

## Terms of Reference

# Trainee Programme

### **Background:**

The Trainee programme is a unique initiative which focuses on providing opportunity to 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.

### **Purpose:**

The trainee will work with the Business Development and Communications Team of Practical Action. The trainee will contribute to strengthening the Business Development function at Practical Action, support the team in profiling current works, and position for future opportunities.

### **The key working relationships:**

*Thematic Leads, Finance, Business Development & Communication and P&C colleagues*

### **Functions and Responsibilities:**

#### **Trainee:**

#### **Proposal Development and Support**

- Assist in researching funding opportunities and understanding donor priorities.
- Support the preparation of concept notes, proposals, budgets, and accompanying documents.
- Coordinate with relevant teams to gather technical and financial inputs.
- Maintain and update the donor database and pipeline, including funding opportunities, donor profiles, and submission deadlines.
- Ensure compliance with internal organizational requirements related to business development.

# Practical ACTION

- Track donor communications, funding trends, and relevant policies.
- Prepare briefing notes and presentations for donor meetings.
- Document meeting minutes and create follow-up action plans.

## **Profiling and Documentation**

- Monitor donor reporting requirements for projects.
- Draft and edit content for fundraising communications, donor reports, and organizational profiles.
- Maintain an organized repository of business development documents.
- Track proposal development timelines and ensure that deadlines are met.
- Help enhance the profile of Practical Action in Nepal by effectively promoting the brand to donors, clients, government bodies, private sector actors, and research institutions.
- Schedule and coordinate meetings related to fundraising and partnerships.

## **Others**

- Prepare learning objectives, implementation plan and perform accordingly in the consultation of line manager.
- Respect local culture, tradition, and values of Practical Action.
- Abide by all policies of Practical Action
- Prepare and submit deliverables in time.
- Provide recommendations to Practical Action at the end of the assignment on how to further improve its diversity during an exit interview.

## **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 field of Business Development in development sector.
- Above 18 years of age who have completed Bachelor's degree in management, social work, communication, development studies or any other related field.

# Practical ACTION

## ***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

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Line Manager

Date:

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Trainee

Date: