

Anukulan X (BRACED) Project
Terms of Reference For

Title of Job	: Adaptation/DRR Officer
Type of Service	: Technical
Responsible to	: Program Coordinator (LNGO) /District Coordinator
Duty Station	: Surkhet
Period of Service	: One year with possible to extension

Purpose of Position:

Adaptation/DRR officer will be responsible in planning, implementation, monitoring and reporting of adaptation/DRR components of Anukulan X (BRACED) project in close coordination with program coordinator (LNGO), District Coordinator and Adaptation/DRR specialist. S/he will work closely with Anukulan district, regional and central staff. S/he will be the focal person of adaptation/DRR components at the district level. More specifically, s/he will be responsible for following tasks;

a. Program planning and implementation

- Support PC, DC and other Anukulan staff to create the enabling environment for effective delivery of the adaptation/DRR components in the district.
- Provide full support and assistance to PC and DC to develop detail implementation plan (DIP) of adaptation/DRR component.
- Lead adaptation/DRR component to implement effectively in district as per DIP and ensure that is being implemented as per strategy and guidelines.
- Prepare monthly, quarterly plan with district team and share with DC and adaptation/DRR specialist.
- Assist PC, DC and relevant project staff in integrating the plan in district planning mechanism.
- Under the guidance of adaptation/DRR specialist, provide technical support to social mobilizers, LAPA facilitators and local communities during planning and implementation of adaptation/DRR activities and ensure the quality of the work.
- Support in building capacity of staffs and key stakeholders to facilitate overall process of planning, implementation and monitoring of adaptation/DRR plans at local and community level ensuring benefits to real climate vulnerable communities within project VDCs and considering good governance, gender and social inclusion.
- Support and facilitate social mobilizers, resource person, communities and other as appropriate to develop harmonize LAPA and ensure its quality.
- Work closely with district team during planning, implementation, monitoring and reporting of the adaptation/DRR components.
- Support/promote pilot demonstration of climate adaptation and DRR related innovation and technologies and practise.

b. Coordination

- Coordinate with the local government and line agencies like DAO, DHO/DPHO, DFO, DADO, DWCCDO etc local NGO/CBOs and other stakeholders for effective delivery of the adaptation/DRR component, creating synergy and leveraging of fund.

- Support district coordinator, regional adaptation/DRR specialist and other district and regional team to implement and monitor of the program as per need.

c. Monitoring, Documentation and Reporting

- Regular field visit to backstop and monitoring of the program.
- Support District coordinator to organize joint monitoring (central/regional, district team) involving different stakeholders as per need.
- Support district coordinator and regional specialist to prepare communication and extension materials as per need.
- Documents and share learning and experiences with PC/DC and adaptation/DRR specialist and others as appropriate.
- Prepare district level synthesis report of adaptation and DRR component and submit to adaptation/specialist.
- Support district coordinator gather and analyse information/data and to prepare Outcome Monitoring Summary (OMS) reports in-line with log-frame at district level about challenges, progress and learning of project outcomes/outputs in specified time periods (e.g. bimonthly, quarterly, half yearly and yearly basis).
- Support district coordinator to maintain and compile database, case studies and reports as required from regional/central level.
- Be responsible to meet the targets indicators in the assigned district related with adaptation/DRR components.
- Facilitate and ensure public auditing is being implemented in each activity implementation.
- Support district coordinator, adaptation/DRR specialist and regional and central team to manage visit of visitors, guests and representatives from donor and other stakeholders as per need.
- Perform duties as assigned by District Coordinator, Regional adaptation/DRR Specialist and regional and central team.

Key Competences required:

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi- disciplinary teams. More specifically, the position requires the following competencies:

Management and team work

- Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with energy and a positive, constructive attitude
- Proven networking, team building, organizational and communication skills
- Ability to work in multi-culture environment

Personal effectiveness

- Listening and influencing: Demonstrates good listening skills. Presents view in convincing way and aware of different perspectives, feelings and concerns.
- Managing relationships: Able to network and maintain working relationships with stakeholders, partners and staff.
- Positive Attitude: Aware on self-emotion and able to perform well with positive attitude in difficult situations.
- Proven ability to plan, organize and achieve results and experience of managing projects, contractors and services.

Knowledge and expertise

- A clear understanding of contemporary development issues particularly on climate change adaptation and DRR.

Required qualification and experience:

- Bachelor degree in forestry, agriculture, natural resource management/Environment from any recognized university with at least 1 year of experiences in climate change/DRR sector or Bachelor in social science with at least 3 years experiences in climate change/DRR.
- Updated knowledge of key issues in rural development, climate change forestry and agriculture.
- Prior experience of working in the DDC on the issues related to climate change /DRR, environment and community development will be an added advantage
- Experience in usage of computers and office software packages (MS Word, Excel, etc.)

Language

- Strong written and spoken skills of Nepali and English languages