**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 opportunitiesbased 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 Reference for Social Inclusion Expert

**Position: Social Inclusion 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 performancein the preceding contract.

**Roles and Purpose of the Assignment:**

The **Social Inclusion Expert** is responsible to work as a member of the PMU to support implementation of the project’s gender and social inclusion activities and its mandate for poverty targeting and oversee the implementation of the project’s social mobilization/group development. This will require working on gender and inclusion aspects of the project with all PMU members but specifically with the Value Chain Teams to develop an inclusion strategy and mechanisms to meet the gender and inclusion targets of the specific VC commodities and with the local NGOs to build their capacity and support their work in social mobilization. The expert will work in close collaboration (and technical guidance of) with the project's GSI &GD Expert during execution of all GeSI related activities.

**The Social Inclusion Expert will have following duties and responsibilities:**

1. Working with the Project Manager and other members of the PMU to ensure that the gender and inclusion strategy of the project as well as the supporting mechanisms that have been developed (the PIM, gender audits, gender response mechanisms, gender analysis/ mapping/ planning in value chains, risk-assessment mechanisms and performance tools) are incorporated into project activities.
2. Working closely with the Value Chain Teams to support the identification of different social (women, *dalits, janajatis)* and economic (extreme poor, marginal poor, near poor and better-off) target groups and supporting their inclusion into value chain activities.
3. Supporting the Value Chain Teams in the field verification of EOI’s to ensure that the sub-groups chosen represent different economic capacities.
4. Managing the work of the local NGO’s and being responsible for building their capacity, supporting them to plan and implement their work and monitoring their outputs.
5. Providing ongoing analysis of the needs/constraints of different economic groups in particular value chains through mapping and risk-assessment.
6. Drawing on the project MIS system to support Value Chain Teams to identify the asset base of project beneficiaries from different economic groups and incorporate this information into the strategic use of project funds and instruments.
7. Supporting knowledge management by providing occasional qualitative information and analysis on social inclusion and group formation to improve implementation strategies.
8. Managing project training to ensure that it meets social targets regarding inclusion in training and exposure visits and that it is adapted and appropriate to the needs and capacities of participants.
9. Supporting LNGOs to meet project's targets for women and socially disadvantaged beneficiaries in leadership positions as well as mentoring to ensure that they are able to perform well.
10. Identifying local resource persons and supporting their strategic involvement in the project to extend project activities, knowledge and impact.
11. In collaboration with the Value Chain Teams, acting as an intermediary between project groups and service providers as needed to establish linkages and support good working relationships.
12. Monitoring the effectiveness of the project’s components and sub-components in achieving the gender and social inclusion target.
13. Perform other jobs as directed by the Project Manager and supervisor.

 **Academic Qualifications and Work Experiences**

Masters degree in socio-economic or sociology or other social sciences or related fields with at least 5 years experience (3 years for women candidate) or higher degree in related fields with at least 3 years experience (2year for women candidate).

Working experience should be in promoting gender and social inclusion in development projects

Knowledge and experience in developing gender/social inclusion focused training modules and organizing training programmers will be an additional advantage

Good spoken and written skill in both English and Nepali and possess good skills in report writing

Good interpersonal skills and the ability to work effectively with range of institutions

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 Social Inclusion Expert, per person per month, will range from NRs. 60,000.00 to NRs. 80,000.00. 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 III 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 Gender, Social Inclusion and Group Development Expert (GSI-GD Expert) 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)**

|  |  |  |
| --- | --- | --- |
| **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**
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* + 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.