

## Terms of Reference for Agriculture Technician

<b>Position:</b>	<b>Agriculture Technician (SM)</b>
<b>Level of Position:</b>	L-3 (Assistant)
<b>Duration:</b>	One Year (Subject to renewable till the programme period)
<b>Duty station:</b>	Respective cluster /Municipalities along road corridors within ASDP Areas
<b>Report to:</b>	Field Agriculture Officer
<b>Mode of Contract:</b>	Rolling annual contract with a probation period of six months. The contract will be extendable annually up to the Programme period based on satisfactory performance in the preceding contract assessed by the Programme.

### Roles and purpose of the assignment

The Agriculture Technician (SM) will work under the PCU to support the implementation of the Programme field activities in particular social mobilization (including inclusion of poorer households) in Programme various component and sub-component activities for intended results. S/He will also work as field facilitator in coordination with various thematic teams at field level under the direct supervision of Field Agriculture Officer.

### Specific duties and responsibilities

- Carry out rapid mapping and cluster identification for respective value chain in respective clusters /Municipalities/district with the PCU team;
- Identify households interested to join Programme activities in particular value chain development, carry out producer group formation i.e. existing or new ones and strengthening; also ensure gender & social inclusion as well as inclusion of poorer households, disadvantaged groups etc. during group formation;
- Mentoring/coaching producer groups/Cooperatives to interact with other actors & service providers and negotiate their interests in pursuit of commercial economic initiatives;
- Aware and facilitate POs access to Programme co investment support & financial institutions (S & C Cooperatives, MFIs, Banks) through needs assessment, collection of application, Expression of Interest (EOI), field verification and Business Plan preparation;
- Facilitate and support producer organizations and participating households to develop market led production plans (Crop calendar) in specific value chains and its implementation;
- Facilitate & support partner financial institutions to disseminate products and services delivery information so as to enhance access to financial service to community and Programme beneficiaries;
- Support POs for implementation of sub projects by providing technical and extension services, linkages with service providers, regular monitoring, field data entry/management and feedback;
- Conduct and facilitate field level training to farmers, Farmer group and cooperatives as per training module prescribed from the Programme including various field survey, monitoring, supervision work undertaken by PCO/PCU or by MoALD/IFAD;
- Play key role in gender and social inclusion, inclusion of risk averse groups by mentoring and coaching them through meetings, interactions and informal discussions;
- Identify, coach and mentor Financial Education and Business Literacy Facilitator (FEBL) to conduct Financial Education and Business Literacy (FEBL) classes to producer households as per training module prescribed by ASDP;
- Gather and collect information of participating households and update the data and information in the project MIS through tablets and any other measure in coordination with M & E team;
- Coordinate with local governments, respective line agencies and seek local contribution in Programme activities.
- Timely and regular reporting to Local Agricultural Officer and Monitoring and Evaluation and Knowledge Management Officer of respective PCU as per prescribed format, hard or electronic, or both;

- Take responsibility for field level activities implemented within own command areas;
- Other tasks/ activities as directed by Field Agriculture Officer and ASDP PCO/PCU personnel.

#### Qualification, experience and competency

- Diploma in Agriculture/Veterinary Science with one year of proven experience or JTA course in Agriculture/Veterinary Science with minimum 3 years of proven experience in social mobilization, community development, group formation, saving and credit mobilization, value chain/enterprise development, training facilitation etc.
- Demonstrated knowledge in market led social mobilization, and providing technical training and extension services, coaching and mentoring to POs in production and post-harvest management practices;
- Good inter-personal skills, networking and ability to work effectively in rural settings with small-holder's households.
- Good computer skills.

#### Preferences will be given to

- Women candidates & candidates from disadvantaged groups (Dalit, Janjatis /Indigenous, Madhesi, Muslim)
- Candidate from ASDP districts, for which he/she will have to work.
- Candidate having prior experience in mobilizing producer organizations in value chain and market-oriented projects.

#### Benefits and remuneration

##### *Salary and benefits*

- Per month remuneration of the Agriculture Technician (only for 12 months per year) will be in between NPR30,000-40,000<sup>1</sup>. Tax on the salary will be applicable as per the prevailing GoN rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the non-gazetted class I while traveling out of the workstation for official purpose.

##### *Leave*

- The contracted staff will be provided 12 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 Programme will be compensated as per the existing salary scale. In addition, the contracted staff will also be provided with mourning leave of 15 days, maternity leave of 60 days for women and all public holidays.

##### *Insurance*

- The contracted staff should have procured life insurance policy including accidental insurances. The Programme will reimburse 50% of the monthly premium for the period the staff will be working in the Programme, not exceeding NPR 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

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<sup>1</sup>Annual price inflation will be applied on the salary @ 5% for those whose performance of preceding year will be highly satisfactory; 4% for satisfactory, 3 % for moderately satisfactory, and contract termination for the Agriculture Technician evaluated as unsatisfactory.

#### Age limit

- The upper age limit for Agriculture Technician at the last date of submission of application will be 45 years.

#### Probation period

- The probation period of the contracted staff will be of 6 months. The above- mentioned benefits, particularly the leave and reimbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

#### Reference check

- ASDP will also check the references from the previous employer of the potential candidates, if required.

#### Supervision and administrative control

- All the contracted staff will be accountable to the Programme Coordinator, as per ToR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP. S/He will be technically accountable to Field Agriculture Officer.

#### Performance assessment and renewal

- The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The contract period as well as ToR are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP Programme design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.
- The contracted staff has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the Programme. If not informed, his/her salary of one month will be deducted.