

**Heifer International Nepal**  
**Job Description**  
**Program Officer - Prototype Support**

**Job Title:** Program Officer - Prototype Support  
**Position Number** To be completed by country office  
**New or Refill** New  
**Core position:** Yes  No   
**Salary Grade** **TBD**  
**Division/Dept** Programs/Asia  
**Dept#/Subproject WO**  
**Reports to:** Project Management & Support Lead  
**Supervisor RESNO/Name**  
**Supervision** Employees  Yes  No | Volunteers  Yes  No  
**Location** Kathmandu  
**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 Prototype Officer will manage the prototype component of the project Strengthening Smallholder Enterprises of Livestock Value Chain for Poverty Reduction and Economic Growth in Nepal (SLVCII). S/He will collaborate with thematic leads to prioritize prototypes and facilitate prototype design, approval, execution, reporting and recommendation for scaling up. S/He will be responsible to develop a system to track milestones at all stages of prototype design and execution and implement it.

**ESSENTIAL CHARACTER TRAITS:**

Relationship builder, energetic, strives for shared vision, results-oriented, innovative, creative, organized, analytical, values-oriented, and committed to holistic sustainable development.

<b>RESPONSIBILITIES</b> <b>(including approximate percentage effort)</b>	<b>DELIVERABLES</b>
<b>Support Prototype Development and Management (25%)</b> <ul style="list-style-type: none"> <li>• Support the Project Management and Support Lead to develop a prototype development and management guideline.</li> </ul>	i. Prototype development and management guidelines created with clear tools/format, management guidelines and business process.
<b>Support Prototype Design and Approval (20%)</b>	i. Prototype plans and budget developed

<ul style="list-style-type: none"> <li>• Support Prototype Investigators (technical subject matter experts) to create detailed prototype designs including budget and milestones.</li> <li>• Ensure the rigor of process/data and costs are at an optimum balance.</li> <li>• Carry out desk reviews, research and consultation with experts and stakeholders to develop business case.</li> <li>• Analyze the budget, Return on Investment (ROI) and document justification for funding.</li> <li>• Explore internal/external funding sources.</li> <li>• Work with Project Management and Support Lead and Country Office Program (COP) in securing prototype approval.</li> </ul>	<ul style="list-style-type: none"> <li>ii. Prototype plans approved.</li> </ul>
<p><b>Prototype Implementation, Monitoring and Reporting (20%)</b></p> <ul style="list-style-type: none"> <li>• Support the Prototype Investigators in preparing prototype implementation plans</li> <li>• Regularly check on the implementation of the prototype and guide appropriately</li> <li>• Support in data compilation, analysis and reporting</li> </ul>	<ul style="list-style-type: none"> <li>i. Monthly, quarterly and annual implementation plans created for each prototype.</li> <li>ii. Monthly reports on prototype implementation status provided to project staff at monthly coordination meetings.</li> <li>iii. Reports on prototype outputs and outcomes created quarterly.</li> </ul>
<p><b>Drawing Lessons Learned, Documentation, Sharing Lessons Learned and Recommendation for Scaling Up (20%)</b></p> <ul style="list-style-type: none"> <li>• Support in interpretation of results/outcomes and drawing lessons learned</li> <li>• Ensure proper documentation – process as well as outcomes, prepare periodic reports and update the leadership team.</li> <li>• Facilitate the process of preparing scaling up proposals</li> <li>• Support Prototype Investigators in preparing technical briefs, case studies, or scientific papers and share them in the appropriate forums</li> </ul>	<ul style="list-style-type: none"> <li>i. Prepare monthly, quarterly and semi-annual reports for country program and HQ leadership.</li> <li>ii. Publish briefs, case studies and papers on prototype results.</li> </ul>
<p><b>Prototype Relationship Management (10%)</b></p> <ul style="list-style-type: none"> <li>• Support in relationship management of related stakeholders inside and outside of the organization (such as academic/research institutions, related subject matter experts, etc.). for proper design and smooth execution of the prototypes.</li> </ul>	<ul style="list-style-type: none"> <li>i. Stakeholders are communicated with regularly and receive adequate information on prototype implementation status and results.</li> </ul>
<p><b>May perform other duties as assigned (5%)</b></p>	

**Minimum Requirements:**

- A Bachelor's degree in Agriculture Science, Agribusiness, Agricultural Economics, Business Management, Community Development, Sociology or a related field.

**Preferred Requirements:**

- Experience working in socio-economic, agricultural or development related research.

**Most Critical Proficiencies:**

- Have an interest in animal agriculture and community development
- Ability to generate innovative solutions in work situations
- Good understanding of and sensitivity for poverty, social and ethnic issues
- Proficient in English and Nepali, both spoken and written
- Excellent leadership qualities and communication skills
- Excellent organizational skills including strong attention to detail
- Computer proficient in word processing, spreadsheets and electronic mail software (Microsoft preferred).

**Essential Job Functions and Physical Demands:**

- Motivated to work responsibly with little supervision
- Ability to meet and deal with others in a courteous and tactful manner
- Demonstrate a high degree of honesty and integrity
- Ability and willingness to work a flexible schedule
- Excellent interpersonal skills with the ability to work cooperatively, tactfully and diplomatically with a culturally diverse group of people
- Willingness and ability to travel extensively throughout Nepal
- May require constant sitting; working at a computer and focusing for extended periods of time and performing office environment activities while on the road and/or in remote conditions.
- Working with sensitive information and maintaining confidentiality.
- Ability to foster and maintain a spirit of unity, teamwork and cooperation
- Sensitivity in working with multiple cultures and beliefs and to gender equity

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	Dr. Mahendra N. Lohani	
Signature of Sr. Vice President of Programs	Printed Name	Date