

**Heifer International Nepal
Job Description
Program Manager -Strengthening Smallholder Farmers' Organization (SSFO)**

Internal Job Title: Program Manager- SSFO

Position Number

New or Refill New

Core position: Yes No

Salary Grade TBD

Division/Dept.: Programs/Asia

Dept. #/Subproject WO: TBD

Reports to: SSFO- Lead

Supervisor POSNO: **222196**

Supervisor RESNO/Name:

Supervision **Employees** **Yes** **No** | **Volunteers** **Yes** **No**

Location TBD

Relocation Funds: **Non-Negotiable**

Travel Required Minimum 50% Annually

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identify, sexual orientation, age, status as a protected veteran, among other things or status as a qualified individual with disability.

FUNCTION

The position holder will serve as a Program Manager under direct supervision of Strengthening Smallholder Farmers' Organization (SSFO) lead. To serve as the Program Manager for Heifer International Nepal's in accordance with HPI Nepal vision, mission, goal, objectives, policies and procedures. S/he will lead overall project planning, implementation, monitoring, supervision, reporting, and mobilization of project team members (Program Officers), Project Partners (PPs), and strengthen of cooperatives. The major function of the Program Manager will facilitate to build the capacity of cooperatives on institutional, governance and financial management and links with appropriate market and buyer, public and private business development service providers. The Program Manager will support in developing the process of strengthening Smallholder Farmers' Organizations and facilitate them to be established as vibrant business units that will contribute to the social and economic growth of their members. S/he will accelerate the process of unifying the SFOs into local/state/national level associations/federations and contribute in creating enabling environment for the growth of the SFOs and their unified units.

ESSENTIAL CHARACTER TRAITS:

Highly motivated and inspirational leader, superb listener and communicator, relationship builder, energetic and positive, team builder, strives for shared vision, impact-driven and

innovative, organized, having strong business acumen, pro-active, respect for procedures and norms, curious, analytical, socially sensitive, values-oriented, conviction towards holistic sustainable development.

RESPONSIBILITIES (including approximate percentage effort)	DELIVERABLES
<p>Leadership & General Operation (30%)</p> <ul style="list-style-type: none"> i. Manage overall planning and implementation of Strengthening Smallholder Farmers Organization component (Institutional, Governance, Financial, and Management) at cluster level. ii. Enforce developed standard policies and procedures, tool to benchmark cooperative strength (level) and it's rolling out plan. iii. Implement and follow up cooperative assessment tool and capacity development plan and its rolling out strategy. iv. Manage the function of federating the social entrepreneur women's cooperatives and/or Self Help Groups (SHGs) into local/state level/national associations/federations as appropriate. v. Systematic documentation of successes and lessons learnt, along with periodic research/studies for internal programmatic use and external sharing 	<ul style="list-style-type: none"> i. Lead overall project planning, implementation, supervision, monitoring of the project activities on time at the cluster level; ii. Prepare project implementation plan for Strengthening Smallholder Farmers' Organization (SSFO) component at cluster office; iii. Regular supervise, monitor, coaching, guidance and backstopping Program Officers, PP staff, cooperative board and staff, Value Chain (VC) actors and Business Development Service (BDS) providers for the effective implementation of project activities; iv. Effective implement values-based holistic community development (VBHCD) component, training manual, training materials and coach to technical partners, implementing partners, different thematic units of the project, and stakeholders in coordination with SSFO lead; v. Support for updating training manuals and resource materials (cooperative management, financial management, pearls monitoring, business planning, governance, etc.) in coordination with SSFO unit; vi. Cultivate parallel co-founding in the form of cooperative and group fund; vii. Prepare periodic reports (monthly, quarterly, half yearly, annually and lesson learned from of project, cooperatives and VC actors.
<p>Operationalize Heifer's Accelerate Objectives (30%)</p> <ul style="list-style-type: none"> i. Closely work with thematic units (marketing, animal well-being, PPPP, and Market Development & Access to 	<ul style="list-style-type: none"> i. Strengthen functional relationship with Private/Public Business Development Service (BDS)

