

**Community-based Sustainable Forest Management for Water Resources Conservation
(COSFOM-KfW)**

Job Description: Capacity Building and Training Officer

Grade: Professional Officer
Working Place: PMU, Imphal with frequent field travels
Age limit: up to 45 years
Salary: Rs. 45,000/- per month (consolidated)

Background

Community-based Sustainable Forest Management for Water Resources Conservation in Manipur (COSFOM-KfW) is a development project of the Government of India (GoI) supported by the Federal Government of Germany through KfW within the context of the Indo-German Program on Climate Change Adaptation in the Himalaya. The project is implemented by the Manipur Forest Department (MFD, the Project Executing Agency) and managed by the Community Forestry and Water Conservation Society-Manipur (CF & WCS). The first phase of the project is designed for 7 years from 2018 to 2025. The overall project outcome is formulated as 'Climate resilience of upper watershed ecosystems is improved or sustainably restored and the adaptive capacity of forest dependent communities is increased (through sustainable forest management and water resource conservation)'. The project will work in three catchment areas—the Ukhrul Block of the Thoubal catchment in Ukhrul District, and the Imphal and Singda catchments in Kangpokpi District—and aims at delivering four outputs:

- 1) Participatory watershed planning, coordination and monitoring;
- 2) Restoration and sustainable management of upper watersheds;
- 3) Security and improvements of livelihoods;
- 4) Capacity building for community based watershed management.

Scope of the Work

Support the CF & WC Society on capacity building, training and information/communications at state, district and village levels, as well as other relevant Government agencies and organizations enhancing the capacity, technically and organizationally, to implement the project effectively and efficiently.

Qualifications and Experience

Essential

Master or Bachelor Degree in Forestry, Agriculture, Life Science or related subject with a high second Class (55%)

Experience:

- Minimum 5 years experience for Master Degree holder and 10 years for Bachelor Degree holder with Community Based Watershed Management or NRM Project experience.
- Experience in capacity building and training delivery especially community-based projects.

- Computer skills especially Microsoft Words and Excel

Desirable

- Knowledge of local language is highly desirable;
- Self-initiative, commitments and proactiveness;
- Able to work in multicultural team;
- Empathy for tribal communities;
- Willingness to travel extensively in rural areas and stay in villages and
- Ability to interact easily with rural communities.

Duties and Responsibilities:

- Involve and support to conduct Training Need Analysis targeting to various project levels including central, district/field and community/village levels.
- Compile training needs of all project participants/ stakeholders and organize training schedule to meet requirements.
- Prepare training work plans including the quality lesson plans from stakeholders involved in the training delivery, assess training delivery approach and advise appropriately as necessary
- Working with the consultants (GFA) and subject matter specialists, support and assist on the resource person identification and assess the training materials based on the learning outcomes. Mobilise the resources to deliver the training with appropriate venue, field sites and others as required.
- Ensure that community level training are delivered with the participatory approach in the community environment to the desired target group including both male and female.
- Ensure that all training are evaluated including trainees, training materials, resource persons and others with training evaluation indicators.
- Coordinate outsourcing of the specialists and other supports from line departments or other agencies to support the capacity building of project stakeholders for the implementation of community related plans;
- Support and assist NGOs in the training delivery following above approaches and ensure learning outcome of the training. Assess the quality of the training and review accordingly. Identify training field sites to ensure learning by doing with innovative approach closely working with the stakeholders and resource persons. Review inclusive participation and recommend with a report. COSFOM-KfW activities such as community forestry, sustainable forest management, watershed management, livelihood/NRM, springshed management, organisational/institutional capacity, M&E and others related training are delivered as required for the implementation of the activities on time with quality assurance.
- Conduct and organize various workshops as required in coordination with the project stakeholders.
- Foresee, prepare and support that information and communications including materials preparation, testing and dissemination targeting the beneficiaries. Assess the effectiveness of the information and communication and take actions accordingly.
- Develop gender disaggregated training database by various levels and subject matters (separating technical and management) developing reporting format and update regularly.

- Liaison and coordinate with various stakeholders for timely training plan preparation and delivery ensuring training evaluation, review and reporting.
- Prepare the capacity building and training related report to Project Director on a timely manner and take actions of the decisions made on the recommendations and others.
- Any other tasks assigned by the Project Director that would contribute to the realization of Project objective

Reporting to: Project Director

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