Heifer International Nepal
Non-US Job Description
Date October 24, 2024

Job Title:	**Project Manager**
Location:	Rautahat, Janakpur Region
Relocation Funds:	Non-Negotiable
Travel Required:	Minimum 30% Annually

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with some form of specially-abled.

FUNCTION:

The Project Manager for the "Building Agroforestry-based Adaptation Plans for Resilient Floodplains (BAGAR)" project will manage the implementation of ecosystem-based adaptation plans aimed at enhancing resilience in flood-prone areas of Nepal. This role involves managing project resources and coordinating closely with local communities, stakeholders, and partners in Nepal's Madhesh Province (Gadhimai Municipality, Rautahat District) and Bagmati Province (Marin Rural Municipality, Sindhuli District). The position will ensure the successful development and timely execution of project activities, emphasizing participatory planning and capacity building that incorporates the needs of marginalized groups, particularly women.

RESPONSIBILITIES AND DELIVERABLES: (including approximate percentage effort)

Program Management and Coordination (40 %)

- Lead the planning, execution, and monitoring of the BAGAR project, ensuring adherence to timelines, budgets, and quality standards.
- Coordinate activities among stakeholders, including local governments, community-based organizations (CBOs), and private sector partners, to create a robust support base for ecosystem-based adaptation initiatives.
- Develop and maintain project schedules, budgets, and resource allocation plans, ensuring compliance with all reporting requirements of the Global EbA Fund and other stakeholders.

Community Engagement and Capacity Building (30%)

- Facilitate participatory planning processes that actively engage women, marginalized groups, and local communities in developing agroforestry-based adaptation plans for the Bagmati river floodplains.
- Organize and conduct training workshops and capacity-building sessions for community members, municipal officials, and stakeholders on ecosystem-based adaptation and agroforestry practices.
- Collect and analyze data through Vulnerability and Risk Assessments (VRA) to inform project planning and decision-making, ensuring the project reflects the interests and perspectives of the involved communities.

Monitoring, Evaluation, and Reporting (20%)

- Establish and implement a robust monitoring and evaluation framework to track project progress and impact, capturing lessons learned for future scaling.

- Prepare and submit regular progress reports, detailing project outcomes against established indicators and objectives.
- Collaborate with the team to assess and document best practices, ensuring effective dissemination of knowledge within and beyond the target municipalities.

Advocacy and Stakeholder Engagement (5%)

- Build and maintain strong relationships with key stakeholders, including local government officials, community leaders, and private sector partners, to advocate for the integration of ecosystem-based adaptation strategies in local governance and planning processes.
- Promote knowledge sharing and collaboration among diverse stakeholders to enhance the sustainability of project outcomes, ensuring that local communities can access resources and opportunities for long-term resilience.

May perform other duties as assigned (5%)

QUALIFICATIONS AND SKILLS:

- A Bachelor's degree in environmental science or a related field is required; a Master's degree is preferred.
- At least 5 years of experience in project management, particularly in Nature based solutions, Ecosystem based adaptation, watershed management, agroforestry, community development, or related fields.
- Proven experience working with marginalized communities and a strong understanding of gender and social inclusion issues.
- Strong analytical, problem-solving, and organizational skills, with the ability to work in a dynamic environment.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders, particularly women and vulnerable groups.
- Proficiency in project management tools and methodologies, including monitoring and evaluation techniques

ESSENTIAL COMPETENCIES:

- Demonstrate a high degree of honesty and integrity.
- Willingness to work flexibly outside normal working hours.
- Fluent in written and spoken English; knowledge of local languages is a plus.
- Ability to foster and maintain a spirit of unity, teamwork and cooperation.
- Constant face-to-face, telephone and electronic communication with colleagues, potential donors, and the general public.
- Motivated to work responsibly with little supervision.
- Ability to meet and deal with others in a courteous and tactful manner.
- Ability to work with sensitive information and to maintain confidentiality at all times.
- Sensitivity in working with multiple cultures and beliefs, and to gender equity.