<ul style="list-style-type: none"> ii. Finance, etc.) for timely and efficient service to cooperatives; Coordinate with Market Development and Access to Finance (A2F) unit to connect cooperatives with financial service providers for capital, credit facilities and technologies for enterprises across the Value Chain actors; iii. Explore VC opportunities and support business function and agro-enterprise of the cooperatives; iv. Work with Prototype Coordinator to innovate and mainstream appropriate technologies. 	<ul style="list-style-type: none"> ii. providers and connect them with cooperatives; ii. Build capacity of cooperative board members and its sub-committees; iii. Support cooperatives to prepare strategic plan, business plan and set up Participatory Self-Review and Planning (PSRP) system; iv. Educate cooperatives in understanding the VC, market system and developing appropriate business strategies VC mapping and business canvas); v. Support for implementation of potential prototyping and scaling up elsewhere in the project area.
<p>Strengthen relationship with business actors and ensure member loyalty (20%)</p> <ul style="list-style-type: none"> i. Establish effective communication, regular review, follow up and reflection mechanism in all levels (members, SHG and cooperative); ii. Build the capacity of SHG leaders' network to serve as key conduit between cooperative and its members; iii. Plan and facilitate Cornerstones training and PSRP across VC actors in coordination with Strengthening Social Capital Development (SSCD) unit; iv. Enhance business functional relationship with business actors. 	<ul style="list-style-type: none"> i. Facilitate in developing strong social capital within cooperatives and Value Chain actors; ii. Establish good communication and transparency mechanism in cooperative; iii. Train VC actors, public/private stakeholders, Project Partners, cooperatives and VC actors on Heifer Cornerstones and PSRP.
<p>Facilitate smallholder farmers for Value Chain Actors strengthening (20%)</p> <ul style="list-style-type: none"> i. Work with Market Development team to understand the demand driven (quality, quantity, seasonality, etc.) and provision appropriate support to cooperatives; ii. Analyze current production scale and potential for future in cooperative and develop plans to overcome the production bottlenecks; iii. Work with Animal Well-being (AWB) unit in development of new techniques/technologies for farm efficiency and help roll it out in the field; iv. Provide appropriate support to the cooperatives to manage the production input/service supply to its members. 	<ul style="list-style-type: none"> i. Develop a production and marketable data base management system to keep up to date inventory that rolls up from production at individual farms to SHG level and to coop; ii. Develop production and marketing strategic plan in place in all cooperatives; iii. System set up in cooperatives to identify (volume and type) BDS needs; iv. BDS provisions in coop and use by member entrepreneurs; v. Function relationship between external (public/private) BDS

	providers.
i. May perform other duties as assigned.	

Minimum Requirements:

- A Master’s degree from a recognized university in Agriculture Science, Agribusiness, Agricultural Economics, Community Development, Sociology or a related field, and Five (5) years of experiences with an international organization in a similar context is required
Or
- A Bachelor’s degree from a recognized university in Agriculture Science, Agribusiness, Agricultural Economics, Community Development, Sociology or a related field, and seven (7) years of experiences with an international organization in a similar context is required
- Other job-related education and experience may be substituted for all or part of these basic requirements

Most Critical Proficiencies:

- Clear understanding of Strengthening Smallholder Farmers' Organization concept and Value Chain
- Demonstrated experience in community mobilization, social capital development, institutional development, capacity building, training, smallholder farmers/rural SMEs and base of the pyramid consumers.
- Strong interpersonal and people management skills
- Ability to work independently – and take initiative while also having strong team building skills
- Fluent in Nepali and English (both spoken and written)
- Excellent organizational skills
- Excellent analytical skills
- Excellent leadership qualities and communication Skills
- Computer proficient in word processing, spreadsheets, Presentation tools and electronic mail software (Microsoft preferred).

Essential Job Functions and Physical Demands:

- a) Motivated to work responsibly with little supervision
- b) Capacity to apply training techniques and methods as well as management tools and control indicators.
- c) Constant face-to-face, telephone and electronic communication with colleagues and the public.
- d) Ability to meet and deal with others in a courteous and tactful manner
- e) Demonstrate a high degree of honesty and integrity
- f) Ability and willingness to work a flexible schedule
- g) Excellent interpersonal skills with the ability to work cooperatively, tactfully and diplomatically with a culturally diverse group of people
- h) Willingness and ability to travel extensively, both locally and internationally
- i) Ability to foster and maintain a spirit of unity, teamwork and cooperation
- j) Sensitivity in working with multiple cultures and beliefs and to gender equity

HPI HEADQUARTERS' USE ONLY		
	Dr. Mahendra N. Lohani	
Signature of Sr. Vice President of Programs	Printed Name	Date