Terms of Reference (ToR)

of

Experts to be recruited in High Value Agriculture Project in Hill and Mountain Areas (HVAP)

# Background and Rationale

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[[1]](#footnote-2) 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.

The project has **three components**, revised as per the last Mid-Term Review (5-23 Jan, 2014) of the project: **i) Inclusive Value Chain Development, ii) Service Market Strengthening,** and **iii) Project Management**

In order to accomplish the intended activities in the field and to achieve the desired outputs, the project is going to hire following additional experts (and some vacant posts) as per the recommendation of the last Mid-Term Review of the Project.

**Experts to be recruited in HVAP**

| **S.N.** | **Post** | **Number** | **Remarks** |
| --- | --- | --- | --- |
| 1 | Service Market Strengthening Expert | 1 | To facilitate the new component 2 (Service Market Strengthening) |
| 2 | Social Inclusion Expert | 1 | in the place of outgoing GSI Advisor of SNV |
| 3 | Agriculturist | 1 | Amendment made (in place of one vacant position of Agro-forestry expert) |
| 4 | Horticulturist  | 2 | One Already approved position and other for vacant position |
| 5 | Livestock Expert | 1 | Already approved position but not yet contracted |
|  | **Total** | **6** |  |

# Recruiting Procedure to be followed by the Consulting Firm

## Selection Process

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

1. The **recruitment agency** will collect the applications, CVs and the copies of testimonials from the applicants and then shortlist the top five 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)**

**Table No. 2: Working Experiences in related fields (full marks: 15 out of 25)**

|  |  |  |
| --- | --- | --- |
| **Service Market Strengthening Expert (Senior expert)[[2]](#footnote-3)** | **Social Inclusion Expert[[3]](#footnote-4)** | **Other technical experts (Agriculturist, horticulturist, livestock experts....)[[4]](#footnote-5)** |
| * 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-economics 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. Three sets of subjective and essay type questions on current issues and problems for each position will be prepared by a subject matter specialist (SMS)[[5]](#footnote-6) and the candidates will be asked to suggest solutions for one randomly selected set of question. A PMU/HVAP representative officer and an authorized person from the recruitment agency will attest the answer papers jointly at the end of the test. An expert or SMS of the recruiting agency will evaluate the answer sheets based on the following criteria with a total score of 50 with pass marks of 50%[[6]](#footnote-7):
	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**

 The recruiting agency will make the evaluation of written examination confidential by following the coding system on the answer sheets. The expert/SMS will certify the answer sheets with marks indicated and submit to the recruitment agency.

1. The written test will be followed by an oral individual presentation from the candidates to a panel of three persons (HVAP representative, recruitment agency representative and an independent expert appointed by the recruiting agency) and the panel will evaluate each candidate based on their presentation skills and ability to approach to the subject matter. Each member of the panel will evaluate the candidates individually providing own score and the scores provided by each panellist will be combined to get an average score. This average score sheet will be certified by each panel member. Total score for oral test will be 20 with pass marks of 50%[[7]](#footnote-8).
2. The recruiting agency will then combine the 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 along with their original applications, CVs (with copy of testimonials), answer papers of the computer-based written tests and certified scores of the written and the oral tests will be provided to the PMU/HVAP[[8]](#footnote-9) by the **recruiting agency[[9]](#footnote-10).**
3. The PMU/HVAP will then organize interviews for the selected three best candidates per position. An interview panel[[10]](#footnote-11) will be comprised as under:
* Joint Secretary, Policy and International Cooperation Coordination Division[[11]](#footnote-12), MoAD - Co-ordinator
* Representative, Administration Division[[12]](#footnote-13), MoAD -Member
* Subject Matter Specialist (External) - Member
* Project Manager, HVAP - Member Secretary
1. Area and the score for the interview will be the following:
* Knowledge on the Subject - 20
* Personality and communication skill - 10

**Total score - 30**

1. Each member of the interview panel will evaluate the candidates individually providing own score and the scores provided by each interviewer will be combined to get an average score. This average score sheet will be certified by each panel member. The pass marks for interview will be of 50%[[13]](#footnote-14). The candidates have to produce their original certificates and evidences of experiences before the interview panel for verification.
2. The interview panel, acting as the Final Selection Committee, will then combine the scores obtained by each individual candidate in each category with a full marks of 100, i.e. Written Test (Full marks: 50), Oral Test (Full marks: 20) and Interview (Full marks: 30). The overall pass mark will also be 50 %[[14]](#footnote-15).
3. The candidate obtaining the highest score, among the passed ones, will be selected and recommended to the position where as the other candidates being in the waiting list.
4. The PMU will then contract the selected candidates initially 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.
5. The PMU will make the indicators that will be used in assessing the performance of the experts. If the contracted expert leaves HVAP by his/her own reasons or the contract terminated within first one year of contract, the candidate of second rank will be invited. If he/she will not be available the third candidate, if any, will be invited. Contract with alternative candidate will be done upon assessment of their capabilities in meeting the requirement of the project.

