

Job profile

SENIOR PROJECT OFFICER

**SUSTAINABLE MARKET DEVELOPMENT OF ELECTRIC
COOKING IN NEPAL (SMDcN)**

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability.
- Define the change at scale we need to make.
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world.
 - Learn by capturing evidence and adapting our approach.
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change making organisation.

- A highly innovative community development charity operating in Africa, Asia, and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then 'open source' knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organizations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action**

Consulting helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples' capabilities, and inspire sustainable change.

THE PROJECT

The project aims to develop an electric cooking market in two provinces in Nepal by demonstrating the potential to simultaneously build demand and strengthen the supply chain supported by an improved enabling environment. The project will leverage knowledge and experience generated from the existing Market Activation Project and Digital Innovation for eCooking Market Development funded by EnDev. The interventions will facilitate access to e-Cooking solutions for rural households and SMEs through (i) behaviour change support, Result Based discounts on e-cooking solutions, house wiring upgrades and electricity use (ii) training and business development support services to last-mile distributors, linking with Global Distributor's Collective (GDC) (iii) institutional strengthening of CREEs for reliable electricity supply, evidence-based advocacy, linkages with local financial institutions (iv) Gender transformation: agency building to make informed decisions. The anticipated impacts, outcomes and results of the project are presented below:

Impacts:

- **Social development:** Improved health conditions and reduced mortality and morbidity through better household air quality; Improved gender equality and gender transformation through women's agency building, reduced drudgeries and increased time saving
- **Economic development:** Increased job creation
- **Combating climate change:** Reduced deforestation and greenhouse gas emissions

Outcome: Developed sustainable market system of eCooking solutions with increased adoption rate by households and MSMEs

Results:

In first and second phases (July 2023 to June 2025) of the project, the project will achieve following key results:

- 25,000 electric stoves will be sold by the private sector
- Increased sales volume of 50 last mile distributors in rural areas
- Increased business viability of 45 CREEs by promotion of eCooking

Project partner: i) National Association of Community Electricity Users Nepal (NACEUN); ii) Dhaulagiri Community Resource Development Center (DCRDC) and iii) Namsaling Community Development Centre (NCDC)

JOB PROFILE

Responsible to: Project Manager

Grade: 6

Matrix: Delivery Head and Thematic Lead, Energy

Line Manages: N/A

Project: Sustainable Market Development of Electric Cooking in Nepal

Unit: Programme Delivery

Location: Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose of the role is to provide technical support to implement project activities of Sustainable Market Development of eCooking in Nepal (SMDeN) by demonstrating the potential to overlook planned activities implementation in project areas: Koshi and Gandaki Province. The purpose is also to ensure coherence and effectiveness in influencing mission vision and goals of the change ambition.

The scope is to be responsible for implementation of activities of the EnDev supported “Sustainable Market Development of Electric Cooking in Nepal”. S/he plays a crucial role in coordination and collaboration with partners and relevant stakeholders and is accountable for executing planned activities to support the timely delivery of the project outputs. S/he will be responsible to draft the documents, reports, and scripts necessary to execute project activities. S/he will ensure timely delivery of the outputs within the specified budget, in compliance with our internal and donor requirements and to achieve results as per the project log frame and/or Theory of Change. S/he will be responsible to strengthen relationships and communications with key stakeholders of project areas.

The key working relationship is with Thematic Team, and Programme Quality Team, Programme Delivery Team, Knowledge Management, Gender and Social Inclusion, Finance and Services Team at the center and project implementation partner team. S/he will coordinate with Clients, Partners, Communities, Local/Provincial/Central Government, and Government Ministries.

- Ensure timely delivery of the project activities within budget, in compliance with our internal and donor requirements and to achieve results as per the project log frame and/or Theory of Change
- Ensure that gender equality, social inclusion and learning agenda for knowledge management, communications and technology approaches are well integrated during implementation of project activities.
- Support the procurement and people management, project monitoring, and data collection and management.
- Prepare and produce good quality reports for the project as per the organization’s rule and regulations.
- Support the learning documentation process from the project.
- Support partnerships management and compliance of safeguarding and code of conduct by the project team, partners and all the concerned people

- Strengthen relationships with communities, sub-award partners and relevant government agencies.
- Support partnerships management and compliance of safeguarding and code of conduct by the project team, partners and all the concerned people

