

Project Coordinator

General Scope of the Position

The Project Coordinator will assist the Team Leader in overall planning, implementation day-to-day management activities of the Programme, as well as in the supervision/mobilization of staff at the field level. He/she will report directly to Team Leader. The position will be based at Surkhet. His/her functions will include, but not be limited to:

- Take overall responsibility for the preparation and dissemination of the regular technical and financial progress reports
- Support to Develop details assessment (DA) criteria/tools jointly with programme staff to select the final list of potential cooperatives interested to work in partnership with the program
- Carry out due diligence, prepare the capacity development plan of cooperatives and develop partnership between cooperatives and financial institutions
- Coordinate with project staff to organise the approved activities by the project
- Facilitate to Conduct capacity development program in strengthening the ASDP selected cooperatives of programme districts.
- Monitor the progress of cooperatives in the areas of membership expansion, increment of savings, share, and outstanding loan, improvement of loan quality
- Support field trainer to Develop cooperatives Capacity Development plans on regular basis
- Prepare regular action plan of field trainer so as to mobilise them to achieve the set target
- Conduct a periodic visit of project district with the purpose of monitoring the project activities and support for strengthening the ASDP selected cooperatives
- Coordinate with the Central office NACCFL/PCO/Bank and related stakeholders for matters relating to the program operation.
- Report the progress of the program to the NACCFL and PCO on regular basis and as and when required.
- Facilitation for conducting different activities in order to achieve objectives of the project.
- Supervise and mentor field staffs ensuring that program activities are carried out in a timely manner and with attention to quality.
- Ensure timely affiliation of cooperative to the financial institution at given time frame
- Take responsibility for the timely delivery of accurate financial statements, including expenditures, receipts, and other necessary documents to be submitted to ASDP

- Set realistic and practical goals for the project and develop appropriate strategies for achieving these goals
- Provide coaching and guidance to the Field trainer about all aspects of the project so that the team members can understand their tasks fully and act efficiently.
- Make sure of efficient and effective participation in meetings/workshops with relevant stakeholders
- Ensure the timely affiliation of cooperatives with financial institution (SKBBL)

Qualification, Experience and Competency:

- Masters' degree in economics, or business administration, or finance, or equivalent with professional working experience in banking/financing sectors for 5 years;
- Good knowledge of the different national banking and financial institutions, insurance companies, concerned with agriculture finance, insurance and cooperatives;
- Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;
- Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- Good inter-personal skills and capacity to work effectively with a range of institutions.
- Creative and pragmatic approach to problem solving; well-organised and well oriented to details.

Preferences will be given to:

Candidate having experience in implementation of internationally financed programmes and proven track record in access to finance and agriculture value chain development. Willingness to travel extensively within the Programme target area is essential.

Field Trainer

General Scope of the position

The Field Trainer will work as a member of Project Team. S/he will work under the direct supervision of the Team Leader in close collaboration with the Project coordinator. The position will be based at project district. S/he will provide required training and field based technical support to the board, staff and members of cooperatives for maintaining up to date records and account, preparing of financial reports, formulating and implementing business plan, and expanding outreach. His/her functions and responsibilities will include but are not limited to:

- Coordinate with the NACCFL at central level and Project coordinator for matters relating to the program operation
- Support to select the final list of potential cooperatives interested to work in partnership with the Programme
- Participate in the ToT organised by NACCFL
- Support to increase the progress of cooperatives in the areas of membership expansion, increment of savings, share, and outstanding loan, improvement of loan quality
- Report the progress of the program to the NACCFL and ASDP as and when required
- Train local staff of cooperative to achieve the set target for affiliation with the financial institution
- Assist cooperative staff for updating the daily account, prepare progress reports and send to the concerned authorities are also a part of the responsibilities.
- Provide coaching, mentoring and training to cooperatives.
- Facilitate to consolidate groups into existing cooperatives as well as amalgamation of smaller cooperatives into viable large cooperative.
- Conduct capacity development program in strengthening the ASDP selected Cooperative cooperatives of programme districts.
- Develop cooperatives Capacity Development plans on regular basis
- Provide capacity development support to selected partner Cooperatives that include training as per required, coaching, and on-site mentoring, so as to develop as a credit worthy institution for wholesale lending.
- Identify and recommend suitable accounting software to potential cooperative and providing technical back-stopping to Cooperatives.
- Prepare the Business Plan of cooperatives for wholesale lending and facilitate wholesale lending to Cooperatives through SKBBL and other BFIs based on their business plan.

- Prepare the baseline and end line status of the cooperatives
- Ensure timely affiliation of cooperative to the financial institutions for wholesale loan
- Document the case studies/success stories of cooperatives and shared with PC/KMDO
- Arrange all necessary documents needed for affiliation with financial institutions
- Consult with Central Management of NACCFL prior to organizing any activities in field
- Prepare SWOT of the assigned cooperatives
- Implement plans for strengthening and restructuring cooperative and monitor its progress
- Prepare work division and job description & work plan of the board, staff and committee members and follow up the progress of the work plan of the assigned cooperatives

Qualification, Experience and Competency:

- Masters' degree in economics, business administration, business studies, finance or equivalent with having professional working experience of at least 2 years banking and cooperatives in particular agri-banking/microfinance and cooperatives/ agri-business credit or Bachelors' in economics, business administration, business studies, finance or equivalent having at least 3 years professional experience in the field of banking and cooperatives in particular agri-banking/microfinance and cooperatives/ agri-business credit or +2 in management having experience more than 5 years professional working experience in the field of banking and cooperatives in particular agri-banking/microfinance and cooperatives/ agri-business credit;
- Knowledge on cooperatives accounting system and ability to prepare and analyses financial statement and report of cooperatives;
- Familiarity with accounting and MIS softer of cooperatives;
- Demonstrated knowledge in capacity development of cooperatives, and providing training, coaching and mentoring support to cooperatives;
- Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- Good interpersonal skills and the ability to work effectively with a range of institutions.