

1.9 Terms of Reference of Data Entry Assistant (DEA)

Position:	Data Entry Assistant (DEA)
Level of Position:	L-3 (Assistant)
No. of position:	1 (one)
Job Location:	PCO Surkhet
Duration:	Program Period
Duty station:	Program Coordination office (PCO), Surkhet
Mode of Contract:	Rolling annual contract with a probation period of six months. The contract will be extendable annually up to the Program period based on satisfactory performance in the preceding contract assessed by the Program.

Roles and purpose of the assignment

The Data Entry assistants will be responsible for entering information into the ASDP Management Information System (MIS) and ensure the quality in coordination with MIS Officer. S/he ensures that information is accurately entered in the system and follow proper procedures for saving and securing data. S/he need to support quality assurance and control procedures. S/he may also support in administrative tasks that keep the database up to date.

Key duties and responsibilities

The Data Assistant will work under the direct supervision of MIS and M&E team and perform the following responsibilities, but not limited to, as follows:

a) Related to Management Information System:

Under the direct supervision of MIS and IT Officer, the Data Entry Assistant will regularly carry out the following task

- Collect data from thematic and cross cutting units of ASDP covering value chain related business plan, installment record, infrastructures, business literacy, wellbeing rank, capacity assessment, nutrition, survey forms, farmer's diary, etc. and ensure data entry in quality manner.
- Maintain good relation with Field Agriculture Officers (FAO) and Agriculture Technicians (ATs) and facilitate them uploading accurate and valid information for MIS database
- Examine data for errors, locate and eliminate duplicate entries, or resolve access issues
- Verify information and update the database to reflect recent changes, again ensuring that the new data is correctly entered in the system.
- Collect files, data and information from corridors, grantees (groups, cooperatives) and Palikas, and conduct field visit as and when required.
- Check the MIS database and communicate with FAO/ ATs /FEBL for incomplete data and ensure all required data including Farmer's diary are updated into MIS
- Help staff carry out surveys and be responsible of data entry of the forms

b) Related to Other Units of PCO:

- Collect and gather information sheet and start data entry into specified database
- Copy, scan, print and file hard copies of documents
- Support in training and other administrative task in priority basis
- Carry out any other task as required and requested by ASDP management

Required qualifications and skills

- Intermediate or 10+2 pass or equivalent in any subjects with 2 years' experience in data entry related work;
- At least six months computer training;
- Good command of English and Nepali typing;
- Excellent knowledge of MS Office Word and Excel;
- Ability to concentrate for lengthy periods and perform accurately with adequate speed;
- Familiarity with administrative duties;

- Proficient touch typing skills;
- Ability to maintain data confidentiality.

Benefits and remuneration

Salary and benefits

- Per month remuneration of the DEA (only for 12 months per year) will be NPR. 45,000.00. Tax on the salary will be applicable as per the prevailing GoN rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the non-gazetted class I while traveling out of the workstation for official purpose.

Leave

- The contracted staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the Program will be compensated as per the existing salary scale. In addition, the contracted staff will also be provided with mourning leave of 15 days, maternity leave of 60 days for women and all public holidays.

Insurance

- The contracted staff should have procured life insurance policy including accidental insurances. The Program will reimburse 50% of the monthly premium for the period the staff will be working in the Program, not exceeding NPR 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

Age limit

The upper age limit for Agriculture Technician at the last date of submission of application will be 45 years.

Probation period

- The probation period of the contracted staff will be of 6 months. The above- mentioned benefits, particularly the leave and reimbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

Reference check

- ASDP will also check the references from the previous employer of the potential candidates, if required.

Supervision and administrative control

- Contracted staff will be accountable to the Program Coordinator, as per ToR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Program Coordinator or designated personnel of the PCO/ASDP. S/He will be technically accountable to Monitoring & Evaluation and Knowledge Management Expert.

Performance assessment and renewal

- The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.

- The contract period as well as ToR are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP Program design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.
- The contracted staff has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the Program. If not informed, his/her salary of one month will be deducted.