

RASTRIYA ROJGAR PRAWARDHAN KENDRA (RRPK)

LALBANDI, SARLAHI

Job Scope

Job Position/Title: Market Coordinator

Background:

Rastriya Rojagar Prawardhan Kendra (RRPK) is a non-governmental, non-profit making social development organization, established in 2061 BS (2004AD) by a team of active professionals with long experience in the field of integrated community development, specifically community organization, health and disability, HIV and AIDS, Community forestry, micro-finance, gender and empowerment, good governance, child rights, Inclusive Education in Nepal (SIKAI), Livelihood, Safe Migration, DRR and WASH. RRPK is registered under Society Registration Act, 2034, at the District Administration Office of Sarlahi. It is affiliated with the Social Welfare Council (SWC) Nepal and a member of NGOCC and Federation Sarlahi. RRPK started its social development programme in Sarlahi district since 2005.

RRPK has a partnership with World Vision International Nepal (WVI Nepal) and is leading the project implementation in Sarlahi District. WVI Nepal's Country Strategy 2026–2030 is designed to improve the well-being of 1 million vulnerable children across Nepal. It aligns with national efforts to achieve the Sustainable Development Goals (SDGs) and integrates World Vision's core project models and approaches through the **Integrated Program** within WVI Nepal's Area Programs (APs), ensuring a focused response to key child well-being issues in respective APs. Each Area Program has developed a tailored implementation plan through a participatory and consultative process led by the local NGO partner who leads the project in the respective district/location. These partners will establish dedicated teams to lead and manage project execution.

The Inclusive Market for Communities (M4C) Project aims to strengthen resilient livelihoods and inclusive market systems while promoting environmental sustainability and climate resilience. Recognizing the increasing impact of climate change and environmental degradation on households, communities, and local economies, the project integrates Environment, Sustainability, and Climate Action (ESCA) principles across its interventions to support sustainable economic growth and long-term community well-being. To support these objectives, the project requires dedicated technical leadership and field-level support to ensure environmental and economic growth are effectively mainstreamed and promoted throughout the project cycle.

The Market Development and Resilience Coordinator (M4C Project Lead) is responsible for providing overall leadership, technical guidance, and quality assurance for the implementation of the Inclusive Markets for Communities (M4C) Project at the district level. The position supports the development of sustainable, market-driven livelihood opportunities for vulnerable communities through market systems development approaches.

Reports to: Programme Manager

Position purpose

The Market Development and Resilience Coordinator (M4C Project Lead) provides strategic, technical, and operational leadership for the implementation of the Inclusive Markets for Communities (M4C) project at the district level. The position is responsible for promoting sustainable and inclusive economic growth by strengthening producer groups, facilitating market systems development, enhancing value chain opportunities, and creating effective linkages between producers, buyers, suppliers, and other market actors.

The role ensures the quality implementation of market-led livelihood interventions through capacity building, market analysis, stakeholder engagement, and partnership development. It supports vulnerable communities to improve their market participation, increase income opportunities, and build resilient livelihoods while ensuring effective project planning, monitoring, learning, reporting, and compliance with organizational and WVI Nepal requirements.

Key Responsibilities

Project Leadership and Coordination

- Lead the planning, implementation, monitoring, and quality assurance of M4C project activities at district level.
- Develop a comprehensive operational calendar highlighting key milestones and financial projections of M4C project, and integrate multiple projects and cross-cutting themes to contribute to strategic objectives and child wellbeing outcomes
- Provide technical leadership and strategic guidance to project staff and Local Market Facilitators.
- Ensure alignment of interventions with project objectives, market systems development principles, and organizational standards.
- Lead annual work planning, budgeting, forecasting, and implementation tracking of M4C interventions in the district.
- Manage and guide the M4C team in achieving community empowerment and promote sustainability drivers

Market Analysis and Value Chain Development, Producer Mobilization and Capacity Building

- Conduct situation analyses of local producers, enterprises, and market opportunities.
- Facilitate participatory value chain analyses to identify constraints, opportunities, and growth potential.
- Identify key market actors, service providers, suppliers, buyers, and business development opportunities.
- Develop and test innovative market hypotheses and intervention strategies.
- Support producers in responding to market demands and generating viable business opportunities.
- Facilitate the identification, mobilization, and formation of producer groups and community-based enterprises.
- Strengthen group cohesion, governance systems, registration processes, and organizational development.
- Support producer groups in developing mission statements, vision, strategic priorities, and action plans.
- Conduct training, coaching, and mentoring for producers and project stakeholders.
- Assess training and capacity development needs and facilitate appropriate learning interventions.

