

# Terms of Reference (ToR)

Position: Robotics Teaching Fellow (Robotics Program)

## About the Organization

Open Learning Exchange (OLE) Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

## Project Overview

OLE Nepal's Robotics Program aims to train public-school teachers and students to build and program robots using educational robotics kits and visual coding interfaces. The program fosters logical thinking, creativity, technical skills, and teamwork, preparing students for success in a tech-driven world.

## About the Position: Robotics Teaching Fellow

**The Robotics Teaching Fellow** will work closely with the robotics and program teams to support the planning, execution, and monitoring of the Robotics Program. S/he will also be responsible for facilitation, documentation, and logistical coordination to ensure the smooth operation of school visits, training sessions, and events.

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## Responsibilities

### 1. Support to Project Coordination

- Closely work with the Project Coordinator in implementing project plans, schedules, and activities.
- Serve as a point of support in communication between schools, teachers, and internal teams.
- Participate in meetings with schools, partners, and stakeholders, preparing notes and follow-ups.
- Help monitor project progress and provide inputs for risk identification and timely problem-solving.
- Support preparation of progress updates and reports for stakeholders and management.
- Coordinate with the Social Media and Communications team by sharing field updates, photos, and success stories.
- Contribute to research and exploration of improved teaching pedagogies in robotics and digital learning.

## 2. Program Facilitation & Training

- Facilitate robotics workshops and classroom sessions with teachers and students, in the guidance of the Coordinator.
- Assist teachers and focal persons in running the robotics program independently.
- Support the design and delivery of engaging robotics activities and demonstrations.
- Provide on-site troubleshooting during school visits to ensure smooth learning experiences.

## 3. Documentation & Reporting

- Document school visits, training workshops, and events through reports, photos, audio, and video.
- Prepare tutorial guidelines/manuals for teachers and students for future reference.
- Maintain accurate attendance, participation, and feedback records from schools.
- Contribute to post-event evaluation and compilation of lessons learned.

## 4. Logistics & Resource Management

- Support logistics planning and coordination during school visits, training, and events.
- Ensure the security, proper handling, and regular maintenance of robotics kits and equipment.
- Maintain an updated inventory of robotics materials and assist in procurement as required.
- Coordinate with vendors and suppliers for timely availability of necessary resources.

## 5. Event & Challenge Support

- Assist in planning and execution of Robotics Challenge events and related programs.
- Support participant engagement through interactive sessions and networking activities.
- Help in pre-event preparation (materials, communication, registration) and on-site management.
- Assist in documenting outcomes and feedback from events for future improvements.

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## Requirements

- Bachelor's degree in Education, STEM fields, or related disciplines (recent graduates with relevant interest may apply).
- Demonstrated interest in education, technology, or engineering.
- Strong communication skills and enthusiasm for working with school students and teachers.
- Willingness to travel frequently to Lalitpur-based schools and occasionally to other districts.
- Basic familiarity with robotics, programming, or digital tools (training will be provided).
- Ability to work collaboratively in a team and assist in leadership responsibilities when required.
- Organized, proactive, and adaptable, with strong attention to detail.

## Application Process

- Step 1 - Application Submission:
  - Please submit your cover letter, resume, and supporting documents via email to [jobs@olenepal.org](mailto:jobs@olenepal.org) by      **[June 20, 2026]**     . Ensure that your documents comprehensively reflect your latest qualifications and experience relevant to the position.
  
- Step 2 - Initial Assessment:
  - After receiving your application, our team will review your documents to shortlist candidates. This process includes phone interviews to further narrow down the candidate pool. Selected candidates will then be invited for possible in-person interviews.
  
- Step 3 - Awaiting and Response:
  - If you are shortlisted for an in-person interview, you will receive a notification via email. The email will detail the interview date and time. Please confirm your attendance or address any concerns by the specified day before the interview date.
  
- Step 4 - Physical Interview:
  - The in-person interview will involve discussions with team members engaged in related projects. You may also be asked to complete a short assignment relevant to the role. For additional information, please visit our website at [www.olenepal.org](http://www.olenepal.org).
  
- Step 5 - Final Selection and Onboarding:
  - Successful candidates will receive an offer letter via email, outlining the next steps for onboarding. Please respond to the offer by the indicated Close of Business (COB) to confirm your acceptance and prepare for onboarding.
  - On your joining date, please submit your necessary documents in soft copy only (digital copies), including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). Additionally, have a professional digital photo ready for inclusion on our website's team page.

If you are not selected, we encourage you to stay connected with O.L.E. Nepal for future opportunities.

Please visit our website's 'Get Involved – Work With Us' section for updates on future engagements.