**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 *the rural 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 Reference of Horticulturists

**Post:** Horticulturist

**Number of Positions required**: **2 (two)**

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

**Duty station:** One for Surkhet and other for Surkhet – Jumla Road Corridor (Jumla based) and with frequent visits to project districts and areas

**Mode of contract:**

There will be initial contract 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 Horticulturist will be mainly responsible to facilitate implementation of the project’s investment funds – Value chain fund, inclusion fund (poverty and spatial inclusion) and sector development fund in the project areas. S/he will be responsible for technical support and backstopping to the local NGOs in providing technical and extension services to the farmers, farmers groups and cooperatives related to high value agricultural commodities. S/he will also be responsible for production and postharvest inputs supply, facilitating the training, field visits, group discussions, farmers' field schools etc. S/he will work closely with the High Value Agriculture Production Specialist (HVAPS) of the HVAP.

**The Horticulturist will have the following duties and responsibilities:**

Provide technical support, inputs and backstopping to the local NGOs in providing agricultural extension services to farmers, farmers groups, cooperatives and agribusinesses as per the guidelines of investment fund and support on those aspects concerned with the production/postharvest handling of agricultural commodities

Assist the contracted local NGOs/service providers for the planning and implementation of Production and Post-harvest related programs

Assist and monitor for the implementation of Social Inclusion Fund (poverty and spatial inclusion), Value Chain Fund and the Sectoral Development Fund released for the promotion of agricultural commodities in the project areas

Liaise with the DADOs, DLSOs, DFOs and their technical staff in the districts, and district level line agencies to implement the investment support programs through various funds of the project.

Work closely with the PMU/SNV/AEC officers/experts/advisors for developing the value chain of agricultural commodities under Inclusive Value Chain Development (Component 1) to implement intervention strategies by ensuring inclusion into business plans and contractual arrangements with agribusinesses in the project areas

Also work closely with the MoAD/PMU deputed/contracted officers and experts to implement programs related to Service Market Strengthening (component 2) in strengthening the service markets and financial services in the project areas and Monitoring and Evaluation (component 3)

On monthly basis, assessing and reporting the effectiveness of the production and postharvest support provided to the value chain actors with constraints, opportunities and lessons learned

Perform other jobs as directed by the High Value Agriculture Production Specialist (HVAPS), Senior Agriculture Officer (SAO) and the Project Manager or designated officers of the project.

**Academic Qualifications and Work Experiences**

* Bachelor degree in Agriculture with at least 5 years experience (3 years for women candidate) or Masters degree in Horticulture (or agriculture) with at least 3 years of experience (2years for women candidate) in related field or higher degree in horticultural field.
* Experience in delivery of field level extension activities, organizing trainings and delivery, and training received in related subjects
* 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 Horticulturist, per person per month, will range from NRs. 60,000.00 to NRs. 80,000.00 for Surkhet based and from NRs. 80,000.00 to NRs. 100,000.00 for Jumla based (who will be stationed in Karnali districts). 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 Horticulturists will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied for gazetted III class officer.

***Leave:***

The Horticulturist will be provided 21 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. S/he 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 technical 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:**

All Horticulturists will be administratively accountable to the Project Manager, under the direct supervision of Senior Agriculture Officer of HVAP. They are technically accountable to the High Value Agriculture Production Specialist (HVAPS) of the project. They 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** |

* + 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%.

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.