

WWF NEPAL PROGRAM POSITION DESCRIPTION

Name	:	
Position Title	:	Livelihoods Specialist
Reports to	:	Conservation Program Director

Major Functions: Under the direct supervision of Conservation Program Director, the Livelihoods Specialist will be responsible for effective mainstreaming of sustainable livelihoods approach/agenda into the thematic components of conservation and development program and processes of WWF Nepal. This position will be responsible for development and implementation of livelihoods and economic recovery initiatives. This position will be responsible for strategic planning, partnership building, resource mobilization, 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:

- Work closely with core team members, partner organizations, communities and communities-based organizations, Government of Nepal at all levels, consultants, and others to promote the mainstreaming of livelihoods targets into WWF's endeavor in conservation of natural resources and climate change adaptation.
- Work with communities and partners to identify appropriate livelihood opportunities in specific sites in conservation landscapes, that reduce drivers of deforestation/forest degradation, threats to biodiversity and/or climate vulnerability.
- Work with specialist consultants/partners as appropriate, identify markets for forest products and services, and farm and off-farm products and services, applying value chain analysis as needed.
- Support Program/project and unit heads for mainstreaming livelihoods strategies with defined institutional position.
- Work to upscale WWF's livelihood best practices in close collaboration with communities and partner organizations at landscape level
- Undertake feasibility studies, climate vulnerability and initial environmental examination of proposed livelihood activities.
- Take lead in creative, innovative, and proactive role ensuring mainstreaming of livelihoods issues to the Programs/projects

2. Program Design, Support and Advisory Role:

- Explore, identify, and develop resources from potential donors and strategic partners for WWF's work in livelihood.
- Support in program design defining overall objectives of livelihood program both for disaster emergency and long-term program.
- Select and design most appropriate livelihood interventions for vulnerable population based on the outcomes of assessments putting WWF Nepal impact population in priority.
- Ensure that cross cutting issues including climate change, environment and DRR are factored into the program design.
- Ensure WWF Nepal's guidelines, policies and standards are considered in any documentation.

- Develop concept notes, proposal, budgets, and guidelines and explore possible funding opportunities related to resilient livelihood. Besides this, support formulate policies, guideline, and plan relevant to livelihood projects.
- Work in close collaboration with broader country office programs to ensure that emergency interventions build upon and link into recovery and longer-term programming.
- Organize orientation and sensitization of social exclusion, gender and marginalization issues, user's rights to program/project
- 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. Program Management & Implementation

- Support in development of annual work plans and budgets, contribute to annual and semi-annual thematic review and reflection.
- Plan and manage program(s) in a phased and prioritized manner with full consultation and co-ordination with WWF staff and other relevant agencies.
- Ensure WWF cross cutting i.e. gender and governance issues are fully considered throughout the project cycle putting WWF's impact population center of program.
- Ensure timely implementation of program ensuring inclusion, quality, and accountability concerns.
- Identify the appropriate modality of implementation and partnerships for various livelihoods interventions including short-term employment creation; entrepreneurship development; vocational training and other thematic-focused interventions (SMEs development; business development services, women's economic empowerment, socio-economic integration of based on the assessment.
- 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 and manage allocated budget with effective implementation of activities ensuring value of money

4. Monitoring and Evaluation, Documentation:

- Work closely with program unit heads and M&E team to design and develop appropriate surveillance, systems for all livelihood interventions.
- Work closely with partners and beneficiaries, promote active learning on livelihoods approaches and tools used in projects.
- Support and advise units heads for effective program/project monitoring at outputs and outcome level and effective database management
- Ensure effective monitoring and evaluation mechanisms are in place to track, document and share project impacts.
- Conduct periodic/mid-term impact evaluation/case study on specific theme and document/publish.
- Document case studies, success stories, best practices of project and lesson learned for wider dissemination 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 report and ensure reflection of livelihoods component in WWF Nepal annual report and provide technical support for Network's technical progress report preparation

5. Liaison, Reporting, Coordination

- Provide regular updates on progress, priorities, and constraints – verbally and in writing on an agreed frequency.
- Represent WWF in different platform related to livelihood and share project level program learning, best practices, and experiences.
- Actively participate in review and reflection/and other sharing workshops and provide ideas, experiences suggestions and feedback.
- Prepare and share brief updates and reports on sectoral activities/strategies to donors and other stakeholders
- Maintain close and regular contact with partners for effective implementation of program.
- Establish strong linkage and coordination with concern agencies at federal, state and province level.

6. Capacity Building and Enabling Partners

- Conduct orientation and capacitate WWF NP and field project office staff through different means in mainstreaming sustainable livelihoods approach in conservation
- Conduct orientation and enhance capacity of partners in mainstreaming sustainable livelihoods approach at project level and deliver program effectively maintaining quality and meeting compliance measures
- Visit field frequently to coach and train program beneficiaries, partners, and WWF field team on livelihoods for quality delivery of activities on field as needed.
- Identify development needs of project staff and partner's staff and follow appropriate strategies and actions for capacitating their skills and knowledge
- As appropriate, access existing training materials or develop new ones for this purpose.
- Document and provide feedback to partners and WWF Staff on updated changes in sustainable livelihoods issues and its framework

7. 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.
- Work to seek possibilities in leveraging resources from other likeminded partners including government at local, provincial, and federal levels

8. Policy and Advocacy:

- Remain informed on WWF Network, Livelihood's network, national and international policies relevant to livelihoods, natural resource management and poverty issues
- Support the mainstreaming of governance and livelihood aspects into work on policies, strategies and plans at national and local level.
- Provide timely feedback to supervisor on policy issues

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

III. Working Relationships:

Internal:

- Interact frequently with Country Representative, Conservation Program Director, theme leaders, landscape managers, Program development and Support Unit staff, Program Unit heads, M&E team and other WWF staffs.

External:

- Interact frequently with existing governmental, non-governmental, civil society partners and Livelihoods Network
- Interact regularly with consultants, researchers, socio-economists, livelihood advisors and possible/future partners

IV. Minimum Work Requirements:

Knowledge: A Master's degree in Sociology, Sustainable Rural Development, Forestry, or relevant Environment Conservation field.

Experience: At least 5 years of field experience in country in the implementing and managing Sustainable livelihoods work is required. The individual should have sound knowledge of 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. S/he should have solid experience in livelihood promotion, and community forest governance issues in Nepal. Experienced in capacity building, strategic planning, facilitation, communication of lessons learned and best practices as well as monitoring and evaluation. Prior experience of working with field based, diverse ethnic groups, cultures, and linguistic groups of mountains and Terai region of country is desirable.

Skills and Abilities: Candidate should have strong analytical skills, good training skills, and excellent communication skills that include report writing, presentation, and consultation both in English and Nepali languages. The position requires strong diplomacy, conflict resolution and listening skills, and capacity for impartiality. Sound Knowledge of data storage and analysis and computer programs like MS Word, MS Excel, MS Power Point and SPSS application are required. The position also requires competent in both qualitative and quantitative and ethnographic research methods and participatory investigation and planning approaches.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____