Market Linkages and Business Development

- Establish and strengthen relationships between producer groups, buyers, suppliers, and other market actors.
- Facilitate market access initiatives and negotiate mutually beneficial partnerships.
- Support producers in improving product quality, market readiness, and competitiveness.

- Promote inclusive and sustainable market systems that benefit vulnerable and marginalized groups.

Stakeholder Engagement and Networking

- Build and maintain strong relationships with local government authorities, private sector actors, business associations, cooperatives, financial institutions, and development partners.
- Represent the project in coordination meetings, forums, and stakeholder engagements.
- Collaborate with like-minded organizations to maximize project impact and learning.
- Lead community-level advocacy and stakeholder engagement to promote livelihood and resilience including green growth, women's access to livelihood and entrepreneurship opportunities.
- Facilitate the inclusion of economic priorities to the most vulnerable families in local government plans, budgets, policies, and development programs.
- Monitor and document advocacy outcomes of livelihood and resilience and share through regular reports to inform program planning and policy engagement.

Monitoring, Evaluation, Learning, and Reporting

- Establish and maintain a comprehensive database of producer groups and market actors.
- Monitor project activities and outcomes, ensuring accurate tracking of performance indicators.
- Facilitate responsive assessments, focus group discussions, and other data collection processes.
- Document project achievements, lessons learned, innovations, and best practices.

- Prepare high-quality monthly, quarterly, semi-annual, and annual progress reports.
- Communicate key findings, risks, recommendations, and achievements to project management and stakeholders.

Child and Adult Safeguarding and Sponsorship Responsibilities

- Support the organization in implementing child and adult safeguarding policies and standards.
- Adhere to compliance with safeguarding audits, assessments, and reporting requirements.
- Support implementation of sponsorship activities according to WVIN sponsorship protocols and standards.
- Ensure registered children's participation is properly reflected in reporting platforms.
- Support operationalization of Child Sponsorship Standards, Development Project Standards, and sponsorship integration across programming phases.

Contribute to project components and initiatives in the AP, including sponsorship operations

- Support project team in planning and implementing interventions including CVA/UL/PROTECT/IMPACT+/NCG/EWV/CP core/GEDSI core/CBDRR and RGC.
- Contribute to Registered Children's participation in different interventions and are well reported in the reporting platforms provided.
- Contribute to the operationalization of World Vision's Child Sponsorship standards, Development Programme Standards and sponsorship integration in all phases of programming
- Identify barriers faced by the most vulnerable families and groups in green initiatives and promote inclusive access and participation of those families and groups in environmentally sustainable activities
- Monitor and ensure livelihood interventions effectively improve the well-being and socioeconomic status of RCs and their families.
- Develop and implement need-based support plans informed by RC monitoring data.
- Support the enterprise development and vocational skill enhancement of eligible adult RC to promote sustainable livelihoods and self-reliance.

Education, Knowledge and Experience:

- Bachelor's Degree in Agriculture, Veterinary Science, Animal Science, Agricultural Economics, Economics, Agribusiness, or a related field.
- Minimum 5 years of progressive experience in market systems development, value chain development, livelihoods, economic development, agribusiness, or related sectors.
- Demonstrated experience in market assessment, market research, and market analysis.
- Experience working with community-based organizations, producer groups, cooperatives, and rural enterprises.
- Proven experience in stakeholder engagement, networking, facilitation, and negotiation.
- Experience in project planning, implementation, monitoring, and reporting.
- Experience working with donor-funded projects is highly desirable.

Skills and Competencies

- Strong understanding of commercial market operations and market systems development approaches.
- Sound knowledge of value chain analysis and its impact on smallholder producers and vulnerable communities.
- Understanding of primary production systems, agriculture, rural livelihoods, and market-led development.
- Knowledge of producer group strengthening, enterprise development, and community mobilization approaches.
- Understanding of monitoring, evaluation, accountability, and learning (MEAL) systems.
- Knowledge of budgeting, financial planning, and expense monitoring processes.
- Excellent facilitation, coaching, mentoring, and capacity-building skills.
- Strong analytical and problem-solving abilities.
- Effective stakeholder engagement and relationship management skills.
- Excellent report writing and documentation skills.

- Strong communication and presentation skills.
- Ability to work independently and manage multiple priorities.
- High level of integrity, accountability, and professionalism.
- Strong organizational and project management skills.
- Strong organizational and coordination skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Ability to work effectively in multicultural and multidisciplinary teams while promoting gender equality, inclusion, and safeguarding standards.