Job Description – Health Officer

Purpose of the Position

The Health Officer implements WASH, health, and nutrition activities of the Nurture Every Future-Poshan project across five municipalities in Surkhet district. The position is responsible for working with project teams, local governments, health facilities, CSOs, CBOs, and stakeholders to support quality delivery, capacity building, program accountability and evidence-based planning and decision making. It promotes equitable health and nutrition services, nutrition interventions, and data-driven decision-making, while supporting reporting, communication, and coordination. About 70% of the time is spent on field visits, monitoring, and technical support to ensure project objectives are achieved.

Major Task and Responsibilities:

Program Planning and Implementation

- Lead the planning, implementation, and monitoring of nutrition-specific and nutrition-sensitive health and WASH interventions in line with approved plans and targets.
- Support the development of Detailed Implementation Guidelines (DIG) and implementation plans with budgets for health and nutrition components.
- Ensure all activities are implemented according to approved guidelines, following the GESI integration framework of Poshan Project and protocols, and supporting quality service delivery through health facilities and health workers.
- Provide oversight and technical guidance to field teams on WASH activities at Health Mother Groups; conduct WASH FIT assessments in selected health facilities and ensure effective WASH in Health Facility interventions.
- Lead community assessments for safe drinking water and implement integrated Water Safety Planning in selected schemes in collaboration with community leaders and ward representatives to support budgeting and impact.
- Coordinate with market actors to outsource technical design, specifications, costing, and financing plans for WASH interventions, serving as focal point as required.
- Ensure integration of health-related activities into local government's annual plans and policies to leverage resources, and organize periodic reviews to assess progress, strengthen accountability, and enhance ownership.

Capacity Building, Training, and Workshops

- Conduct capacity assessments and deliver training to staff and health workers to strengthen the quality of health and nutrition services.
- Lead and support implementation of project activities in line with the Detailed Implementation Plan (DIP), ensuring effective collaboration with stakeholders.
- Facilitate training and workshops to enhance the knowledge and skills of health and nutrition service providers on nutrition, IYCF, acute malnutrition management, GESI-responsive service delivery, and WASH practices.
- Promote nutrition-sensitive practices within target communities through behavior change communication sessions, dialogues, campaigns
- Develop and distribute IEC and behavior change communication materials on health and nutrition at both facility and community levels.
- Strengthen the capacity of the project team in data-driven planning, health and nutrition accountability, and system strengthening for program integration.

Monitoring, Documentation, and Reporting

- Establish and maintain a robust monitoring and evaluation (M&E) system for health and nutrition activities, including review, verification, and management of project data and records and ensure the integration of GESI principles across project interventions

- Conduct regular field visits to monitor program implementation and provide technical backstopping to facilitators and community groups.
- Collect, analyze, and report health and nutrition data to track progress and impact, and prepare periodic progress reports highlighting achievements, challenges, and lessons learned.
- Prepare programmatic reports for the project and government, ensuring timely submission, and document case studies, success stories, best practices, and lessons learned.
- Support assessments, surveys, evaluations, and other evidence-generation activities.

Coordination and Collaboration

- Coordinate with health offices, health facilities, Health Mother Groups, municipalities, and relevant stakeholders to ensure effective program delivery.
- Collaborate with local and provincial governments to scale up learning and best practices and promote joint actions with government and NGOs for resource mobilization and sustainability.
- Plan and implement nutrition-specific activities and system strengthening initiatives with municipal health sections and facilities, ensuring alignment with government health and nutrition systems.
- Work closely with other thematic officers to ensure effective integration of nutrition-sensitive and nutrition-specific interventions within the program.

Financial and Administrative Compliance

- Implement activities within approved budgets and ensure compliance with policies and donor requirements.
- Ensure timely financial documentation, settlements, and accurate record-keeping.
- Support logistics and administration for training, meetings, and field activities.

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, participatory approaches across all activities; promote participation of women, children, marginalized, and vulnerable groups.
- Demonstrate positive behaviors in accordance with organizational Code of Conduct and safeguarding policies, including Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA) and Child Protection.
- Strengthen community feedback and accountability mechanisms at all levels and ensure safety and security compliance during project implementation and field engagement.