## Benefits and Remuneration of the Experts

**Salary and allowances:** The salary and allowances for the Experts are explained in their specific ToR

**Leave[[15]](#footnote-16):**

All contracted experts and technical staff mentioned above 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, they 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[[16]](#footnote-17):**

If contracted expert or technical staff wants to insure his/her life, the project will re-imburse 50 % of the monthly premium for the period the expert will be working in the project, not exceeding Rs. 200 per month, upon submission of copy of insurance policy and receipts

## Supervision of the contracted experts and technical staff and Administrative Control:

As per individual Terms of Reference.

## 1: Terms of Reference for Service Market Strengthening Expert

**Position:** **Service Market Strengthening Expert**

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

**Duration:** Till 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 2 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;
	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.

**3. 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 instit**uti**ons 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[[17]](#footnote-18). 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.

**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.

## 2: Terms of Reference for Social Inclusion Expert

**Position:** **Social Inclusion Expert**

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

**Duration:** Till 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 **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-economics 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 (2 year 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 programmes 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.

**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.

## 3: Terms of Reference of Agriculturist

**Post:** **Agriculturist**

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

**Duration:** Till July, 2017

**Duty station:** Surkhet-Jumla Road Corridor (Kalikot based) with frequent visits to project 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 Agriculturist 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 play an active role as a member of one of the value chain teams related to agricultural commodities. S/he will also have role to facilitate the business development services to the farmers groups, cooperatives and agribusinesses. S/he will work closely with the High Value Agriculture Production Specialist (HVAPS) of the HVAP.

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

1. Provide technical support, inputs and backstopping to the local NGOs in providing agricultural extension services to farmers, farmers groups, cooperatives and agribusinesses for the production/postharvest handling of high value agricultural commodities
2. Assist the contracted local NGOs/service providers for the planning and implementation of Production and Post-harvest related programs.
3. 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
4. Play an active role as a member of one of the value chain teams related to agricultural commodities within the PMU
5. Facilitate the business development services to the farmers groups, cooperatives and agribusinesses.
6. Liaise with the DADOs, DLSOs and 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.
7. Work closely with the PMU/SNV/AEC experts/advisors/officers 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
8. 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 market and financial services in the project areas and Monitoring and Evaluation (component 3)
9. 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
10. 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**

1. Bachelor degree in Agriculture with at least 5 years experience (3 years for women candidate) or Masters degree in Agriculture with at least 3 years of experience (2 years for women candidate) in related field or higher degree in agricultural field.
2. Experience in business development services
3. Experience in delivery of field level extension activities, organizing trainings and delivery, and training received in related subjects
4. Good spoken and written skill in both English and Nepali and possess good skills in report writing
5. Good interpersonal skills and the ability to work effectively with range of institutions
6. 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 Agriculturist, per person per month, will range from NRs. 80,000.00 to NRs. 100,000.00 (for those who will be stationed in Karnali district[[18]](#footnote-19)). The salary will be subject to be negotiable within the 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 Agriculturist will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied for gazetted III class officer.

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

The Agriculturist will be administratively accountable to the Project Manager, under the direct supervision of Senior Agriculture Officer of HVAP. S/he will be technically accountable to the High Value Agriculture Production Specialist (HVAPS) of the project. S/he 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.

## 4: Terms of Reference of Horticulturists

**Post:** Horticulturist

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

**Duration:** Till July, 2017

**Duty station:** One for Surkhet-Dailekh road corridor (Dailekh base) and other for Surkhet – Jumla Road Corridor (Jumla base) 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 (2 years 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 Dailekh based and from NRs. 80,000.00 to NRs. 100,000.00 for Jumla based (who will be stationed in Karnali districts[[19]](#footnote-20)). 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.