Job Functions and Responsibilities

1.1 Delivering Performance – 80%

1.1.1 Planning, monitoring, and reporting of the project activities:

- a) Support in preparation of Detail Implementation Plan (DIP) including monitoring, evaluation and learning plans, procurement plans, communication, and documentation plans with respect to annual, quarterly, and monthly targets (physical as well as financial).
- b) Support in carrying out timely audit of the project and preparation and review of project financial reports.
- c) Prepare agreement with project partner and make sure the agreements are clearly understood by partner and followed through.
- d) Identify areas for capacity building support to project partners in coordination with project team.
- e) Support the consultants or experts team commissioned for baseline, mid-term and final evaluation, and knowledge products developments within the organisation.
- f) Ensure that the log-frame is used as a management tool, with the indicators measured according to the plan, the results are reflected on, and any adaptations identified.
- g) Support MEL team to ensure evaluations are planned and participatory tools are used.
- h) Support project monitoring, reporting, and learning based on defined indicators.
- i) Support quality assurance of the knowledge products developed under the project.
- j) Support gender assessments, evidence collections for learning questions and measurement of global indicators.
- k) Support Implementation of influencing plan of the project to ensure planned activities are well adopted during the implementation of activities.
- l) Develop quality periodic reports, manuals and learning documents as required.
- m) Promote accountability with the communities using formal methods as well as an informal feedback and response mechanism with communities / stakeholders.
- n) Support the procurement of budgeted items as per plan following the procurement procedure.
- o) Support the security of the project office, assets and staff following the safety & security guidelines.
- p) Support the preparation of project level risk register including mitigation plan, review, update and report the risk register periodically.

1.1.2 Coordination and communication Relationships

- a) Support PM to deliver agreed knowledge outputs for project learning and sharing with beneficiaries and partners. Organize meetings, workshops and other information dissemination events with different stakeholders.
- b) Practice communication protocols (ways of working) to ensure project information is regularly communicated to the Senior Management Team.
- c) Coordinate and collaborate with other relevant actors engaged in the sector for mutual

- sharing and learning.
- d) Proactively involve in various learning sharing events at local, provincial, national, and regional/global level to share the project knowledge as well as to influence the policies and actions in the sector.
 - e) Work closely with ETT team.

1.2 Managing Relationships – 10%

- a) Act as communication and coordination connecting link with other relevant actors and stakeholders within project areas.
- b) Develop and strengthen networks of peers and professional contacts within the project area.
- c) Maintain relationship with the implementing partners, local, district, provincial and national level stakeholders ensuring that transparency at all levels maintained, and project information communicated to relevant stakeholders in timely fashion.

1.3 Strengthen Organisational Profile – 10%

1.3.1 Knowledge Management

- a) Support in development of collaborative learning plan, capture learning and knowledge, collate evidence, prepare case studies, policy brief as per the project learning plan
- b) Ensure that learning and knowledge of the project is effectively captured and disseminated to help achieve the project outcome and change ambition of the organization.
- c) Coordinate with stakeholders (i.e. Financial institutions, government, academia, INGOs, civil society organization and research institutions) of the project area to share the project knowledge as well as to encourage them on capturing and disseminating learning and knowledge related to financial inclusion.

1.3.2 Organizational Policies

- a) Support in ensuring everyone involved and or related to project are well aware on Safeguarding Policy, Diversity, Inclusion and Equity in the Workplace Policy, Code of Conduct, Financial Crime and Whistleblowing policy.
- b) Ensure project beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- c) Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies.
- d) Support in ensuring our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture, and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.
- e) Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE

- At least five years of work experience in any of the fields: clean cooking, indoor air quality, air pollution, energy access, energy efficiency
- Good understanding of clean cooking landscape and related policy processes is a requirement.
- Experience in designing and executing Marketing of Social Products is an added advantage is preferred.
- Experience in designing and/or implementing behaviour changes and communications campaigns (BCC) is an added advantage.
- Good knowledge of electricals and electronics is an added advantage.
- Willingness and enthusiasm to work in challenging and difficult situations and with vulnerable communities is a must.
- Good communication skills with fluency in English and Nepali
- Strong presentation and reporting skills
- Knowledge and skills in computer

BEHAVIOURS & MOTIVATIONS

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

Qualifications: Bachelor's degree in Engineering preferably Electrical/Environmental/Renewable Energy or any relevant field

Line Manager

Date:

Employee

Date: