**Government of Nepal**

**Ministry of Agricultural Development**

**High Value Agriculture Project in Hill and Mountain Areas  
 (HVAP)**

**Procedure for Recruitment of Technical Experts in HVAP and their**

**Terms of References (TORs)**

High Value Agriculture Project in Hill and Mountain Areas (HVAP) is an undertaking of Ministry of Agricultural Development (MoAD) with the financial support of International Fund for Agricultural Development (IFAD). This is a six and half-year project and is being implemented since February, 2011 in six districts of Mid Western Development Region (Jumla, Kalikot, Dailekh, Surkhet, Salyan and Jajarkot) and one district of Far Western Development Region (Achham). MoAD is the Executing Agency with overall project implementation responsibilities. Netherlands Develent Organization (SNV) Nepal and Agro-Enterprise Centre (AEC) of Federation of Nepalese Chamber of Commerce and Industries (FNCCI) are the implementing partners. HVAP is a market-led agriculture development project that supports to the producers and market operators through different facilities to address critical constraints within the selected value chains.

The overall goal of the project is *the reduction of poverty and vulnerability of women and men in hill and mountain areas of the Mid-Western Development Region* and the project purpose is *therural poor, especially women and marginal groups, are integrated in high value agriculture and NTFP/MAP value chains and markets and have improved income, employment opportunities and ability to respond to market demand and opportunities based on marketing agreements with private agribusiness.*

**The expected outcomes of the project are:**

* *Improved commercial relations and partnerships* between agricultural/NTFP/MAPs market operators and producers result in profitable, efficient, market-oriented production of high value commodities for 13,500 beneficiary households directly
* *Increased participation and access* of poor marginal producers in high value commodity value chains and agricultural/NTFP markets
* Small poor farmers and other rural *producers benefit from sustainable increases in volume and value of production* as a result of improved production/collection, value addition and sales of high value niche market products
* Enhanced environment and *strengthened local capacity* to support market driven/value chain initiatives.

# Terms of References of the Service Market Strengthening Experts

**Position: Service Market Strengthening Expert**

**Number of Position required: 1 (one)**

**Duration:** August 2014 to July, 2017

**Duty station:** PMU Surkhet with frequent visits to projects districts

**Mode of Contract:**

Initial contract will be made for one year with a probation period of six months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract.

**Roles and Purpose of the Assignment:**

The **Service Market Strengthening Expert** is responsible to work as a member of the PMU to support implementation of the project’s new component 2 – Service Market Strengthening. He/she will also work as component coordinator with guidance of Project Manager and Senior Agriculture Officer of the project. The expert's ultimate role will be to substantially increase the purchase of business support services (including credit) by value chain actors in project areas.

**The Service Market Strengthening Expert will have following duties and responsibilities:**

1. **Service Market strengthening:**
   1. Working with the Project Manager and other members of the PMU, the expert will ensure that **Priority business support services** needed by local VC actors and which can most easily be privatized and/or moved to a fee-based service are strengthened under Component ;
   2. Support the producer groups, cooperatives and agribusinesses to identify the support services they need to succeed with their investment plans;
   3. Facilitate producer groups, cooperatives and agribusinesses to purchase these services from the upgraded network of local service providers and ensure acceptable delivery of the services purchased;
   4. Address issues which emerge related to the provision of the required services, especially during the initial period of service market development in the cluster areas value chain activities;
   5. Mobilize and build the skills of a network of district and community-based service providers - public and private, individuals and organizations (district line agencies, DCCIs, private service providers etc) - and fostering their linkages with local producer groups and other VC actors who require such services.

***More specifically:***

*For district line agencies (DADO, DLSO and DFO):* strengthening market-orientation, value chain facilitation capacity and inclusive agricultural development. Provide a series of trainings and coaching to line agency staff on areas such as: inclusive value chain development, farm business planning, value chain facilitation skills and the role of the public sector and farming as a business for smallholders so that they can offer such services to producer groups and others on a fee/results basis.

*For DCCI* – Provide continued supports for the strengthening of DCCI activities and services into the agri-sector as already being implemented by AEC with backstopping from SNV.

*For Private Service Providers* - Identify interested potential private service providers (local businesses people, traders, teachers, managers of groups and cooperatives, local resource people (LRPs) etc); provide them additional training, coaching and capacity building as necessary; and then facilitate the linkages with value chain actors demanding the services.

*For AEC* - Support to provide further capacity building to AEC in implementing its own strategic development plans in response to specific requests from AEC.

**Partnership on Financial Services:**

Facilitate to increase availability and use of credit from mainstream financial institutions (banks and MFIs) for the continued expansion of investment and growth of the prioritized value chains and scaling of impacts.

Facilitate the crop/livestock insurance program/activities for the mitigation of major external production risks and play an important role in mobilizing smallholder investment in their own farms.

Develop partnerships and collaborations with established financial service providers for credit and insurance.

Leverage project's deep VC networks and wider support to the VC to facilitate the partner institutions to pilot the expanded provision of services to VC actors in a lower risk environment;

Support partners to develop their understanding of specific VCs and business models to be able to better assess risk and design and test appropriate financial products, for example by HVAP providing specifically design VC briefing and training to lending officers on the financial profile of typical business models for producers and producer groups investing in different production systems.

**Others:**

* 1. Monitoring the effectiveness of the project’s component 2 and its sub-components in achieving the targets.
  2. Perform other jobs as directed by the Project Manager and supervisor.

**Academic Qualifications and Work Experiences**

At least Masters Degree in Agriculture with specialization in economics, agricultural economics, agricultural finance, agricultural marketing/business or MBA with specialization in finance/marketing (in agriculture would be preferred) or related fields with at least 7 years experience (5 years for women candidate)Or Higher degree in related fields with 5 years of experience (3 years for women)

1. Working experience should be in promoting agricultural services, networking and coordination with local service providers (line agencies, DCCIs, private service providers, financial institutions etc.)
2. Knowledge and experience in financial institutions will be an additional advantage
3. Good spoken and written skill in both English and Nepali and possess good skills in report writing
4. Good interpersonal skills and the ability to work effectively with range of institutions
5. Good computer skills

**Preferences will be given to:**

* Women candidates
* Candidates from disadvantaged groups/areas (*Dalit, Janjati/Indigenous, Madheshi, Muslim, Backward/HVAP Districts*)

**Benefits and Remuneration:**

***Salary:*** The salary of the Service Market Strengthening Expert, per person per month, will range from NRs. 120,000.00 to NRs. 150,000.00. The salary will be subject to be negotiable within this range and to be finally decided by the Project Manager, HVAP. Tax on the salary will be as per the government Income Tax Rule.

***Allowances:***

The Expert will get travel, daily allowances and hotel expenses during his/her field visits as per the GoN rule, as applied for gazetted II class officer.

***Leave:***

The Expert will be provided 21 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 project will be compensated as per the existing salary scale. In addition, the expert will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

**Insurance:**

If expert wants to insure his/her life, the project will reimburse 50 % of the monthly premium for the period the expert will be working in the project, not exceeding Rs. 200 per month (or Rs. 2500 per year), upon submission of copy of insurance policy and receipts.

**Supervision of the Experts and Administrative Control:**

The expert will be administratively accountable to the Project Manager, under the direct supervision of Senior Agriculture Officer of HVAP. He/she will be technically accountable to the Senior Agriculture Officer of the project. He/she will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Project Manager or designated personnel of the PMU.

## The Procedure of Selection

The following specific procedures will be followed for selection of the experts and technical staff:

1. CVs and the copies of testimonials from the applicants and then shortlist the top candidates for each position, who have scored at least 60% out of the total score of 50 for CV, based on the following short-listing criteria:

CV Short Listing Criteria and Score: Total Score:  **50**

* Minimum Academic qualifications  **10**
* Working experiences in relevant fields  **25 (15+10)**

**Working Experiences in related fields (full marks: 15 out of 25)**

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| --- | --- | --- |
| **Service Market Strengthening Expert (Senior expert)** | **Social Inclusion Expert** | **Other technical experts (Agriculturist, horticulturist, livestock experts)** |
| * Minimum Masters degree in Agriculture with specialization in economics or agricultural economics or agricultural finance or agricultural marketing/business or MBA with specialization in finance/marketing (in agriculture would be preferred) or related fields with at least 7 years experience (5 years for women candidates) * **Or** Higher degree in related fields with 5 years of experience (3 years for women) * **Marks: 15** | * Minimum Masters degree in socio-economic or sociology or other social sciences or related fields with at least 5 years experience (3 years for women candidates) * **Or** Higher degree in related fields with at least 3 years experience (2 years for women candidates) * **Marks: 15** | * Minimum 5 Years (3 years for women candidate) for Bachelors Degree holder in related subject or 3 Years (2 years for women candidates) for Masters Degree holder in related fields or higher degree in related fields * **Marks: 15** |

* + 2 points for each additional working year (to a maximum of 5 years) **10**
* Experiences in HVAP areas **5**
  + Minimum 2 Years 2
  + 1 point for each additional working year (to a maximum of 3 yrs) 3
* Women Candidate **5**
* Candidate from disadvantaged groups/areas (*Dalit,*

*Janjati/Indigenous, Madheshi, Muslim, Backward/HVAP Districts*) **5**

1. All short-listed candidates will be requested to sit for a computer-based written test with a view to evaluate their ability in assessing the problems/issues, analytical skills, and presenting the solutions for solving the given problems. Subjective and essay type questions on current issues and problems for each position will be prepared and the candidates will be asked to suggest solutions for selected set of question.
   1. ability to assess the problems/issues-------------------------------------10 marks
   2. ability to analyse the problems/issues-----------------------------------10 marks
   3. ability to present the solutions for solving the problems--------------20 marks
   4. writing skill and presentation ---------------------------------------------10 marks

Total: **50 marks**

1. The written test will be followed by an oral individual presentation from the candidates to a panel. The panel will evaluate each candidate based on their presentation skills and ability to approach to the subject matter. Total score for oral test will be 20 with pass marks of 50%.
2. The combine scores obtained from the written test and the oral test from each candidate to prepare a merit list. The merit list with the best three candidates per position will be called for final interview.