**Terms of References (ToRs) of the Field Staff to be recruited by PMU/HVAP**

* + - 1. **Terms of Reference for Social Development Officer (SDO)**

**Position: Social Development Officer (SDO)**

**Duration:** Rest of the project period

**Duty station:** Respective 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 assessed by the project.

**Roles and Purpose of the Assignment:**

The **Social Development Officer (SDO)** is responsible to work as a member of the PMU to support implementation of the project’s field activities under the component 1, particularly the Social Mobilization, Gender and Social Inclusion activities to the local beneficiary partners of the HVAP. He/she will also work as field coordinator under the direct technical guidance and supervision of the respective road corridor based experts (RCEs) working in the district. He/she will work with close coordination with the GSI-ID thematic team of the project and administrative guidance from the Senior Agriculture Officer of the project.

**The SDO will have following duties and responsibilities:**

* + Act as field coordinator from the HVAP/PMU.
	+ Coordinate, liaise, facilitate, monitor, and supervise the field level activities conducted by the social mobilizers.
	+ Train, coach, mentor the social mobilizers to strengthen their capacities on technical , value chain development and social aspects.
	+ Coordinate and facilitate gender and inclusion, inclusion of risk averse, socially disadvantaged groups in inclusive value chains and business development.
	+ Timely and regular report to PMU/HVAP the progress achieved against the target as per prescribed format, hard or electronic, or both.
	+ Coordinate with RCEs, district line agencies, local bodies, government/non-government agencies in program implementation, seeking contribution in project activities.
	+ Work in close coordination with specifically DADO, DLSO and DFO
	+ Prepare program implementation plan in coordination with RCEs and PMU and implement accordingly in direct supervision and coordination of PMU
	+ Monitor regularly to the social mobilizers and the field level activities
	+ Regular field data collection/management, analysis, and reporting
	+ Guiding SMs in field data collection and entry in the prescribed format (hard and/or electronic)
	+ Take responsibility for overall field level activities of the districts
	+ Other activities as directed by the PMU/HVAP

**Academic Qualifications and Work Experiences**

1. Minimum Bachelors degree in Social Science or related subject with at least 3 years experience (2 years for women candidates)
2. Working experience should be in social mobilization, gender and social inclusion
3. Experience in value chain, marketing and business development will be preferable
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)
* Candidates who have worked in HVAP districts
* Candidates who have worked in HVAP contracted LNGOs
* Candidate having experience of Value chain and market oriented projects

**Benefits and Remuneration:**

***Salary:***

The salary of the Social Development Officer (SDO), per person per month, will be NRs. 40,000.00 for Mid-hill districts and NRs. 45,000.00 in Karnali districts, with 5% inflation per year. Tax on the salary will be as per the Government Income Tax Rule.

 ***Allowances:***

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

***Leave:***

The SDO 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, S/he 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 the SDO wants to insure his/her life, the project will re-imburse 50 % of the monthly premium for the period s/he will be working in the project, not exceeding Rs. 200 per month, upon submission of copy of insurance policy and receipts.

**Supervision and Administrative Control:**

The SDO will be administratively accountable to the Senior Agriculture Officer of HVAP. He/she will be technically accountable to the respective Road Corridor based Experts (RCEs). He/she will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Senior Agriculture Officer of the PMU.

1. **Terms of Reference for Social Mobilizers (SMs)**

**Position: Social Mobilizer**

**Duration:** Rest of the project period

**Duty station: R**espective fields of the project 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 assessed by the project

**Roles and Purpose of the Assignment:**

The **Social Mobilizer (SM)** is responsible to work as a member of the PMU to support implementation of the project’s field activities under the component 1, particularly the Social Mobilization, Gender and Social Inclusion activities to the local beneficiary partners of the HVAP. He/she will also work as field facilitator with direct technical guidance of the respective Social Development Officer (SDO) with coordination of respective road corridor based experts (RCEs).

**The Social Mobilizer(SM) will have following duties and responsibilities:**

* + Carry out field level activities on social mobilization, group formation, and/or strengthening, sub project implementation, saving and credit and linkages among VC actors and service providers.
	+ Play key role in gender and social inclusion, inclusion of risk averse groups by mentoring and coaching them through meetings, interactions and informal discussions in mainstreaming in value chain development activities
	+ Conduct and facilitate field level training to farmers, communities, local traders as per training module prescribed from PMU.
	+ Coordinate with local bodies, local line agencies, seek local contribution in project activities.
	+ Provide technical and extension services to the participating farmers to overcome their practical problems
	+ Assist and facilitate in fund mobilization (Production/post harvest, value chain and spatial inclusion) at the field level
	+ Assist and facilitate in need assessment, collection of application / Expression of Interest (EOI), business plans preparation, field verification, fund release, agreement, sub-project implementation, regular monitoring, field data entry/management and feed back
	+ Timely and regular reporting to Social Development Officer as per prescribed format, hard or electronic, or both.
	+ Take responsibility for field level activities implemented within own command areas
	+ Other activities as directed by the SDO, RCE and PMU personnel.

 **Academic Qualifications and Work Experiences**

* Minimum Intermediate (or plus 2) degree in any subject with at least 1 year of experience in social mobilization or JTA level training with at least 2 years of field experience (1 year for women candidates)
* Working experience should be in social mobilization activities
* Good interpersonal skills and the ability to work effectively in the fields
* Good computer skills will be an additional advantage

**Preferences will be given to:**

* Women candidates
* Candidates from disadvantaged groups/areas (*Dalit, Janjati/Indigenous, Madheshi, Muslim, Backward/HVAP Districts*)
* Candidates who have worked in HVAP districts
* Candidates who have worked in HVAP contracted LNGOs
* Candidate having experience of Value chain and market oriented projects

**Benefits and Remuneration:**

***Salary:***

The salary of the Social Mobilizer, per person per month, will be NRs. 25,000.00 for Mid-hill districts and NRs. 30,000.00 for Karnali districts, with 5% inflation per year. Tax on the salary will be as per the Government Income Tax Rule.

 ***Allowances:***

The Social Mobilizer will get travel and daily allowances during his/her field visits as per the GoN rule, as applied for non-gazetted I class staff.

***Leave:***

The Social Mobilizer 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 s/he 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 s/he wants to insure his/her life, the project will re-imburse 50 % of the monthly premium for the period s/he will be working in the project, not exceeding Rs. 200 per month, upon submission of copy of insurance policy and receipts.

**Supervision and Administrative Control:**

The Social Mobilizer will be administratively accountable to the Senior Agriculture Officer of HVAP. He/she will be technically accountable to the Social Development Officer. He/she will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Senior Agriculture Officer of the PMU.