



JOB DESCRIPTION

PROJECT OFFICER

1 Department / Project

Livelihood Program/Food Security Enhancement and Agricultural Resilience of the Earthquake affected Rural Nepalese Farmers (FOSTER-II)

2 Workplace

Dhading - project field office

3 Reports to / Level

Project Coordinator

4 Supervises

Local Implementing Partner staffs

5 Job Summary

Under the supervision of Project Coordinator, the Project Officer will support partner staffs for the implementation of Canadian Foodgrains Bank (CFGB) funded food security and agriculture focused livelihood project of ADRA Nepal. He/she is required to support Project Coordinator for planning, implementation, monitoring and reporting of the project, technically backstopping partner staffs for field activities implementation. Assist partner organization in coordination and implementation of project activities ensuring donor compliance. Support partners for technical training and workshops at field level, developing business modules, agriculture related IEC materials & training manuals. He/she is also responsible for identification of potential food security and livelihood opportunities at local level, market linkage and coordination/collaboration with different stakeholders at local level. He/she will also be responsible for monitoring the project activities at the field and provide timely feedbacks to the supervisor while supporting in preparation of project reports.

6 Required Competencies

6.1 Knowledge

- Bachelor's degree in Agriculture with at least 3 years' experience in implementing agriculture related projects.
- Demonstrated skills and experience in implementing agriculture and food security related projects at field level, preferably with INGOs or reputed NGOs. Experience in handling agriculture and livestock-based livelihood projects will be an added value.
- Sound knowledge and proven experience of working with rural communities and farmer groups.
- Proven experience in supervising project staffs at field level.



6.2 Skills

- Strong communication and collaboration skills, notably the ability to present field level issues and required action in a simple, relevant, appropriate and practical way
- Good communication skill with fluency [written and spoken] both in Nepali and English
- Demonstrated ability to motivate and inspire field staffs, partners and other stakeholders with diverse backgrounds
- Team player who can develop strong collaborative relations across the partners, communities and government/nongovernment stakeholders at field level
- Advance computer skills in word processing, spreadsheets and presentations

6.3 Attitudes

- Able to work under minimum resources and under pressure
- Willing to work within a team and independently
- Willing to travel frequently in the project field sties
- Good listener and communicator
- Commitment to constant improvement
- High level of integrity
- Respect for others

7 Responsibilities and Expected Outcomes

7.1 Project Implementation:

- Support project coordinator and implementing partners in preparing detailed implementation plan (DIP), including activity schedule/ plan of action and detail implementation guideline of each activity
- Adequate technical backstopping to field staffs on implementation of DIP and activity implementation procedures
- Assist project coordinator and partners in developing required procedures/guidelines as per need
- Conduct market assessment and facilitate market linkages
- Support project coordinator and partners in monthly planning of activities and review progress against plan.
- Ensure that the targeted beneficiaries are reached and reflects the indicators/target mentioned in the logical framework
- Ensure GESI including PWD inclusion is mainstreamed, and safeguarding ensured in the project
- Support project coordinator in developing project sustainability plan and exit strategy

Outcome: *Project is implemented efficiently and effectively in the field.*



7.2 Financial responsibility

- Support supervisor in preparing yearly budget plan of overall project and the partners.
- Monitor and report the budget vs expenditure to the supervisor and recommend required adjustments to achieve targeted outputs to the supervisor
- Support supervisor in preparing monthly budget plan/cash flow of the project
- Consider cost effectiveness and efficiency in every activity
- Ensure proper utilization of the budget in field level activities.
- Ensure partner organization meet financial compliance of ADRA Nepal and donor organizations.
- Regular cross checking and verification of financial documents of the partner.

Outcome: *Project fund is effectively and efficiently used. The compliance of partner, ADRA and donor are met.*

7.3 Reporting, Documentation and Publication

- Support the supervisor in preparing and timely submission of project report periodically (monthly, quarterly, annually) consolidating partners' report
- Design and develop agriculture related IEC materials such as training manuals, guidelines, modules etc.
- Assist partner in reporting project progress at field level to the LGs
-
- Support field staffs of partner in preparing quality case stories from the field periodically
- Support field staffs for adequate project documentation of lessons learnt and good practices
- Document and submit activity specific process documents, good practices and lessons learned to the supervisor.

Outcome: *Project progress and learnings/lessons are properly documented complying with ADRA and donor standards*

7.4 Monitoring and Evaluation

- Regular monitoring of the field activities and ensure timely implementation of field activities
- Ensure the data are collected from all staffs in timely manner and entered in the system
- Work with supervisor and M&E Coordinator to undertake baseline, regular monitoring surveys/reports and end line survey
- Frequent field visit undertaken and monitor, supervise partner's staffs and activities, issues flagged up and areas of improvement documented/suggested to the supervisor
- Assist supervisor in planning/designing project review meetings and reports the status of project



- Ensure monthly review and planning meetings are conducted in timely manner by the partner and report the progress vs plan to supervisor
- Assist supervisor in field level planning for monitoring visits of national and international level monitoring visits

Outcome: Effective monitoring and evaluation system are in place

7.5 Liaison, Coordination and Communication:

- Coordinate with the local government (LGs) at field level ensuring representatives from LGs are well aware of the project activities in the field
- Assist supervisor in preparing and providing necessary reports to SWC and in arrangement of CPAC and LPAC meetings
- Coordinate with LGs and other required agencies for identification of beneficiary and distribution of project assistance and to implement the project smoothly including resource leveraging for project activities/beneficiaries
- Ensure regular coordination with other agencies in the field to minimize duplication and to ensure synergy in activities implementation
- Support supervisor for timely submission of the project plan and periodic reports to LGs as requirement and obtain evidence of receipt of such documents
- Support partner for collaborative initiatives with the local governments

Outcome: Effective coordination is maintained at local level and collaboration with other agencies working in the project area contributed to synergistic outputs.

7.6 Technical support to livelihood projects

- Provide technical support to partner staffs during project activities implementation process in the field
- Provide technical support to supervisor and the partners in group strengthening, on-farm and off-farm activities development with market linkage, capacity building of project participants and partner staffs with technical trainings/workshops.
- Supervise and guide partner staffs for technical trainings and workshops
- Support supervisor for preparation of project progress reports, documentation, monitoring and evaluation of the project activities.
- Ensure field level activities are implemented meeting ADRA and donor compliances
- Assist supervisor in developing ToR to hire technical experts/consultants for agriculture related trainings, workshops, assessments and studies.

Outcome: Projects activities are operated efficiently and effectively at field level while strengthening technical capacities of field staffs from partner.

7.7 Logistics

- Support supervisor in preparing procurement plan of the project and in ensuring goods/inputs are provided on time
- Ensure donor visibility in project supported activities and publications at field level
- Ensure proper management of logistics for trainings and meetings at field level
- Assist supervisor in managing logistics for national and international level visitors to the field



- Ensure project assets are efficiently and effectively utilized by the partner

Outcome: *Inputs/goods are supplied in time to the field staffs ensuring logistical compliances.*

7.8 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security and safety to their supervisor.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

Outcome: *Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.*

7.9 Others

- Any other duties assigned by the Supervisor.