

WWF - Nepal Program

POSITION DESCRIPTION

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| Name | : | |
| Position Title | : | Livelihoods Officer |
| Reports to | : | Director of Programs |
| Project Areas | : | WWF Supported Programs and Projects |

I. Major Functions: In line with WWF Nepal's Strategic Plan 2017 – 2021 and Livelihoods Strategy, and WWF Nepal's working Landscape strategies, Livelihoods officer will be responsible for effective mainstreaming of sustainable livelihoods approach/agenda into conservation and development program and processes. This position will be responsible for developing, planning, monitoring, and evaluation of sustainable livelihoods agenda to document lesson learnt and support for fund raising.

II. Major Duties and Responsibilities:

1. Mainstreaming Sustainable Livelihoods Approach/agenda in WWF

Program/Projects:

- Support program/project and unit heads to mainstream sustainable livelihoods targets.
- Support Program/project and unit heads for mainstreaming livelihoods strategies with defined institutional position.
- Take lead in creative, innovative and proactive role ensuring mainstreaming of livelihoods issues to the Programs/projects.

2. Program Support and Advisory Role:

- Frequently coordinate and communicate with supervisor, program staff, livelihoods networks and working partners at national and international level
- Support to ensure inclusion livelihoods issues while finalizing TORs for consultants and researchers.
- Technical support to field project offices to ensure quality results in livelihood related interventions.

3. Monitoring and Evaluation:

- Support and advise units heads for effective program/project monitoring at outputs and outcome level
- Support facilitate and advise monitoring and evaluation team for outcome/impact level monitoring and impact evaluation
- Conduct periodic/mid-term impact evaluation/case study on specific theme and document/publish.
- Prepare thematic, consultation, lesson learned reports and support head of communication unit for its proper reflection
- Make frequent field visits to each project site or as required and provide updated feedback to supervisor
- Prepare annual work plan and review quarterly in consultation with unit heads
- Prepare annual report and ensure reflection of livelihoods component in WWF Nepal annual report and provide technical support for Network's technical progress report preparation
- Support external/evaluation process

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4. Capacity Building and Enabling Partners

- Conduct orientation and enhance WWF NP and field project office staff's capacity in mainstreaming sustainable livelihoods approach in conservation
- Conduct orientation and enhance capacity of partners in mainstreaming sustainable livelihoods approach at project level
- Document and provide feedback to partners and WWF Staff on updated changes in sustainable livelihoods issues and its framework

5. Support for Fund Raising:

- Review, advise and ensure sustainable livelihoods issues properly mainstreamed in project proposals, concept papers, research documents, publications, and provide feedback to supervisor and other respective program/project staff
- Provide technical inputs to theme leaders and landscape managers to integrate livelihood components in concept and proposal development process.

6. Play Role in Policy and Advocacy:

- Remain informed on WWF Network, Livelihoods network, national and international policies relevant to livelihoods, natural resource management and poverty issues
- Provide timely feedback to supervisor on sustainable livelihood policy issues

7. Manage Annual Budget

- Prepare annual budget according to annual work plan for the livelihoods theme in close consultation with program unit heads
- Be responsible and accountable for the approved budget

8. Any other duties as per supervisor's directions.

III. Working Relationships:

Internal:

- Interact frequently with supervisor, theme leaders, landscape managers, Program development and Support Unit staff, Program Unit heads
- Interact regularly with program unit heads, program Officers and other WWF Staff.

External:

- Interact frequently with existing governmental, non-governmental, civil society partners and Livelihoods Network
 - Interact regularly with consultants, researchers, socio-economists, and possible/future partners
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IV. Minimum Work Requirements:

Knowledge: A Master's degree in Sociology/Anthropology, Sustainable Rural Development, Economics or relevant Social Science field.

Experience: At least 3 years of field experience in country in the implementing and managing Sustainable livelihood work is required. The individual should have updated contemporary development issues/knowledge and extensive working experience in the understanding of Sustainable Development, Livelihoods Approaches and its links to Conservation and Natural Resource Management. Experienced in capacity building, strategic planning, communication of

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lesson learned and best practices as well as monitoring and evaluation. Prior experience of working with field based, diverse ethnics, cultures, linguistic groups of mountains and terai region of country is desirable.

Skills and Abilities: Candidate should have excellent communication skills that include report writing, presentation, documentation, consultation and facilitation both in English and Nepali languages. The position requires knowledge of data storage and analysis, computer programs like MS Word, MS Excel, MS Power Point and SPSS application. The position also requires competent in both qualitative and quantitative and ethnographic research methods and participatory investigation and planning approaches.