Qualifications and Experience

- Bachelor's degree in public health, nursing, or nutrition with at least 3 years of relevant experience.
- Proven experience in MNCH, IMAM, MSNP implementation, and health system strengthening and strong facilitation skills.
- Familiarity with national health/nutrition policies, HMIS/DHIS2, and evidence-based planning.
- Knowledge of GESI, safeguarding, accountability, and MEAL systems.

Competency

- Strong interpersonal and stakeholder management skills.
- Leadership, coordination, and problem-solving abilities.
- Collaborative, team-oriented approach with commitment to accountability and organizational values.

Job Description – Agriculture Officer

Purpose of the Position: The Agriculture Officer will lead the implementation of agriculture components under the Nurture Every Future: Poshan Nepal project in Surkhet district. The role involves close collaboration with local governments, CSOs, CBOs, and sectoral stakeholders (Health, Agriculture and Livestock, WASH, Education, and Women, Children, and Senior Citizens). Key responsibilities include planning, coordinating, implementing, and monitoring nutrition-sensitive agriculture, livelihoods, and economic empowerment interventions. Core functions encompass strengthening household nutrition gardens; promoting diversified, climate-resilient production systems; managing digital input voucher (Kisan Card) support; building staff capacity; ensuring quality of household-level interventions; facilitating linkages with agri-input suppliers; supporting input supply systems; mobilizing lead farmers and community groups; and advancing equitable access to safe, diverse, and nutritious foods. The role also includes data management, reporting, and stakeholder coordination.

The position requires at least 70% field engagement, providing technical backstopping to field staff, monitoring progress, and strengthening stakeholder collaboration. The Agriculture Officer is accountable for effective delivery of project activities, achievement of results, and the use of evidence-based approaches to enhance performance and sustainability.

Major Task and Responsibilities:

Program planning and Implementation:

- Lead planning, implementation, and monitoring of nutrition-sensitive, climate-smart agriculture, food systems, and livelihoods interventions in line with approved plans and targets.
- Strengthen household nutrition gardens to ensure year-round production of diverse, nutrient-rich foods and improved dietary outcomes.
- Promote regenerative and climate-resilient practices, including composting, biopesticides, IPHM, and water-efficient technologies.
- Oversee implementation and scaling of the Kisan Card system, ensuring quality, timeliness, and alignment with project activities.
- Coordinate with input suppliers, financial institutions, local governments, cooperatives, private sector actors, and market stakeholders.
- Build capacity of agriculture facilitators, lead farmers, and stakeholders, ensuring integration of good governance and GESI principles.
- Ensure strong alignment of agriculture interventions with health, WASH, education, women and child, and market components.
- Support an enabling environment through coordination with project teams, CSOs, and community groups.
- Promote agricultural innovations, post-harvest technologies, and good practices to enhance sustainable productivity and market access.
- Engage government stakeholders to inform policies and regulations based on field best practices.
- Ensure effective mobilization and supervision of agriculture facilitators in coordination with the project team.
- Facilitate partnerships with input suppliers and financial institutions for efficient digital service delivery via Kisan Card.
- Support nutrition assessments and ensure follow-up for SAM/MAM cases, including targeted food and input support for vulnerable households.
- Promote integrated farming systems, farmer field business schools, and market-oriented approaches.
- Facilitate livelihood diversification through nutrition-sensitive enterprises and locally viable income-generating activities.
- Strengthen cross-sector collaboration to ensure cohesive delivery across agriculture, nutrition, WASH, education, GESI, and social protection.

Capacity Building, Training, and Workshops

- Support implementation of activities in line with the Detailed Implementation Plan (DIP) in coordination with stakeholders.

- Design and deliver trainings, workshops, and orientations for staff and communities on project approaches, nutrition, and healthy diets.
- Develop training modules on nutrition gardens, climate-smart agriculture, post-harvest management, food loss reduction, market engagement, and women's economic empowerment.
- Strengthen market linkages and promote aggregation, value addition, and local enterprise development.
- Conduct community assessments to identify value chain opportunities and develop practical solutions.
- Document and disseminate learnings, best practices, and IEC materials; promote systems for value addition and post-harvest loss reduction.

