**Terms of Reference for Service Market Strengthening Expert**

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

**Duration:** Till Sept, 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 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:***

* + 1. *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.
    2. *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.
    3. *For Private Service Providers* - Identify interested potential private service providers (local businesses people, traders, teachers, managers of groups and cooperatives, local resource persons (LRPs) etc); provide them additional training, coaching and capacity building as necessary; and then facilitate the linkages with value chain actors demanding the services.
    4. *For AEC* - Support to provide further capacity building to AEC in implementing its own strategic development plans in response to specific requests from AEC.

1. **Partnership on Financial Services:** 
   1. 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.
   2. 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.
   3. Develop partnerships and collaborations with established financial service providers for credit and insurance.
   4. 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;
   5. 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**

1. Masters degree in Agriculture with specialization in economics, agricultural economics, agricultural finance, agricultural marketing/business or MBA with specialization in finance/marketing (in agriculture finance 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)
2. Working experience should be in promoting agricultural services, networking and coordination with local service providers (line agencies, DCCIs, private service providers, financial institutions etc.)
3. Knowledge and experience in financial institutions will be an additional advantage
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:**

1. Women candidates
2. 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:**

The expert has to insure his/her life, for which 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 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.

**Terms of Reference of Project Engineer**

**Post: Project Engineer**

**Duration:** Till Sept, 2017

**Duty station:** PMU Surkhet with frequent visits to project districts and areas

**Mode of contract:**

There will be initial contract for one year with a probation period of three 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 Project Engineer will be mainly responsible to facilitate implementation of the project’s funds and facilities by supporting particularly on the physical infrastructural activities. S/he will be responsible for providing technical supports and backstopping to the participating beneficiaries in providing services on design, estimate, quality check-up, monitoring, supervision, and related services. S/he will work closely with the High Value Agriculture Production Specialist (HVAPS) of the HVAP.

**The Project Engineer will have the following duties and responsibilities:**

1. Prepare standard and specifications of various infrastructural facilities suitable and feasible for project support for sustainable value chain development in high value commodities in the project area.
2. Provide technical support and backstopping to the participating beneficiaries (farmers' groups, user's groups, cooperatives, agribusinesses, traders etc.) in providing services/support on preparing feasible investment sub-projects, design and estimate of physical infrastructural activities based on their business plans to be supported through three project funds: (i) Inclusion fund (poverty inclusion and spatial inclusion), (ii) value chain fund and (iii) sector development fund.
3. Assess and recommend the feasible sub-projects that can be supported through project funds.
4. Support participating groups, cooperatives and agri-businesses in contracting and/or procurement of quality contractors/service providers/technicians
5. Monitor, supervise, quality check-up, verify physical infrastructural activities that are supported from project funds and recommend the PMU/HVAP for payment/reimbursement.
6. Provide support, train and guide contracted local NGOs in assessing the needs of infrastructures, implementation, and post-implementation phases of the sub-projects.
7. Assist the local NGOs/service providers for the planning and implementation of physical infrastructural activities.
8. Support the participating groups, cooperatives and agri-businesses to make the sub-project implementation transparent to public
9. Liaise and coordinate with the Regional Irrigation Directorate, respective District Development Committees / District Technical Offices, and Village Development Committees in implementation of physical infrastructural activities in the project areas to avoid duplications and get synergy.
10. Coordinate with respective DADOs, DLSOs and DFOs in assessing the demand, implementation, monitoring and supervision of physical infrastructural sub-projects with respect to high value agricultural commodities and NTFPs in the project areas.
11. Work closely with the SNV/AEC experts/advisors for developing the value chain of high value commodities under Inclusive Value Chain Development (Component 1) to implement intervention strategies by ensuring inclusion into business plans and contractual arrangements with agribusinesses
12. Also work closely with the MoAD/PMU deputed/contracted officers and experts to implement the programs the project
13. On monthly basis, assessing and reporting the effectiveness of the supports provided to the value chain actors through project funds, with constraints, opportunities and lessons learned
14. 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 Civil or Agricultural Engineering with at least 5 years experience (3 years for women candidate) in the related field or Masters degree in Civil or Agricultural Engineering with at least 3 years of experience (1 year for women candidate) in related field or higher degree in related field.
2. Experience in design, estimate, monitoring, supervision, quality check-up of physical infrastructural activities.
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:**

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

**Benefits and Remuneration**

***Salary:***

The salary of the Project Engineer, per person per month, will range from NRs. 60,000.00 to NRs. 80,000.00[[1]](#footnote-1). The salary will be subject to be negotiable within the range mentioned above 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 Project Engineer will get travel and daily allowances during field visits as per the GoN rule, as applied for gazetted III class officer.

***Leave:***

The Project Engineer 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 technical experts 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:**

The expert has to insure his/her life, for which 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 experts and Administrative Control:**

The Project Engineer will be administratively accountable to the Project Manager, under direct supervision of Senior Agriculture Officer of HVAP. He/she is technically accountable to the High Value Agriculture Production Specialist (HVAPS) 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.

1. The project is proposing to increase the salary range by Rs. 10,000 and yet to be approved from the MoAD/GoN. [↑](#footnote-ref-1)