

WWF-GEF Project

Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors

POSITION DESCRIPTION

Name	:	
Position Title	:	Field Manager – Integrated Landscape Management
Reports to	:	Project Manager - – Integrated Landscape Management

I. Major Function:

The WWF-GEF project, *Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors Project* is executed by the Ministry of Forests and Environment (MOFE), Government of Nepal. The project's geographic scope is the Terai Arc Landscape (TAL), Nepal. The project seeks to achieve the following objective: to promote integrated landscape management to conserve globally significant forests and wildlife. Over the five year project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) National capacity and enabling environment for cross-sectoral coordination to promote forest and landscape conservation; 2) Integrated planning for protected area buffer zones and critical corridors in the TAL; 3) Forest and human-wildlife conflict management for improved conservation of targeted protected area buffer zones and corridors in the TAL; and 4) Knowledge management and monitoring and evaluation. Ultimately, the project will result in the reduction of the threats impacting the corridors and protected areas in the TAL, benefitting the ecological integrity of these largely forested areas, the globally significant wildlife populations that they support, and the resilience of forest dwelling communities. The improved conservation and sustainable management of forest resources will result in habitat connectivity, increased carbon storage and sequestration and restoration of degraded habitats and continued delivery of ecosystem services that support local populations.

Under the direct supervision of the Project Manager, S/he will liaison with Division Forest offices, Community Forests User groups and other CSOs/CBOs in the corridor area. Will provide technical guidance to sub-grantee and make sure that DIPs are understood by Field Social Mobilizers and sub-grantees. Will monitor effectiveness and efficiencies during field implementation of activities/DIPs. Support MEL officer and center staff in conducting output and outcome level monitoring visits. S/he will ensure the proper flow of information to the center office and will coordinate with TAL-CBRP office and other MOFE offices as appropriate. Will provide information during annual workplan and DIPs preparation to center office.

II. Major Duties and Responsibilities:

1. Field Level Program Planning and Implementation

- Responsible for processing and developing tools and framework for field level planning and implementation.
- Support Project Manager for effective coordination and implementation of overall activities under biodiversity conservation components.
- Organize meetings and workshops at field and central level as and when required

- Visit program implementation sites in GEF working area to provide technical backstopping on the activities implemented
- Manages program budget, analyze funding and the spending status
- Provide input in annual work plan to help ensure a strategic and prioritized approach that is climate-smart and GESI-sensitive. Provide support to sub-grantees in annual activity planning.

2. Technical support to local line agencies

- Responsible for regular dissemination of orientations and interactions with the local line agencies/municipalities and community partners in realizing project activities to achieve desired output/outcome.
- Provide technical support and guidelines to the field program operations to ensure smooth implementation.

3. Monitoring, reporting and documentation including lessons learnt

- Closely work with Senior Monitoring Evaluation and Learning (MEL) Officer in performance monitoring and provide technical feedback
- Provide inputs to semi-annual and annual reports
- Coordinate with sub-grantees to gather updates on implementation of biodiversity component activities and report on them
- Provide technical inputs to MEL Officer in monitoring of field activities
- Conduct periodic monitoring of Annual work plan progress, process and lessons learnt; analyze information acquired from monitoring; provide feedback to projects for corrective actions and incorporate lessons learnt in planning and coordinate with MEL Officer
- Document lessons from selective work of GEF's biodiversity work, identifying successes and challenges, and making recommendations for future application of lessons

4. Coordination with field partners and stakeholders

- Appropriate sharing of program activities, work plan schedules and project progress with the field partners and stakeholders for better understanding and collaboration
- Coordinate with WWF Nepal's other projects working in similar geographic sites.

5. Communication and outreach

- Work closely with the GEF Communications Officer and provide inputs related to biodiversity conservation programs for the newsletters, publications, web pages and videos for effective communication.
- Support visits to GEF sites including for WWF GEF Agency, exchange visitors, and media.
- Make presentations on GEF's work and results to a variety of audiences, representing GEF project at meetings, workshops, conferences etc.

6. Grants and contracts:

- Manage selected grants and contracts, working closely with grantees and consultants
- Provides technical inputs for grants and contracts and assist monitoring of grant activities related to biodiversity conservation.

7. Field level leveraging

- Coordinate field level partners including community-based organizations/buffer zone user committees in generating and documenting project co-financing and leveraging

8. Other Duties

- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff
 - Other tasks may be assigned as necessary according to organizational needs.
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III Minimum Work Requirements:

Qualifications: A Bachelor's degree in Natural Resource Management (NRM), Conservation Biology, Forestry, Zoology, Botany or other related discipline.

Experience: The candidate must have at least 3 years of experience in-country in biodiversity conservation, community forestry and/or natural resource management. The individual should have sound knowledge in biodiversity conservation, governance in NRM sector, gender and social inclusion, livelihood, conservation policies and current development issues in Nepal. She/he should also have experience in capacity building, planning, communication and monitoring and evaluation. Experience of working with field-based conservation and development initiatives, diverse community groups in various altitudinal gradients in the country and government agencies desirable.

Skills and Abilities:

- Excellent English and Nepali language skills. Working knowledge of one local language will be an added advantage;
- Skilled in Microsoft office package;
- Excellent cross-cultural and people skills and Ability to interact with senior business, government, and NGO staff
- Adaptive Management Skills
- Strong communication, coordination and mobilization skills;
- Strong negotiating and analytical skills;
- Ability to work in a multidisciplinary and multicultural team.

The candidate should adhere to WWF's core values of Results, Integrity and Respect, and our guiding principles, i.e., Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results. He/she should be an action oriented and results driven person. Demonstrated experience in managing program/project with good business acumen and high decision-making abilities is desired.

IV. Supervisory Responsibility

Directly supervises Field Program Officer and any other directly recruited staff or consultants.

V. Working Relationships

Internal – Works closely with the Project Manager, Field Program Officer, Senior MEL Officer, Safeguards Officer, GESI Associate and other staff.

External - Works closely with implementing partner, governmental and non-governmental representatives, as well as WWF Nepal's other projects within GEF implementation sites.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____