Monitoring, Documentation, and Reporting

- Review, verify, and manage project data; maintain databases and records.
- Prepare periodic progress and outcome reports, capturing achievements, challenges, and lessons learned.
- Conduct field monitoring and provide technical support to facilitators and community groups.
- Ensure comprehensive documentation of indicators, reports, agreements, and visibility materials.
- Support assessments, surveys, evaluations, and evidence generation.

Coordination and Collaboration

- Maintain partnerships with government agencies, AKCs, cooperatives, financial institutions, private sector actors, and CBOs/CSOs.
- Facilitate multi-stakeholder coordination to enhance synergy, resource mobilization, and program effectiveness.
- Support donor and stakeholder engagements and strengthen partnerships for sustainability.

Financial and Administrative Compliance

- Implement activities within approved budgets and ensure compliance with policies and donor requirements.
- Ensure timely financial documentation, settlements, and accurate record-keeping.
- Support logistics and administration for trainings, meetings, and field activities.

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, and participatory approaches across all activities.
- Promote participation of women and vulnerable groups.
- Adhere to safeguarding, PSHEA, and Child Protection standards and strengthen accountability mechanisms.

Qualifications and Experience

- Bachelor's degree in agriculture with at least 3 years of relevant experience.
- Experience in nutrition-sensitive agriculture, livelihoods, and multisectoral coordination.
- Strong facilitation, communication, reporting, and computer skills.
- Knowledge of GESI, safeguarding, accountability, and MEAL systems.

Competencies

- Strong stakeholder engagement and interpersonal skills.
- Leadership, coordination, and problem-solving abilities.
- Collaborative, team-oriented approach with commitment to accountability and organizational values.

Job Description – Field Officer

Purpose of the Position

The Field Officer is responsible for coordinating, facilitating, implementing, and monitoring multisectoral nutrition interventions at the municipal level under the Nurture Every Future: POSHAN Nepal project. The role works closely with local governments, sectoral offices, health facilities, and community groups to strengthen implementation of the Nutrition Friendly Local Governance (NFLG) framework aligned with MSNP-III. As the municipal focal point, the position leads to coordination, planning, budgeting, implementation, reporting, and advocacy for nutrition-sensitive and nutrition-specific interventions. It ensures strong field engagement, system strengthening, and integration of Governance, GESI, safeguarding, accountability, and MEAL across all activities. The position is based on working municipality and dedicated to spending all the quality time on field visits, monitoring, and technical support to ensure project objectives are achieved.

Major Task and Responsibilities:

Program Planning and Implementation

- Support implementation of approved plans (DIP/DIG) in coordination with project teams and stakeholders.
- Facilitate development of Municipal Nutrition Profiles and integrated nutrition action plans.
- Promote nutrition-sensitive, climate-resilient agriculture and local food systems targeting vulnerable households.
- Support NFLG/NFHF endorsement processes, indicator-based planning, and community mobilization.
- Facilitate community structures, awareness campaigns, SBC interventions, and municipal-level events.

Capacity Building, Training, and Workshops

- Deliver training, coaching, and technical support on MSNP/NFLG to local governments and community stakeholders.
- Strengthening capacity for multisectoral planning, implementation, monitoring, and indicator documentation.
- Provide technical backstopping to agriculture, health, and WASH facilitators.

Monitoring, Documentation, and Reporting

- Conduct regular field monitoring to ensure quality implementation and progress tracking.
- Collect, verify, and report data in coordination with the MEAL team.
- Prepare periodic reports and document best practices, lessons learned, and case studies.
- Maintain comprehensive records and support adaptive management.

Coordination and Collaboration

- Facilitate NFSSC and ward-level coordination mechanisms to strengthen multisectoral planning, review, and decision-making.
- Support the adoption and operationalization of the NFLG framework and integration of nutrition into municipal plans and budgets.
- Strengthen coordination across health, agriculture, WASH, education, and social sectors.
- Collaborate with government bodies, CSOs, private sector, and MSNP structures for resource leveraging and joint planning.
- Facilitate stakeholder coordination, learning-sharing, and advocacy on nutrition, gender, and social issues.
- Represent the project in municipal forums and promote community engagement and accountability.
- Responsible for coordination roles with district level thematic officers, Project coordinators.

