

Terms of Reference (ToR)

Position: Program Officer

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.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>

About the position

The person will be responsible for leading the management of training, implementation, procurement of various projects and of the organization as assigned.

Key Responsibilities

1. Project Leadership & Implementation

- Manage ICT-based projects in coordination with relevant project teams.
- Manage robotics projects in coordination with the Robotics Technical Coordinator and contribute to the implementation of other organizational projects as needed.
- Coordinate with project, technical, and content development teams to ensure effective field-level implementation.
- Ensure smooth project implementation by proactively identifying and resolving operational issues.
- Conduct regular field visits and monitoring visits to project schools to support implementation and ensure quality.

2. Monitoring & Support

- Regularly follow up with schools and beneficiaries involved in the projects.
Monitor progress, provide timely support, and ensure projects meet quality standards.

3. Stakeholder Engagement

- Build and maintain strong relationships with partner schools, organizations, donors, and government agencies.
- Represent the organization in meetings to share project goals, updates, and future plans.

4. Training & Capacity Building

- Conduct teacher training sessions in coordination with the training team.
- Support the development and review of the organization's digital learning content, incorporating field feedback where relevant.

5. Government & Compliance

- Collaborate with the Senior Manager – Government Affairs to fulfill SWC and regulatory requirements.
- Support project approvals, reporting, social audits, and coordination with local government bodies.

6. Proposal Development & Documentation

- Contribute to writing grant proposals and maintain clear documentation of project activities.
- Prepare donor reports, and write blogs to share the organization's work and impact.

7. Innovation & Learning

- Stay informed about new developments in education technology and learning tools.
- Recommend innovative ideas to improve project impact and efficiency.

8. Procurement Oversight

- Serve on the procurement committee, focusing on technical equipment and materials, especially for the Robotics Project.
- Coordinate with project and technical teams to plan and manage the procurement process.
- Ensure quality and timely delivery by liaising with vendors and internal teams.

9. Partnership Development and Coordination

- Identify, establish, and maintain strategic partnerships with government agencies, educational institutions, development organizations, private sector entities, and other stakeholders to support organizational goals and project objectives.
- Coordinate with existing and potential partners to explore opportunities for collaboration, resource sharing, and joint initiatives.
- Support the development, review, and implementation of partnership agreements, Memorandums of Understanding (MoUs), and other collaborative arrangements.
- Facilitate regular communication and coordination with partners to ensure effective implementation of agreed activities and mutual accountability.
- Represent the organization in partnership meetings, networking events, workshops, and forums to strengthen relationships and promote the organization's work.
- Track partnership activities, commitments, and outcomes, and contribute to partnership-related reporting and documentation.
- Work closely with program, technical, and management teams to identify and pursue opportunities for strategic collaborations that enhance project impact and organizational sustainability.

Requirements

Education & Experience

- Bachelor's degree in Education, Development Studies, or related field (Master's preferred)
- Minimum 2–3 years of experience in project implementation, training and managing technology based education projects (e.g., STEM, Robotics, digital teaching/learning) desirable

Skills & Competencies

- Strong project management and coordination skills
- Excellent communication and stakeholder engagement abilities
- Ability to conduct field visits and training with confidence and clarity
- Familiarity with project procurement processes and vendor interaction
- Solid understanding of government regulations and compliance requirements in the development field of digital literacy/ ICT in Education.
- Strong writing skills for proposals, reports, and documentation
- Ability to work independently and as part of a multidisciplinary team
- Fluency in English and Nepali writing and speaking skills

Other Requirements

- Willingness to travel frequently to project sites and schools
- Passion for education, innovation, and social impact