

1.1 Terms of Reference (ToR) of Senior Agriculture Extension and Institutional Development Expert

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| Position: | Senior Agriculture Extension and Institutional Development Expert (SAE&IDE) |
| Level of Position: | L-1 (Senior level expert) |
| Number of Position: | 1 (one) |
| Duty station: | PCO, Surkhet with frequent visits to Program districts |
| Report to: | Program Coordinator (PC) |
| Supervises to: | PCO based Institutional Development Expert, Hub/corridor-based Field Agriculture Officers |
| Mode of contract: | Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Program period upon the assessment of performance and the recommendation of the Mid-term Review Mission. |

General scope of the position:

Senior Agriculture Extension and Institutional Development Expert (SAE & IDE) is particularly responsible for the overall planning, implementation, monitoring and reporting of the Program Sub-component 1.4: Agriculture services sustainably support innovation and value chain development. Critical tasks for SAE&IDE, to achieve the result as envisaged by the Program document and logical framework, is to establish strong foundation in setting up institutional mechanisms that provisions the sustainable agriculture services at the Municipal level. SAE&IDE is supposed to support in keeping the sound harmony of the Program implementation across the three tiers of governments through policy and institutional measures. This requires close coordination and communication with the Federal and State level line agencies, Municipalities and Wards, producer groups, cooperatives and agribusinesses. In addition to the active involvement in establishing decentralized and pluralistic agriculture services system at Municipal level, S/he is also responsible for providing technical guidance and support to Institutional Development Expert (IDE), PCU staffs, Field Agriculture Officers and Agriculture Technicians (Social Mobilizers) for the capacity assessment, developing capacity building plan and ensuring its implementation and institutional strengthening at various level as per the Program objectives.

Main tasks and Responsibilities:

- ❖ Take overall responsibility and leadership for planning, implementation, monitoring and reporting of the Agriculture Extension and Institutional Development activities in accordance with the approved annual work plans and established M&E frameworks in close coordination with Program staff;
- ❖ Engage in crafting policy, guidelines, procedures, knowledge product development, documentation related to decentralized and pluralistic agriculture extension services, strengthening of municipal level agriculture extension, and agriculture value chain development.
- ❖ Systematic engagement with Municipalities at executive, legislative and ward levels to support and facilitate the establishment of the institutional mechanisms based on the policy provisions such as Municipal Agriculture Development Committee and Community Agriculture Extension Service Centres (CAESCs).
- ❖ Critical engagement in the development of the CAESCs as the self-reliant institution that provides reliable and quality agriculture services to the needy farmer in a sustained manner.
- ❖ Actively engage in supporting the Strategic Investment Plan (SIP) preparation, Multi-stakeholders Platforms, facilitation in the ASDP integration within the Municipality planning and implementation process.
- ❖ Ensure full harmony and inter-linkages with the other three sub-components facilitating inclusive and participatory planning process.
- ❖ Support ASDP in the selection and orientation of private sectors, farmers' organizations, cooperatives and capacitate and mobilize Field Agriculture Officers and Agriculture Technicians/Social Mobilizers for business

planning and delivery mechanisms, support the crafting and implementation of mechanisms related to contract management in agriculture value chain development.

- ❖ Support the development of Institutional Development Strategy for strengthening the capacities/capabilities of group/cooperatives, CCI, Municipal Authorities and relevant stakeholders and working closely with, coordinating and guiding the PCO and PCU staffs for effective implementation of the strategy and action plans;
- ❖ Guiding and backstopping IDE and other staffs for the formation, development and strengthening of producer groups, old and new cooperatives particularly in supporting and capacitating the value chain development, decentralized pluralistic extension system and community participatory planning;
- ❖ Facilitate and support to conduct capacity assessment and support implementation of capacity development plans of farmer groups/cooperatives, commodity associations, chambers of commerce, and other public (municipalities/wards) and private institutions as required in the value chains;
- ❖ Ensure gender equity, transparency, accountability, good leadership and democratic and participatory principles in group, cooperatives and relevant institutions;
- ❖ Review and capitalize the lessons learnt from HVAP, IFAD financed other projects and other relevant projects in the country in the areas of community mobilization, group and cooperative development including capacity development, decentralized and pluralistic agriculture extension so that ASDP could better involve in the development of inclusive, self-reliant and autonomous organizations that contribute to enhanced farmer incomes through profitable engagement with VCs;
- ❖ Support Value Chain team in guiding, monitoring and backstopping value chain activities and the Rural Finance team for strengthening group/cooperatives to meet the private sector & financial institutions requirements;
- ❖ Supervise, guide and mentor the Institutional Development Expert, Field Agriculture Officers, and Agriculture Technicians/Social Mobilizers.
- ❖ Undertake any other duties as directed by Program Coordinator.

Qualification, Experience and Competency:

- ❖ Masters' degree in Agriculture Extension or Agriculture Science with more than 10 years of professional working experience in agriculture extension service delivery having engaged with the public and multi-sectoral institutions;
- ❖ Sound knowledge on changing context of the government involvement on and proven work experience on Three tiers of Governments
- ❖ Experience in setting up the pluralistic agriculture extension service at the grass-root level would be an added asset;
- ❖ Proven knowledge and professional experience in strategic planning and management including capacity development of public, private, and community-based institutions;
- ❖ In-depth understanding of Government policies and programming in grassroots-level rural institutional and private sector development process in Nepal;
- ❖ Proven track record in developing policies, strategies, guidelines, training manuals and training facilitation at various levels.
- ❖ 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.

Preferences will be given to:

- ❖ Candidate having experience in setting up the pluralistic agriculture extension service at the grass-root level and strengthening of group/cooperatives and private sector and proven track record in value chain development.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration:

Salary and Benefits:

- ❖ Per month remuneration of the Expert (only for 12 months per year) will be between NPR. 150,000.00 - NPR 200,000.00 negotiable and finally decided by the Program Coordinator. 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 gazetted class II officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

- The contracted experts/staff should have procured life insurance policy including accidental insurances. The Program will re-imburse 50 % of the monthly premium for the period the staff will be working in the Program, not exceeding Rs. 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 the contracted positions at the last date of submission of application will be 60 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits will be effective only after successfully completing the probation period.

Reference Check:

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

Supervision of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- ❖ The annual contract will be extendable up to the Program period upon the assessment of performance and the recommendation of the Mid-term Review Mission.
- ❖ 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.