Financial and Administrative Compliance

- Ensure activities are implemented within approved budgets and compliance requirements.
- Maintain accurate financial documentation and support logistical arrangements for project activities

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, participatory approaches across all activities; promote participation of women, children, marginalized, and vulnerable groups.
- Demonstrate positive behaviours in accordance with organizational Code of Conduct and safeguarding policies, including Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA) and Child Protection.
- Strengthening community feedback and accountability mechanisms at all levels and ensure safety and security compliance during project implementation and field engagement.

Qualifications and Experience

- Bachelor's degree in public health, Nutrition, Agriculture, Social Sciences, or related field.
- Minimum 3 years of experience in nutrition, public health, livelihoods, or local governance.
- Proven experience in multisectoral coordination and working with local governments.
- Strong facilitation, communication, reporting, and computer skills.
- Knowledge of MSNP, NFLG, GESI, safeguarding, and MEAL systems.

Competency

- Strong stakeholder engagement and coordination skills.
- Leadership and problem-solving abilities.
- Team-oriented and adaptive approach.
- Commitment to safeguarding, accountability, and organizational values.

Job Description – Health and WASH Facilitator

Purpose of the Position

The Health and WASH Facilitator supports coordination with local governments and target groups for effective implementation of the Nurture Every Future-Poshan project. The role includes community engagement, training, identifying local needs, and supporting solutions and activity implementation. It also supports health facility-level activities and monitoring in coordination with the Health Officer.

The position requires regular fieldwork at community and household levels to support beneficiaries, monitor progress, and strengthen participation and collaboration.

Major Task and Responsibilities:

Program Planning and Implementation

- Support the project team in creating an enabling environment at local government and community levels for effective delivery of health, nutrition, and WASH activities.
- Facilitate coordination with health facilities, FCHVs, Health Mother Groups, and community groups; support regular meetings, Nutrition Behavior Change Sessions.
- Support nutrition screening of under-five children and FCHV follow-up, ensuring counselling and referral for SAM and MAM cases, and reporting through HMIS/DHIS2.
- Implement health and WASH activities including SATH, HFOMC meetings, WASH FIT, and follow-up at health facility and ward levels.
- Identify harmful social norms and apply Social Analysis and Action (SAA) approaches.
- Support agency building through VSLA, financial literacy, and entrepreneurship, and mobilize change champions to address harmful practices.
- Coordinate community assessments for safe drinking water and lead integrated water safety planning and WASH, nutrition, and health campaigns.

Capacity Building, Training, and Workshops

- Facilitate training and orientation for FCHVs, community groups, Health Mother Groups, and farmer groups on nutrition, health, WASH, and behavior change communication.
- Strengthen the capacity of community health volunteers for planning, implementation, and monitoring of health and nutrition activities.
- Conduct community dialogues with leaders and traditional/religious figures to address harmful norms and promote nutrition-sensitive practices.
- Distribute IEC and behavior change communication materials on health, nutrition, and WASH.
- Support community-level capacity building activities, including post-harvest management and agricultural marketing.

Monitoring, Documentation, and Reporting

- Ensure data quality and real-time entry; maintain accurate records and databases on health, nutrition, and WASH activities.
- Prepare reports of training and meeting events conducted at the community and submit them to respective officers.
- Carry out regular field visits for program monitoring and fill up HHs/HF level routine checklist and ensure all thematic areas are duly integrated.
- Document case studies, success stories, best practices, and lessons learned; participate in review meetings organized by local governments to share progress.

Coordination and Collaboration

- Establishment and maintain collaboration and coordination of health facilities, wards committees, community beneficiaries, health mother groups, farmer groups, and other community stakeholders.
- Collaborate with government and non-government organizations ensuring resource leverage and sustainability of interventions.
- Work with other thematic staff to ensure integrated delivery of nutrition-sensitive and nutrition-specific activities.
- Coordinate health facilities and FCHVs for effective program delivery and referral linkages.

