



JOB DESCRIPTION

COOPERATIVE AND MARKET DEVELOPMENT OFFICER

1 Department / Project(s)

Livelihoods / The Enhanced Rural AI (TERAI) project for Smallholder Dairy Farmers in Nepal

2 Workplace

Butwal with intensive travel to Rupendehi and Kapilvastu districts

3 Reports to / Level

Project Coordinator

4 Supervises

M and E associate and Livestock technicians from Implementing partners

5 Job Summary

Under the supervision of the Project Coordinator, the Cooperative and Marketing Development Officer (CDMO) will be working in Jersey Overseas Aid funded The Enhanced Rural AI (TERAI) project for Smallholder Dairy Farmers in Nepal and will act as a coordination focal point to the implementing partners at field level. S/He will monitor and provide technical backstopping to partners' staff for planning, budgeting, and implementation of field activities. S/He will support to implementation of technical trainings (including Farmer Field Schools in Dairy), technology demonstrations, group meetings, and interaction workshops, developing a dairy-related training manual, guidelines, and IEC materials. S/He is also responsible for the identification of potential dairy opportunities, developing market information system, formation of new cooperatives, strengthening existing cooperatives (including capacity building in cooperative development, business management, operation of collection center), and coordination/collaboration with local government and different stakeholders at the local level. S/he will conduct Farmers Market School, support to establishing linkage between milk producer farmers, milk collectors, and processors. He/she will consolidate and prepare monthly and quarterly reports, collect case studies, best practices, and lessons learned, and manage field data. S/He will support the supervisor in reviewing the partner's financial reports and preparing forecast of field activities.

6 Required Competencies

6.1 Knowledge

- A Bachelor's degree (preferred master's degree) in Livestock Production and Management/Veterinary Science
- At least 3 years of experience in Livestock development (including cattle/buffalo management, agriculture/dairy cooperative strengthening, and dairy MIS).



- Proven experience in organizing and facilitating training related improved shed, dairy feed, breed, health, enterprise, and market development.
- Experience in women empowerment and GEDSI will be value-added

6.2 Skills

- Strong communication, coordination, and collaboration skills.
- Support to motivate and establish team, partners, and other stakeholders with diverse backgrounds.
- Good communication skills with fluency [written and spoken] both in English and Nepali.

6.3 Behavioural Competencies:

Adapts to Changing

Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.

Planning & Organising

Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

Writing & Reporting

Writes clearly, succinctly, and correctly; Writes convincingly engagingly, and expressively; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Coping with pressure & Setback

Works productively in a pressurized environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it

7 Responsibilities and Expected Outcomes

7.1 Project implementation

- Provide guidance and ensure that partners are implementing the project activities as per the project detail implementation guidelines and comply with the project proposal and log-frame.
- Conduct regular monitoring visits in the project and provide feedback.
- Attend and facilitate regular coordination meetings with implementing partner organizations
- Ensure GESI including PWD inclusion is mainstreamed, and safeguarding ensured in the project.



- Support supervisor in planning and implementation of the sustainability plan and exit strategy.

7.2 Provide Technical support

- Support for the formation and registration of new cooperatives where there are no functional dairy cooperatives.
- Facilitate the linking of small holders farmers and farmers from the disadvantaged group into the cooperatives.
- Plan and execute training to cooperative members on Cooperative management (GESI, Leadership, and cooperative management) and account keeping including saving and credit management, cooperative business plan development, and collection centre management
- Conduct the dairy infrastructure needs assessment in the project areas for input and output marketing of dairy enterprises including support to operate as a collection centre, chilling, and processing centre.
- Facilitate cooperative for collection of milk produced SHF, establishment/ strengthening of milk collection centre, providing market linkage and access to market-related information.
- Plan and conduct Farmers Market School training at the field level

7.3 Monitoring, Evaluation, and Learning Documentation

- Support for the planning and implementation of project baseline, regular monitoring surveys/reports, and end-line survey.
- Lead the data collection and entry of dairy MIS in InterHerd Plus software.
- Undertake frequent field visits and monitoring, supervise project activities, issues flagged up, and areas of improvement documented/suggested.
- Support for the establishment of a proper complaints handling mechanism and beneficiary feedback mechanism is in place.
- Support for regular monitoring by implementing partners, government stakeholders, and relevant agencies.
- Facilitate to organize the social audit of the project activities

7.4 Writing, Reporting, and Publication

- Support for the preparation of reporting schedules for partner NGOs.
- Consolidate partners' report and submit project report periodically (monthly, quarterly, annually) with qualitative and quantitative information outlining plan vs achievements, learning made during the reporting period, outstanding issues, and the plan for the next reporting period and submit to Project Coordinator.
- Collect and analyse information on how the project has impacted the community produce case studies periodically and submit them to the Project Coordinator.
- Support for the documentation of case studies, video stories, project learnings and good practices
- Support to plan and organised review and planning meetings.

7.5 Financial Responsibility

- Support supervisor in preparing yearly budget plan, and budget forecasting of overall project and the partners.



- Monitor and report the expenditure vs plan of project activities 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

7.6 Liaison, Coordination/Collaboration and Communication

- Liaise with local government for project implementation, resource sharing, and synergies with their plans and programs.
- Support supervisor to establish effective coordination and collaboration National Livestock Breeding Office, Nepal Agriculture Research Council, and Agriculture and Forest University for the implementation of project activities.
- Support to establish good coordination with local government (LGs), and relevant district/provincial government offices for aligning with their priorities, resource leverage, and linkage of beneficiaries to their plans and programs.
- Coordinate with other organizations to minimize duplication and to ensure synergy
- Support in organizing municipality project advisory committee meetings and submission of the project plan and periodic reports to LGs as the requirement and obtain evidence of receipt of such documents.
- Assist supervisor in preparing and providing necessary reports to SWC.

7.7 Logistics

- Support the supervisor in preparing the procurement plan of the project and 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 training, meetings, and workshops at the field level.
- Assist supervisor in managing logistics for national and international level visitors to the field.

7.8 Work Health, Security and Safety (WHSS)

- Support for carrying out their duties in a manner that does not adversely affect their health, security, and safety or that of others
- Cooperate with measures introduced in the interests of work health, security, and safety.
- Attend relevant training provided in relation to WHSS.
- Immediately report to the supervisor on all matters that may affect workplace health, security, and safety at the project office.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.

7.9 Others

- Any other duties assigned by the Supervisor.