

Terms of Reference (TOR)

Position: Project Manager

Deadline: April 17, 2026

Application form: [<https://forms.gle/QDi59Li3sAsYcdcH7>]

About OLE Nepal

OLE Nepal (Open Learning Exchange 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.

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.

Project Overview

OLE Nepal is implementing a project titled "Empowering Local Communities through Local Language Education and Skill-Based Training," aimed at addressing the lack of educational materials in local dialects and providing skill-based training resources. The project is expanding the **Hamro Ramailo Kathaharu** (HRK) collection and integrating skills-building content within the **Learning Platform**. Specific goals for the project are listed below for reference:

Goals for expanding Hamro Ramailo Kathaharu Collection (katha.olenepal.org):

- App Enhancement
 - Upgrade of the HRK platform, including the integration of a language-switching feature that enables users to access content across multiple languages, including Nepali Sign Language (NSL).
 - Implementation of offline download functionality to ensure content remains accessible in remote and low-connectivity areas.
- Content Translation and Adaptation
 - Translation and cultural adaptation of the existing and newly sourced local stories and associated interactive digital activities into Nepalbhasa, Maithili, Tibetan, and English, ensuring linguistic accuracy and cultural relevance.
- Interactive Activities Development
 - Development of associated interactive activities for existing and newly added stories, ensuring alignment with educational objectives.
- Local Story Integration
 - Collaboration with the three partner language communities to source local indigenous stories, ensuring the enriched content is made available across all supported languages and formats.
- Print-Ready Adaptations
 - Print-ready adaptation of HRK stories into formats suitable for classroom materials and student learning resources.
- Community Training
 - Providing training workshops for parents and teachers on effective use of the HRK resources, alongside sessions promoting holistic early childhood development strategies.

Goals for integrating skills-building content within the Learning Platform (learning.olenepal.org):

- Course Development
 - Integration of vocational and informal training courses — prototypes of which have already been developed — into the learning platform, expanding its educational scope and utility.

- Ensuring the implementation of learning content aligns with the platform's goals, design standards, and technical requirements.
- Educational Integration Workshops
 - Implementing training sessions for educators to facilitate the integration of vocational skills training into the standard curriculum using the learning platform, promoting a comprehensive and inclusive educational approach.

Goals for community engagement, co-design, and dissemination:

- Community-Centered Co-Design
 - Engagement with partner schools, teachers, parents, and local language communities to co-design and refine stories, digital interactive activities, and learning materials, ensuring they are contextually relevant, culturally grounded, and responsive to learners' needs.
- School and Community Integration
 - Implementation of school- and community-based activities to support the effective use of HRK and the learning platform, building a sense of ownership and active participation among educators, students, and community members.
- Dissemination and Access
 - Production of digital and print-ready learning materials across project areas, ensuring accessibility for early learners in both classroom and home environments.
- Promotion of Local Language Education
 - Organization of training programs, workshops, and community events to promote the importance of early learning in local languages and supporting inclusive education practices.
- Capacity Building and Support
 - Ongoing support and follow-up with teachers, facilitators, and community stakeholders to ensure sustained use, feedback collection, and continuous improvement of learning resources.

About the Position

The Project Manager is pivotal in planning, scheduling, and managing the project's activities. This role involves overseeing the project from initiation to completion, including hiring, resource allocation, scheduling, and stakeholder engagement. This position also involves travel to project locations based on project needs.

Specific Responsibilities

- Lead and coordinate a multidisciplinary team to develop engaging and meaningful educational content, applications, and support materials.
- Engage in research to inform the development of effective and innovative learning tools and strategies.
- Plan and execute field activities, including teacher training and support programs.
- Establish and monitor project metrics, conducting evaluations to assess progress and impact.
- Apply agile methodologies for project management, ensuring adaptability and responsiveness.

General Responsibilities

- Develop comprehensive project plans, including resource planning, timelines, milestones, and documentation.
- Oversee the recruitment and onboarding process, ensuring team members understand their roles and responsibilities.
- Contribute to the development of project-related content and actively engage in cross-project reviews to ensure quality, consistency, and alignment with overarching objectives

- Manage equipment and resources, facilitating effective use by the project team.
- Conduct daily standups, weekly reviews, and regular evaluations, providing support and guidance to the team.
- Prepare and deliver periodic reports and documentation, adhering to project and donor requirements.
- Organize and maintain all project-related assets and documentation.
- Facilitate communication within the project team and with external stakeholders, including local governments and community members.
- Prepare project related information/updates to share with the Communications team in promoting project activities and achievements.
- Foster a collaborative environment, ensuring alignment and cooperation across different project components and stakeholders.
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Organizational Responsibilities

- Assume ownership of the project, coordinating closely with various internal teams to ensure alignment and integration.
- Contribute to broader organizational initiatives, sharing insights and resources across projects.
- Act as a representative and ambassador for the project and OLE Nepal, both internally and externally.

Eligibility and Personal Traits

- Commitment to the education sector and familiarity with app/tech development processes.
- Bachelor's degree (or higher) in a relevant field, with a preference for backgrounds in project/program management.
- At least 2 years of experience in project management, preferably in education technology and remote settings.
- Proficiency in English and Nepali, with excellent communication and coordination skills.
- Willingness to travel and engage in field activities.
- Highly motivated, patient, and adaptable, with a commitment to educational excellence and innovation.
- Proficient in project management tools (e.g., Redmine) and standard office software (Google Suite, Microsoft Office).

Application Process

- Step 1 - Application:
 - Submit your cover letter, resume, and supporting documents via filling the [Google Form Link here](#) by **[April 17, 2026]** . Ensure your documents comprehensively reflect your qualifications and experience relevant to the position.
- Step 2 - 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 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 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 COB to confirm your acceptance and prepare for onboarding.

- On your joining date, please bring the necessary documents to our office, including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). Digital copies of these documents are acceptable. 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 OLE Nepal for future opportunities. Check the 'Get Involved - Work With Us' section on our website regularly for updates.