

Terms of Reference

Trainee – Thematic and Strategic Direction

Background:

The Traineeship programme is a unique initiative which focuses on providing opportunity to the fresh women graduates in the country to learn and develop on the job in the development sector and contribute to the development of a human resources pool by gaining practical knowledge, skills and experience. This is specifically initiated as per the outcome of Equity Diversity and Inclusion survey and subsequent action points that has followed which is catering to supporting young professionals and socially excluded groups especially focussing on women.

The trainee program shall provide an experience that is mutually beneficial to both the trainee and the organization. This partnership shall provide the opportunity to the trainee to transfer and apply knowledge and theory gained in university in actual organizational environment. The trainee will work under the guidance of the Sustainable Agriculture and Markets Theme Lead and will be based in Kathmandu.

Purpose:

The trainee will work in the “Farming that works” theme of Practical Action, as assigned by the Sustainable Agriculture and Markets Theme Lead. The trainee will contribute to the APN-IGES joint project titled “Regional Partnership for Localization of NDC through Community-Led ‘Local Adaptation Innovation Hubs’ in the Asia Pacific.” The trainee will be responsible for the following specific activities in this project. Additionally, the trainee will provide support for tasks assigned by other Thematic Leads of the organization as needed.

The key working relationships:

Project Staff, Thematic Lead, Finance and P&C colleagues.

Functions and Responsibilities:

Trainee:

- Support in the execution of APN-IGES research project activities
- Travel to project sites to gather data and information
- Provide coordination support in organizing meetings, events, and workshops
- Connect and engage with potential local partners and stakeholders
- Maintain accurate records of project activities and field visits

Practical ACTION

- Assist in creating communication materials such as newsletters, social media updates, and presentations

Practical Action:

- Provide office space and adequate orientation in the proposed field of learning.
- Provide relevant project documents, data and other information.
- Support in preparing implementation plan of work and conduct research work wherever relevant.
- Supervision and monitoring of trainee's overall performance.
- Manage remuneration and travel cost as per Practical Action policy.

Eligibility

The trainee program is open to fresh graduates focusing on women:

- No prior work experience is required
- Interested candidates to develop their professional career in the Sustainable Agriculture and Markets
- Above 18 years of age who have completed Bachelors or Masters in agriculture or environment

Organizational Policies, Safeguarding and Code of Conduct

- Ensure that all involved acting on the organisation's behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
- Ensure 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.
- 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

Line Manager

Date:

Trainee

Date: