



Functional Title:	Program Development Officer
Responsibility level/Grade:	Officer (4)
Department/Project/PN:	Program Development / CO
Work station:	Central Office
Incumbent's Name:	Vacant
Supervisor/Principal Evaluator:	Coordinator – Business Development and Outreach

JOB SUMMARY

Under the direct supervision of the Coordinator – Business Development and Outreach, the Program Development Officer (PDO) is responsible for assisting CARE Nepal's program staff to write concept notes and proposals for submission to donors. All work produced by the PDO will need to support the delivery of CARE International's programs in Nepal. The position requires closely working with thematic coordinators, technical specialists and budgeting experts during the design process with guidance from the Coordinator – Business Development and Outreach. This position is the Focal Point for the 'sustainable development longer term' Project proposals, but can support Emergency proposal development as necessary. The incumbent is expected to ensure mainstreaming of gender and social inclusion considerations into all designs, documents and ensure that new program development is aligned to the CARE Nepal Country Office Business Plan and other regular development program to the extent possible.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

MAJOR RESPONSIBILITIES AND TASKS:

R1. Assist in Program Design and Development

- a) Assist the Coordinator in coordinating development of new concept notes, project proposals and programs in response to solicited and unsolicited local and global calls in consultation with project staff and cluster teams;
 - a. Fill in the Go/No Go process (decision making process) template in consultation with the small group formed to analyze donor solicitations
 - b. Assist the Coordinator in completion of all proposal compliance documents (teaming agreements, waivers, match fund requests, pre-IPIA, etc.)
 - c. Lead or assist (as necessary) field needs assessments for proposal development purposes.
 - d. Conduct desk/literature review and/or any other additional research needed for proposal development.
 - e. Facilitates and/or participates in Proposal Design Workshops, ensuring that partners and district teams are involved in both proposal/logframe and budget designs as appropriate.
 - f. Writes pieces for proposals as necessary-when call for proposals are announced and/or when needed by the ongoing projects.
 - g. Reviews draft proposals, collates feedback from proposal reviewers
 - h. Works closely with finance, on drafting and finalization of proposal budgets and explanatory notes as appropriate.



- i. Liaises with members of CARE International, as and when required, for proposal development processes
- j. Development of capacity statement for donors
- b) Assists the Coordinator with answering Issues Letters and secondary information requests on submitted proposals.
- c) Compiles and maintains appropriate filing system for all relevant documentation (emails and other correspondence, minutes of meetings, solicitation documents, action plans, proposal documents - draft and final versions, budget, donor feedback, award letters etc.) with regard to solicitations being pursued.
- d) Keep tracks of the call forecasts of major donors (donor scoping) that are in line with national development goals and CO priority; Integrate learning from on-going projects into new program design and programming strategies;
- e) Establish effective linkages and partnership with all units of the organization for smooth design, implementation/learning and monitoring and evaluation of programs.
- f) Work closely with finance and others in program development unit to update the Country Office Pipeline document.
- g) Analysis on the portfolio to better understand the funding sources for CARE Nepal.

R2. Program quality assurance during critical stages of project cycle

- a) Contribute in program implementation (recruitment, project start up, inception, project review and reflection, baseline and evaluation) to ensure program quality as necessary.
 - a. Participates in Project Start-up Workshops to ensure answers to questions on the design and log frame interpretation by project implementers are addressed/clarified.
 - b. Assist Project Managers/Coordinators in the Modifications and Amendments of ongoing projects.
- b) Contribute to Program Quality discussions within CARE to maximize program impacts.
 - a. Including assisting in impact assessments and planning to ensure that our M&E system is well integrated within the programme especially during programme development phase.
 - b. Linking strong M&E practices to proposal development processes.

R3. Strategic Support to Country Office

- a) With the Coordinator and others stakeholders in the CO, create and finalize a Proposal Development Checklist for both narrative and budget proposal. The Checklist should include lines on authorization and approvals.
- b) Support in the updating of the Emergency Recovery Strategy and making the links between it and the CARE Nepal Business Plan.
- c) Support in the development of Country Office Fundraising Strategy.

R4. Upholding CARE's Core values and ensuring its principles

- a) Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- b) Comply and exercise organizational values and culture
- c) Help to promote rights and good governance



d) Responsible for gender responsive behavior in all actions and decisions

Authority:

Spending Authority: None
Supervision: None

Working conditions:

Based in Kathmandu with some time travel to projects and partner offices

PERSON SPECIFICATION REQUIREMENTS:

Qualifications:

Bachelor's degree in Social Sciences / Economics / Development Management or other related fields

Experience:

At least 3 years of experience in the development sector in project/ program design and development. Familiarity with current development practices, policies and organizations in Nepal.

Skills, knowledge and competencies:

- Strong knowledge and experience in project/program design and development.
- Knowledge and experiences on program strategy development and goal setting.
- Strong conceptual thinking and analytical skills.
- Familiar about international development goals and country strategies.
- Excellent writing, documentation and dissemination skills.
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- In-depth knowledge on gender equity and diversity, and rights based programming.
- Ability to use computer applications

Incumbent's Signature :

Date:

Supervisor's Signature : _____

Date: _____