**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.

## 5: Terms of Reference of Livestock Expert

**Position: Livestock Expert**

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

**Duration:** Till July, 2017

**Duty station:** Surkhet, with frequent visits to project areas around three road corridors (Surkhet-Dailekh; Chinnchu-Jajarkot; and Surkhet-Jumla)

**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 Livestock Expert will be 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 livestock commodities. S/he will also play an active role as a member of one of the value chain teams related to goat value chain. S/he will also be responsible for production and postharvest inputs supply, facilitating the training, field visits, group discussions, farmers' field school etc. S/he will work closely with the High Value Agriculture Production Specialist (HVAPS) of the HVAP.

**The Livestock Expert will have the following duties and responsibilities:**

1. Provide technical support, inputs and backstopping to the local NGOs in providing extension and technical services to farmers, farmers groups, cooperatives and agribusinesses for the production/postharvest handling of high value agricultural commodities particularly the goat value chain
2. Assist the contracted local NGOs/service providers for the planning and implementation of Production and Post-harvest related programs.
3. 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 high value livestock commodities in the project areas
4. Play an active role as a member of the value chain team (goat) and work as per its TOR within the PMU.
5. Liaise with DLSOs, their technical staff in the districts, and district level line agencies to implement the investment support programs through various funds of the project
6. Work closely with the PMU/SNV/AEC officer/experts/advisors for developing the value chain of Livestock commodity under Inclusive Value Chain Development (Component 1) to implement intervention strategies by ensuring inclusion into business plans and contractual arrangements with agribusinesses
7. Also work closely with the MoAD/PMU officers and experts to implement programs related to Service Market Strengthening (component 2) and Monitoring and Evaluation (component 3)
8. On monthly basis, assessing and reporting the effectiveness of the production and postharvest supports provided to the value chain actors with constraints, opportunities and lessons learned.
9. 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**

1. Bachelor degree in Agriculture (specialization in animal science) or Animal Science or Animal Husbandry or Veterinary Science with at least 5 years experience (3 years for women candidate) in the related fields or Masters degree in Animal Science or Animal Husbandry or Veterinary Science with at least 3 years experience (2 years for women candidate) in related field or higher degree in related field
2. Experience in delivery of field level extension activities, organizing trainings and delivery, and training received in related subjects
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 Livestock 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 Livestock expert will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied for gazetted III class officer.

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

The Livestock 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 High Value Agriculture Production Specialist (HVAPS) of the project. The expert 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.

1. Non-Timber Forest Products (NTFPs) and Medicinal and Aromatic Plants (MAPs) [↑](#footnote-ref-2)
2. Addition as per new position created [↑](#footnote-ref-3)
3. Addition as per new position created [↑](#footnote-ref-4)
4. Unchanged (as per earlier version) [↑](#footnote-ref-5)
5. The recruiting agency will select SMSs in consultation with HVAP/PMU [↑](#footnote-ref-6)
6. 60 % pass marks has been changed to 50 % to get maximum number of potential candidates [↑](#footnote-ref-7)
7. 60 % pass marks has been changed to 50 % to get maximum number of potential candidates [↑](#footnote-ref-8)
8. The agency will also send the applications, CVs and copy of testimonials of other candidates upon request from the PMU as and when required. [↑](#footnote-ref-9)
9. The recruiting agency will work up this stage of the selection process [↑](#footnote-ref-10)
10. For recruiting technical assistant level staff by the PMU directly, a 4 members interview panel comprising Senior Agriculture Officer/HVAP (coordinator), Project Engineer/HVAP (member), Representative from MoAD (member) and One external expert (member) [↑](#footnote-ref-11)
11. Amended in place of Planning Division, as this division of MoAD has mandate for facilitation of foreign aided projects [↑](#footnote-ref-12)
12. Added, as this division has mandate for staff administration, management and coordination [↑](#footnote-ref-13)
13. To avoid the probable risk of not getting candidates, as per previous experiences [↑](#footnote-ref-14)
14. To avoid the probable risk of not getting candidates as per previous experiences [↑](#footnote-ref-15)
15. Already approved provision, to be applied for all contracted experts and technical staff in the HVAP [↑](#footnote-ref-16)
16. This is the new provision added and this facility will also be applied for all experts recruited earlier [↑](#footnote-ref-17)
17. This salary is equivalent to the salary range as already applied for 4 senior experts [(i) High Value Agriculture Production Specialist, (ii) M&E Expert, (iii) Gender, Social Inclusion and Group Development Expert, and (iv) Funds and Contracts Manager], who are working in HVAP for last 2 years. [↑](#footnote-ref-18)
18. As per the already approved salary range for those who will be stationed in Karnali districts [↑](#footnote-ref-19)
19. This salary range is equivalent to the already approved salary range for those who will be stationed in Karnali districts [↑](#footnote-ref-20)