Safeguarding, GESI, and Accountability

- Ensure gender-responsive, inclusive, participatory approaches across all activities; promote participation of women, children, marginalized, and vulnerable groups in planning and implementation.
- Demonstrate positive behaviors in accordance with the organizational Code of Conduct and safeguarding policies, including PSHEA and Child Protection.
- Strengthen community feedback and accountability mechanisms at all levels, and ensure safety and security compliance during project implementation and field engagement.

Qualifications and Experience

- Health Assistant (HA)/Staff Nurse degree with at least 1 year experience, or ANM/CMA with 3 years of relevant experience.
- Familiar with government health and nutrition system and approach and basic knowledge of health, nutrition and WASH practices.
- Aware on health mother group/FCHVs approaches, HFOMC, Nutrition Friendly Health Facility process.
- Good facilitation, communication, and social mobilization skills.

Competency

- Strong interpersonal and community mobilization skills.
- Good facilitation and session delivery skills.
- Collaborative, team-oriented approach with commitment to accountability and organizational values.

Job Description – Agriculture Facilitator

Purpose of the Position

The Agriculture Facilitator is responsible for field-level implementation of nutrition-sensitive agriculture interventions under the Poshan Project. The role focuses on establishing, maintaining, and sustaining diversified household nutrition gardens, including mandatory demonstration gardens in Lead Farmers' plots.

The position provides hands-on technical support, training, and community mobilization to promote climate-smart, nutrition-sensitive practices, effective utilization of Kisan Card inputs, and improved dietary diversity. A majority of time is spent in the field delivering coaching, monitoring, and follow-up to achieve project targets and nutrition outcomes.

Key Responsibilities

Nutrition Garden Implementation and Technical Support

- Establish, monitor, and strengthen diversified nutrition gardens for target households, prioritizing vulnerable groups.
- Ensure all Lead Farmers maintain functional demonstration gardens as learning sites.
- Provide technical guidance on crop planning, integrated farming, composting, water management, and climate-smart practices.
- Promote year-round production and consumption of diverse, nutrient-rich foods.
- Conduct regular household visits for performance monitoring and improvement.
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Kisan Card Utilization and Input Management

- Ensure timely and appropriate use of Kisan Card inputs by target households.
- Verify proper utilization of inputs for nutrition garden development.
- Coordinate with suppliers, cooperatives, and local authorities for smooth implementation.
- Track usage, adoption, and outcomes, and report regularly.
- Verify and recommend the demand collection form and ensure the timely delivery of inputs in field

Community Engagement and Capacity Building

- Facilitate trainings, demonstrations, and learning events with community groups.
- Promote positive nutrition, gender, and social norms.
- Mobilize farmers, health mother groups, and FCHVs for behavior change and improved practices.
- Support saving and credit initiatives (VSLA) and financial literacy in communities, and entrepreneurship initiatives.

Coordination and Program Implementation

- Ensure activities align with annual plans, budgets, and project outputs.
- Coordinate with local governments, extension services, and stakeholders.
- Support integration of project components into local government plans.
- Collaborate with market actors to strengthen input and output systems.
- Promote value addition, post-harvest management, and local marketing.

Monitoring, Reporting, and Documentation

- Conduct regular field monitoring and supervision.
- Ensure data accuracy and timely entry (e.g., Kobo).
- Document best practices, lessons learned, and success stories.
- Prepare and submit reports on trainings, meetings, and field progress.

Safeguarding, GESI, and Accountability

- Apply inclusive, gender-responsive, and participatory approaches.
- Ensure adherence to safeguarding, child protection, and organizational policies.
- Strengthen community feedback and accountability mechanisms.
- Maintain safety and compliance in all field activities.

Qualifications and Experience

- Intermediate (or equivalent) in Agriculture.
- Minimum 3 years' experience in agriculture and livelihood programs.
- Experience with community engagement and local government coordination.
- Strong facilitation, communication, and reporting skills.
- Ability to work independently with minimal supervision.
- Knowledge of GESI, safeguarding, and MEAL systems**.**

Key Performance Expectations

- Functional model nutrition gardens are established by all Lead Farmers.
- Effective utilization of Kisan Card inputs by target households.
- Increased adoption of climate-smart and nutrition-sensitive practices.
- Improved household production and consumption of diverse foods.
- Strong field performance, quality reporting, and target achievement.