



Federation of Community Forestry Users, Nepal

Vacancy Announcement

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Background and context:

Federation of Community Forestry Users Nepal (FECOFUN), a formal network of Forest Users Groups (FUGs) from all over Nepal was established in June, 1995 with the goal of promoting and protecting the forest users' rights through capacity strengthening, economic empowerment, sustainable natural resource management, technical support, policy advocacy, good governance and learning sharing of best practices. FECOFUN emerged from the idea that forest users from all parts of the country should be linked in order to strengthen the role of users in policy making processes. FECOFUN, Green Foundation Nepal (GFN) and Center for Indigenous Peoples' Research and Development (CIPRED) has been implementing the *Securing and Deepening Community Forest Rights in Nepal through Local Government and Coordinated Local Actions* project since July, 2020 with the support of The Tenure Facility (TF), Sweden. The objective of the project is to facilitate local governments for local forest act and implementation guidelines enactment, forest communities, and IPs to secure community forest rights for better forest governance, livelihoods, and community-based forest enterprises through sustainable management of forests. So, to secure the IP and LCs rights through the endorsement of policy and sustainable management of forest effectively, we announced following positions:

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1. Position: Monitoring Documentation and Data Coordinator

No of Position: 1

Location: Based at FECOFUN centre office in Bhaktapur.

Reporting Line

Report to the National Project Coordinator and FECOFUN Executive committee.

Technical Focus

The Monitoring Documentation and Coordinator will work to ensure that all data related to the projects are well developed and their credibility is validated. Monitoring and evaluation of project activities, handling database of Community Forest Data Portal (CFDP), compiling good examples obtained from the project implementation, monitoring tools and indicators are main tasks of this position.

Tasks and Responsibilities

The Monitoring Documentation and Data Coordinator will be responsible for the following tasks:

- Implement monitoring tools and indicators used by FECOFUN Nepal
- Maintain data base of CF, event participants and other information related to the project

- Develop CF mapping of working municipalities based on Data and inventory done by field staffs and CFUGs.
- Support to CF online Community Forestry Data Portal developer and staffs for well database management and result extraction.
- Develop training program and facilitate training on monitoring, and data analysis
- Document interesting and exemplary cases from the project sites and widely share through publication and by use of media such as (tv, radio and newspaper)
- Draw lessons learned from field implementation
- Work closely with country focal point to develop log frame and monitoring evaluation and learning (MEL) system
- Establish regular coordination with partners - Green Foundation Nepal and CIPRED Nepal and provide necessary knowledge and information about monitoring, documentation and data management.
- Establish coordination with Divisional Forest Office, federal, provincial and local governments, and other stakeholders while developing monitoring tools and managing CF data.
- Maintain regular communication and coordination with theme leaders such as: IP and LC coordinator and officer, training officer, legal support Coordinator, gender Coordinator, sustainable forest management Coordinator, enterprises development Coordinator, finance unit and project management unit for project progress, achievements and lesson learned tracking.
- Facilitate to establish linkages with other projects and organisations that are closely working on CF data management and find a way to establish synergy while implementing project activities on the ground.
- Perform any additional tasks of the project as assigned by National Project Coordinator and FEOCUN Board members.

Qualification and Experience Requirements:

- At least a Master's degree in Forestry or Natural Resource Management.
- Minimum three years of proven experience in conducting training and workshops related to database management, validation, forest inventory, community forest operational plan preparation, and field-based surveys.
- Strong technical skills in GIS, mapping, forest inventory, and survey design, including experience in spatial data collection, analysis, and interpretation.
- Ability to analyze existing datasets related to forests, communities, and natural resources, and prepare evidence-based reports.
- Strong leadership and interpersonal communication skills.
- Good understanding of Community Forest concepts, constitution processes, and operational plan preparation.
- Excellent in Microsoft Office, data management, and program/report writing.
- Knowledge on MEAL and monitoring tools such as koboToolbox.
- Excellent facilitation and coordination abilities to engage government officials, development practitioners, CFUGs, Indigenous Peoples, and experts, especially on IPs and LCs rights and issues.

2. Position: Cluster Project Coordinators

Location: The Cluster Project Coordinator is a field-based position of Federation of Community Forestry User Group Nepal (FECOFUN) throughout Nepal. The Cluster Project Coordinator directly reports to the Central project staff, National Project Coordinator and district and Central FECOFUN Board.

No of Positions: Few

Key Tasks and Responsibilities

The Cluster Project Coordinator will be responsible for the following tasks:

- Plan, execute, and support in implementation of activities in consultation and coordination with the Local as well as District FECOFUN chapters and local government.
- Responsible for facilitating, and implementing the local forest act and CF Operation Guidelines within the working municipalities.
- Provide technical support to Community Forest Users Group (CFUGs) in preparing and amending operational plan and constitution.
- Analyze the inventory data and prescribe appropriate harvesting and management plans.
- Facilitating and Capacity Building of IPLCs in identifying and developing the forest-based green enterprise thereby leveraging the funds from the local Municipalities.
- Responsible for ensuring understanding and capacity on relevant laws, indigenous forest management activities, and sub-decrees especially to IP&LCs, Marginalized groups, women, and youth by accomplishing the objective aim and outcome.
- Implements progressive monitoring and evaluation of project activities and capacities of communities through a regular communication and interaction with project's target beneficiaries and partners, including local authorities.
- Regularly gather all the pertinent data and create a synthetic report.
- Regular entry and update of Community Forest Data on Community Forest Data Portal System at online and offline mode.
- Regular communicate with the local community about the program's purpose, objectives, and goal-working methodology, and let the liaison and implementing office know if there are any conflicts or problems.
- Knowledge about Gender equality and social inclusion and GESI Justice.
- Well coordination and collaboration skill with local governments and other stakeholders
- Undertake other appropriate tasks as assigned by the supervisor

Qualification and Experience Requirements:

- At least Bachelor Degree's in Forestry.
- At least one years of proven experience conducting training and workshops in sustainable natural resource management, Forest inventory, and Community Forest operational plan and Constitution preparation.
- Knowledge of forest-based enterprise promotion, resource mapping, tenure rights, CFUGs, and IPs rights.
- Excellent in Microsoft Office and activity as well as program report preparation

- Excellent facilitation and coordination skills to engage and encourage government officials, development workers, CFUGs, IPs & LCs, and other experts and involve them in IPs & LCs rights and issues
- Willing to work in the field and remote area

Application Submission Deadline (15th Dec, 2025)

Eligible and interested candidates are requested to submit the following documents to demonstrate their relevant qualifications and experience (in single **PDF file**):

1. Updated Curriculum Vitae
2. Motivation letter mentioning the expected salary.
3. Academic Certificate

The application should be sent to the FECOFUN official email: **vacancy@fecofun.org.np** by **15th Dec, 2025**, mentioning the position applied for in the subject line.

Note: *Women, Dalits, Indigenous People (IPs) and marginalized people will be given high priority.*

FECOFUN reserves all rights to qualify/disqualify application with or without providing any reasons.