



JOB DESCRIPTION

PROJECT OFFICER

1 Department / Project

Livelihood Program/ Resilient Livelihood and Enhanced Food Security in Northern Dhading (RELIEF)

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 the Project Coordinator, the Project Officer will support partner staffs for implementing the Canadian Foodgrains Bank (CFGB) and ADRA Canada-funded food security and agriculture-focused livelihood project of ADRA Nepal. S/he is required to support the Project Coordinator in planning, implementation, monitoring, and reporting of the project, technically backstopping partner staff for field activities implementation. Assist partner organizations in coordinating and implementing project activities, ensuring donor compliance. Support partner staff for technical training and workshops at the field level, developing business modules, agriculture-related IEC materials, and training manuals. He/she is also responsible for identifying potential food security and livelihood opportunities at the local level, market linkage, and coordination/collaboration with different stakeholders at the local level. S/he will also be responsible for monitoring the project activities in the field and providing timely feedback to the supervisor while supporting the 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 field-level agriculture and food security projects, 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 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 skills 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 the field level.
- Advanced computer skills.

6.3 Attitudes

- Able to work under minimum resources and under pressure.
- Willing to work within a team and independently.
- Willing to travel frequently to the project field sites.
- 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 the project coordinator and implementing partners in preparing a detailed implementation plan (DIP), including an activity schedule/ plan of action and detailed implementation guidelines for each activity.
- Adequate technical backstopping to field staffs on the implementation of DIP and activity implementation procedures.
- Assist project coordinator and partners in developing required procedures /guidelines as needed.
- Provide technical support to the 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.
- 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 reflect the indicators/targets mentioned in the logical framework.
- Ensure GESI including PWD inclusion is mainstreamed, and safeguarding ensured in the project.
- Support the project coordinator in developing a project sustainability plan and exit strategy.
- Supervise and guide partner staffs for technical training and workshops.
- 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: *The project is implemented efficiently and effectively in the field.*

7.2 Financial responsibility

- Support the supervisor in preparing a yearly budget plan for the 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 the supervisor in preparing the 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 organizations meet financial compliance of ADRA Nepal and donor organizations.
- Regular cross-checking and verification of the financial documents of the partner.

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

7.3 Reporting, Documentation and Publication

- Support the supervisor in preparing and timely submission of project reports 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 partners in preparing quality case stories from the field periodically.
- Support field staffs for adequate project documentation of lessons learned 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 ensuring timely implementation of field activities.
- Ensure the data are collected from all staffs on time and entered into the system.
- Work with supervisor and M&E Coordinator to undertake baseline, regular monitoring surveys/reports, and end-line surveys.
- Frequent field visits undertaken and monitor, and 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 reporting the status of the project.
- Ensure monthly review and planning meetings are conducted on time by the partner and report the progress vs plan to the supervisor.
- Assist supervisor in field-level planning for monitoring visits of national and international level monitoring visits.

Outcome: *Effective monitoring and evaluation systems are in place.*

7.5 Liaison, Coordination and Communication:

- Coordinate with the local government (LGs) at the 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 the arrangement of CPAC and LPAC meetings.



- Coordinate with LGs and other required agencies for identification of beneficiaries 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 a requirement and obtain evidence of receipt of such documents.
- Support partners for collaborative initiatives with the local governments.

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

7.6 Logistics

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

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

7.7 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner that does not adversely affect their 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 report all matters that 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.
- 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.*

7.8 Others

- Any other duties assigned by the Supervisor.