics of natural resource management and poverty reduction strategies.
- Familiar with national and international rules and regulations regarding forestry, climate change and biodiversity conservation.
- Good partnership and networking skills
- Clear understanding of organizational evolution including Right Based Approaches, Gender and Social Inclusion, Diversity, Gender Based Violence, Accountability, Governance and System Level Thinking.
- Familiar with the dynamics of current political situation of the country.
- Monitoring and evaluation, documentation and report writing skills.
- Demonstrated experience in project management, donor liaison and reporting.
- Demonstrated experience in program financial management including donor compliance.
- Adequate knowledge, skills and demonstrated experience in leadership, team building and human resource management.
- Strong analytical, communication and coordination skills

Competencies:

- Leadership – Able to assume a leadership role in helping and working with others to achieve excellent results.
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives.
- Teamwork – Able to work effectively with other people within a work group.
- Developing others – Able to foster the development of others by providing a supportive learning environment.
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences.
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact.
- Initiative – Deals with situations and issues proactively and persistently
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values, and ideas within CARE Nepal



- Influencing – Able to generate commitment and build consensus among others and gain their support.
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities.
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others.

Approved By:

Date:

Agreed By:

Date: