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| JD TEMPLATE VERSION | September 2019 |
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PMF Template 1.2.1

Job Description

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| Job Title | Thematic Lead: Resilient Livelihoods | Reports To | Team Leader, Programme Support Team | Location | Kathmandu with frequent travel to the project locations |

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| Objective of the job | The job holder will lead to support, train, advise on the effective management and promote resilience through responsibility for UMN’s resilient livelihoods thematic area and mainstream environment/climate change adaptation in order to build capacity, ensure quality and promote learning within the framework of PST and UMN Strategic Directions. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| **General**   * **Coaching, mentoring, and accompaniment** of cluster and partner staff to build their skills and awareness in all areas of job responsibility (i.e. resilient livelihoods, environment/climate change adaptation). * **Promote learning** in all areas of responsibility, including both internal learning processes within UMN and effective dissemination of learning from external sources. * Propose and coordinate relevant **research activities** in coordination with the research function of Programme Support Team to build solid evidence for developing new projects or scaling up existing ones. * Create and maintain **appropriate partnerships and relationships** nationally and internationally that strengthen UMN’s work in the areas of responsibility, including engagement with the Government of Nepal, UMN’s supporting partners, and relevant networks. * In all areas of responsibility, pursue a close alignment with **UMN’s strategic goals and principles**.   **Thematic Area: Resilient Livelihoods**   * Support the development and implementation of **cluster strategies** especially where those address issues of resilient livelihoods. * Through coaching, training, and accompaniment at all stages of the project cycle, **build capacity** of cluster and partner staff to facilitate the **participatory design and implementation** of community resilience-building and livelihood projects. * Support clusters to put in place mechanisms and processes to ensure **technical quality** of resilience and livelihood projects implemented. * Promote an **area of excellence** within the thematic area, with a plan for the particular strengthening of partner and UMN staff skills in the AoE.   **Cross-Cutting Issue: Environment/Climate Change Adaptation**   * **Mainstream environment and climate change** as a cross-cutting issue in UMN and its partners, both within the organisation and in all its programmes. * Ensure that UMN and its partners are aware of **plans, policies, and legal obligations** on environment and climate change issues. * Facilitate UMN and partners to implement the UMN **environment and climate change policy** and operational plans; and monitor and periodically report on UMN’s progress in outworking its policy, per set indicators. * Support UMN staff and partners to **integrate environment and climate change activities/issues** into their strategic plans, Community Focused Programmes or projects, and to implement these with high technical quality. * Develop or adapt environmental impact assessment **tools** and identify and recommend processes to LT to ensure that UMN has **systems** for mainstreaming environment and climate change.   **Quality Assurance**   * Support clusters to put in place mechanisms and processes to ensure that projects are implemented, adhering to technical standards and considering reporting requirements and donor compliance as per the contract; * Provide high quality technical inputs/ assistance to clusters at all stages of project cycle- planning, implementation, monitoring, and evaluation- keeping in mind an integrated bottom-up approach; * Prepare or support clusters and partners to prepare necessary technical briefs, guidelines, guidance notes, tools, and manuals to support cluster activities as appropriate. * Review periodic projects or other progress reports and provide feedback for improvement;   **Learning and Capacity building**   * Identify innovative and promising development approaches and learnings across clusters, document them using appropriate tools, consolidate the learnings where appropriate and share them with relevant stakeholders within and outside the organisation; * In all the functions mentioned above the ultimate aim should be to build the capacity of partners and cluster staff so that they are able to function effectively with minimal external support and have better idea of how to leverage existing capacity for efficiency. | | * Input into the decisions related to Strategic planning, project design/development and approaching new funding opportunities in resilient livelihoods and mainstreaming environment/climate change adaptation; * Contribute to decisions related to Programme Support Team | * Master’s degree in livelihoods/MSc in Agriculture/Environmental Science/ Environment and Climate Change or similar (including in Development Studies) with several years of experience in relevant field; * Good track record of writing grant winning project proposals; * Experienced in building capacity of others using various methods and tools * Substantial experience of working for I/NGOs, * Experience of working in a cross-cultural setting; * Experience of working with minority and oppressed groups (PPLPs) |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Programme Support Team; * Member Technical Forum * Work closely with Cluster Team Leaders, Project Managers, Funding Management Team and other functions of Programme Support Team while building capacity and in designing new programmes/projects; * Work closely with the Team Leader of Programme Support Team in relevant issues related to programme and technical capacity development; * Promote the mainstreaming of all UMN cross cutting issue viz. gender, conflict sensitivity environment and climate change, and disability; * Be the ‘face of UMN’ at relevant forums. | * A good trainer, coach and mentor, eager to understand the issue and build capacity of others, * Good computer skills with email, internet, excel, word and power point as a minimum; * Numerate and able to work accurately with budgets; * Highly organised, reliable, attentive to details and ability to work independently; * Excellent communication skills both in Nepali and English. Written English must be of an excellent standard; * Excellent facilitation and presentation skills; * Seeking to model the UMN values and vision, * Good persuading and/or influencing skill, able to enthuse others, * Social skills necessary to build effective working relationships (esp. active listening, tolerance, humility) with a broad range of people, * Good listener and willingness to learn, * One who believes in participatory approaches and is willing to excel in it. * Flexible in terms of work time, workload, work activities and travel. |