साझा शिक्षा ई–पाटी नेपाल
Open Learning Exchange (OLE) Nepal

जि.प्र.का.काठमाडौं दर्ता न.२९८/०६४/०६५
स.क.प.आ.न.२३६७१
पान न.३०२८३३८६९
दर्ता ठेगाना: व.न ११, काठमाडौं

Terms of Reference (TOR)

Project Overview

Open Learning Exchange (OLE) Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

O.L.E. Nepal is seeking a Project Manager for **Empowering Accessible Education in Nepal** (EAEN) Project supported by Diaspora organization- Himalayan Pariwar, Munich. The project aims to improve educational accessibility and outcomes for hearing impaired learners by developing and integrating digital learning materials into the education system. The project will create national curriculum aligned learning modules and interactive children stories with sign language interpretation and visual aids.

Specific goals for the relevant digital learning applications for the ToR are listed below for reference:

E-Paath App Goals:

epaath.olenepal.org

- *App Upgrade:* Develop an enhanced development platform for E-Paath activities with focus on creating curriculum-aligned learning modules with sign language interpretation and visual aids.
- *Content Development:* Create and integrate around 120 new E-Paath activities for English, Science and Math subjects with the focus on sign language interpretation and visual aids.

Hamro Ramailo Kathaharu (HRK) App Goals:

katha.olenepal.org

- App Upgrade: Develop an enhanced development platform for children's stories with focus on interactive children's stories.
- *Content Development:* Create and integrate around 10 new interactive children's stories with focus on sign language interpretation and visual aids.

About the position

The Project Manager is a pivotal role responsible for planning, scheduling, managing, and overseeing the Project, supported by the diaspora organization **Himalayan Pariwar, Munich**. This role spans the full project lifecycle—from initiation to completion—including team coordination, hiring, resource allocation, stakeholder engagement, and dissemination of the developed contents in the field-level execution. A major aspect of this role is to ensure the design, development, integration, and classroom implementation of inclusive digital learning content, along with teacher training.

The individual is also responsible for coordinating with the **Nepal Federation of Deaf Nepa**l (NFDN), and for ensuring the integration of **Nepal Sign Language (NSL)** into video-based learning content to support accessible and inclusive education.

Specific Responsibilities

Project & Team Management

- Lead and coordinate a multidisciplinary team to implement project goals, timelines, and deliverables.
- Develop and maintain comprehensive project plans, including schedules, resources, milestones, and documentation.
- Oversee recruitment and onboarding of project staff, ensuring clarity of roles and responsibilities.
- Conduct daily standups, weekly reviews, and performance evaluations to support the team.
- Coordinate with internal departments and external partners to ensure smooth project implementation.
- Collaborate with NFDN to adapt and align project activities with the needs of deaf and hard-of-hearing learners.
- Coordinate the integration of Nepal Sign Language (NSL) into educational video content to enhance accessibility.
- Prepare, draft, and submit timely reports and documentation for stakeholders, donors, and organizational compliance.

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- Draft and coordinate content for the organization's newsletters, blog, and other relevant communication channels, leveraging project experience to highlight activities and impact.
- Travel to project sites as needed for implementation, monitoring, and stakeholder engagement.

Digital Content Integration & Development
- Review and align existing digital learning materials with national curriculum objectives.
- Identify content gaps and conceptualize new interactive activities in relevant subjects.
- Map curriculum objectives to digital content, specifying how they support textbooks and classroom instruction.
- Supervise and collaborate with the content development team to ensure quality, context relevance, and curriculum alignment.
- Incorporate NSL into video content by coordinating with sign language interpreters and video editors.
- Provide iterative feedback during content development and oversee final review and approval.
- Facilitate consultation with educators, stakeholders, and inclusion experts to validate content design.

Teacher Training & Pedagogical Support
- Design, revise, and deliver teacher training programs, manuals, and materials tailored to diverse learners.
- Conduct training sessions (initial, in-school, refresher) inside and outside the Kathmandu Valley.
- Introduce effective classroom and course management strategies for computer-assisted teaching.
- Train teacher trainers on inclusive pedagogy and the use of digital resources, including those adapted for deaf and hard-of-hearing students.
- Integrate field insights and global best practices to continuously improve the training framework.

Monitoring, Evaluation & Community Engagement
- Establish appropriate indicators and tools to monitor teaching-learning processes and project outcomes.
- Conduct classroom observations and analyze data to inform continuous improvement.
- Engage with schools, teachers, parents, and community members to promote ownership and sustainability.
- Coordinate with NFDN to ensure inclusive implementation and culturally appropriate adaptations.
- Share learning and best practices with local and international partners.
- Consistently deliver well-crafted updates, success stories, photos, videos, and blog content to the Communications team to support outreach and advocacy efforts.

Organizational Responsibilities
- Represent OLE Nepal in meetings, events, and collaborations with government, partners, and stakeholders.
- Contribute to cross-project learning and organizational capacity building.
- Foster a culture of inclusion, innovation, and collaboration across teams.
- Promote accessibility and equity through all aspects of project design and execution.

Requirements

Education & Experience: Bachelor's (Master's preferred) in Education, Project Management, or related field; minimum 5 years' experience in project management, with a focus on education or development. Experience with inclusive education and digital content development is an asset.

- **Project & Team Management**: Proven ability to lead multidisciplinary teams, manage timelines and resources, conduct regular reviews, and coordinate with partners (e.g., NFDN). Experience with recruitment, onboarding, and staff supervision.
- **Content Development**: Skilled in aligning digital learning materials with the national curriculum. Ability to identify gaps, map objectives, and supervise the creation of accessible content, including integration of Nepal Sign Language (NSL).
- **Monitoring & Community Engagement**: Experience in designing monitoring tools, conducting classroom observations, and engaging schools and communities to support sustainability and inclusion.
- **Communication & Reporting**: Strong written skills for reports, blogs, and success stories. Ability to document progress and impact for stakeholders and donors.
- **Representation & Values**: Represents the organization in meetings and partnerships. Committed to inclusion, equity, and innovation in education.

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