

WWF-GEF Project

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

POSITION DESCRIPTION

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

I. Major Responsibility:

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 Coordinator, the Project Manager is responsible for the overall project planning, implementation, monitoring and reporting. S/he works in close coordination with implementing partners, mainly Department of National Parks and Wildlife Conservation (DNPWC), Department of Forest and Soil Conservation (DOFSC), Park offices and other stakeholders from local and state to ensure maximum project outcomes and building internal and external partnerships. Under the changing socio-political environment, Project Manager will respond strategically, mainstreaming adaptive management practice. The position requires frequent travel to field office and the project sites.

II. Major Duties and Responsibilities:

1. Overall Project Management:

- The Project Manager will support Project Coordinator to manage the workflow for the "Project Advisory Committee (PAC)", chaired by Secretary of MOFE and "Project Executive Committee (PEC)", chaired by Joint Secretary, Planning, Monitoring and Coordination Division, MOFE.

- S/he will support in day-to-day project management actions including, planning, implementation and monitoring of activities to achieve the project objectives and targets as stipulated in the GEF Project Document's Results Framework.
- S/he will collaborate with all project partners to develop the annual workplan (AWP) and budget, for endorsement by the PAC and/or PEC, and process for the "no-objection" from the WWF GEF Agency.
- S/he will provide oversight and monitoring of procurement and expenditure in line with the AWP in close coordination with Finance & Administration (F&A) Manager.
- S/he will lead the periodic review and the progress of AWP, Result Framework, GESI action plan and stakeholder engagement plan in close consultation with Field Manager and GESI Associate
- S/he will take overall responsibility of compliance with WWF Environment and Social Safeguards Integrated Policies and Procedures, including coordinate implementation of Indigenous Peoples Planning Framework (IPPF) and Process Framework (PF) and development of any other safeguards documents during project execution in close consultation with Safeguards Officer.

2. Project Planning:

- The Project Manager will lead the collective project's planning process in close consultation with implementing partners at center and field.
- S/he will oversee the preparation of detailed AWP and budget that includes targets and key activities for the achievement of project's outputs and outcomes.
- S/he will be responsible for organization of inception workshop, other project-level periodic planning meetings/sessions at Kathmandu and field, and annual/semi-annual PAC meetings and quarterly PEC meetings, when required.

3. Project Implementation and Reporting:

- The Project Manager in close coordination with F&A Manager, oversees the preparation and disbursement of sub-grants, and that all sub-grants include compliance with WWF's Safeguards Integrated Policies and Procedures (SIPP).
- S/he takes full responsibility to formulate all project related report including yearly Results Framework report, annual workplan tracking report, quarterly field reports, semi-annual and annual project progress report (PPR), project completion report (PCR), and ensure timely delivery to the WWF GEF Agency.
- S/he oversees development of quarterly financial reports and ensure timely delivery to the WWF GEF Agency.
- Ensure co-finance reporting on a yearly basis to WWF GEF, including collection of letters of co-finance from relevant partners each year.

4. Quality Assurance and Maintaining WWF Program Standards:

- The Project Manager will provide quality assurance and maintain WWF Program and Project Management Standards (PPMS) during implementation of all project activities, including sub-grants.
- S/he will review reports and other products from consultants, field staff, and sub-grantees, and ensure quality.

- S/he will provide guidance and ensure quality of project implementation in line with the GEF and WWF standards and policies.

5. Building Partnerships and Coordination:

- The Manager will coordinate and liaise with all project partners to ensure co-financing commitments are realized.
- S/he will ensure transparent communication among all project partners and manage stakeholders, as stipulated in the project's stakeholder engagement plan.
- S/he will represent the project, as needed, at various meetings and workshops.
- S/he will support Project Coordinator in building, strengthening and maintaining strategic partnerships from local, state to federal level.
- S/he will identify gaps, barriers and bottlenecks and coordinate with relevant partners for the effective project implementation.

6. Monitoring, Evaluation and Learning

- The Project Manager will lead the periodic review workshops/sessions/meetings to identify lessons learned and potential changes in the AWP as part of adaptive management practice.
- S/he will provide support for project supervisions and internal and external reviews/evaluations during mid-term and termination of the project.
- S/he will ensure the development of communication and education materials, success stories are documented and published.
- S/he will ensure lessons learned are systematically documented, widely shared, and reflected in periodic reports and in the next planning cycle.

7. Human Resource Management

- The Project Manager will supervise all PMU staff stationed at Kathmandu and in the field office including Communication Officer, Senior MEL Officer, GESI Officer, F&A Manager and any directly recruited staff or consultants
- S/he will in consultation with Project Coordinator, prepare TORs to recruit consultants, staff and sub-contracts, get no-objection from WWF GEF Agency
- S/he will jointly conduct staff performance evaluation together with Project Coordinator for all project staff based in Kathmandu and field office.
- S/he will identify and implements staff capacity building needs.

8. Other Duties

- This job description covers the main tasks and conveys the spirit of the tasks that are anticipated proactively. Other tasks may be assigned as necessary according to the project needs.

III. Minimum Work Requirements:

Qualifications: A Master's or a Bachelor's degree in NRM, Environment Science, Forestry, Environmental Engineering, or a related field.

Experience: At least 8 years of technical working experience, including 2 years of project management experience. Experience in delivering technical and financial reporting to donor agencies on large projects is required. Experience with GEF Projects and GEF knowledge will be an added advantage. Experience in program planning, management and monitoring and evaluation. Proven experience working with governments, aid agencies, civil society, and local NGOs. Technical experience and knowledge in the thematic area of the project is required. Knowledge of WWF Project and Programme Management Standards is preferred.

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, inter-personal 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 F&A Manager, Communication Officer, MEL Officer, GESI Officer, Safeguards Officer/Expert, and Field Officers and any directly recruited staff or consultants.

V. Working Relationships

Internal – Works closely with Project Coordinator and all staff members within Project Management Unit (PMU) and project field office.

External - Works closely with implementing partners, other governmental and non-governmental representatives, as well as the WWF Agency.

Accepted by
Employee: _____

Supervisor: _____

2019

Approved by
Country Representative: _____
WWF Nepal

