

Detail Terms of References (ToRs) of the Contracted Experts/Officers/Staff in ASDP

1. Terms of Reference (ToR) of Infrastructure Expert

Position:	Infrastructure Expert
Level of Position:	L-1 (Senior Officer)
Duration:	Programme period
Number of Position:	1 (one)
Duty station:	PCO, Surkhet with frequent visits to programme districts
Report to:	Programme Coordinator (PC)
Supervises to:	Hub/corridor based Civil Engineers
Mode of contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

General scope of the position:

The Infrastructure Expert (IS) is responsible for overall planning, implementation, monitoring and reporting of sub-component 1.2: Market-led infrastructures enabled. The scope of works includes technical support for detail design, construction, supervision, and quality control of the infrastructures including rural roads supported within the programme. S/he will work closely with programme staff and with concerned Palikas, ministry responsible for infrastructure at State level, DoLIDAR etc. for selection of sub- projects being part of the Multi-stakeholder Facilitation process (MSPs) and ensure the quality of the constructed infrastructures are fully adequate and met requirements to attain the objective set out by the programme.

Main tasks and Responsibilities:

- ❖ Take overall responsibility and leadership for planning, implementation and monitoring of the Infrastructure sub-component activities in accordance with the approved annual work plan and budget; also coordinate and ensure complementarities with Value Chain Development activities;
- ❖ Develop standard and guidelines for quality assurance check and quality control system for infrastructures construction, aligning with the existing ones and support for its implementation;
- ❖ Work with value chain team to develop selection criteria for the selection of infrastructures to be supported under the programme that will ensure transparency and give optimum value to meet the programme's objective. The selection criteria shall include, but not limited to, the command area, number of households benefiting, type of crops (with value chain commodities) and volume of farm products;
- ❖ Supervise the work of the Hub/Corridor Engineers and guide them to develop detailed drawings, specifications and bill of quantities (BoQ) of market-led infrastructures; also

facilitate and support respective Palika staff in contracting the Users Committee in implementing the sub- projects;

- ❖ Facilitate and support consultant service providers for selection of sub-projects and preparation of Detailed Project Report (DPR) of road sub-project and their review and verification;
- ❖ Support Hub/Corridor based Engineers to review and quality check of the detailed drawings, specifications and BoQ submitted by the consultant service providers and assist Palikas for preparing bidding document to procure these works including tendering and evaluation as per the IFAD and GoN guidelines;
- ❖ Monitor and supervise the construction of infrastructures constructed under programme support to ensure compliance with the drawings and specifications ensuring quality and required standard;
- ❖ Facilitate and support to check the material test schedules, records and confirm that it meets the requirement and verify the contractors proposed material, its sources, specification and ensuring the compliance with the specification in every aspect;
- ❖ Monitor and supervise the work in particular rural roads of the contractor and ensure a good quality of work and report it to the concerned authorities;
- ❖ Support and enhance the capacity of consultant service provider/Palikas / Hub/Corridor technical staff to compliment his work, for transfer of knowledge and continuity after the end of assignment;
- ❖ Prepare progress and status reports regarding on going rural road and others market-led sub project constructions;
- ❖ Ensure and support Hub/Corridor team to maintain all the records and reports including of test results carried out for quality monitoring of civil works as per programme requirements. Also facilitate and provide necessary support as required for payment of the completed works;
- ❖ Accomplish other task related to engineering/technical aspect as per need of the programme as assigned by the Programme Coordinator.

Qualification, Experience and Competency:

- ❖ Master's Degree in Civil Engineering with at least 5 years of professional experience in designing, construction, supervision & monitoring of civil engineering works in particular market-led infrastructures and rural roads;
- ❖ Capability in developing infrastructures section criteria and quality assurance and quality control guidelines and procedures during construction and completion;
- ❖ Proven record in preparing bidding document to procure these works including tendering, evaluation and contracting and supervision and monitoring for quality assurance as per the provided design, structural arrangements and testing requirements;
- ❖ Sound knowledge in designing drawings in Auto CAD format, Bill of quantities in Excel and reports and specifications in Word;

- ❖ Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communication skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good inter-personal skills and capacity to work effectively with a range of institutions;
- ❖ Creative and pragmatic approach to problem solving; well-organised and well oriented to details.

Preferences will be given to:

- ❖ Candidate having experience in working with local and federal governments and projects/programmes supported by international development partners in implementing infrastructure projects.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 100,000.00¹. 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 gazetted class II officer while travelling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

¹ 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 experts evaluated as unsatisfactory.

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

2. Terms of Reference (ToR) of Rural Finance Expert

Position:	Rural Finance Expert
Level of Position:	L-1 (Senior Officer)
Duration:	Programme period
Number of Position:	1(one)
Duty station:	PCO, Surkhet with frequent visits to programme districts
Report to:	Programme Coordinator (PC)
Supervises to:	Hub/corridor based Rural Finance Officer
Mode of contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

General scope of the position:

The Rural Finance (RF) Expert is particularly responsible for the sub-component 1.3: Rural Financial Services for value chain development strengthening. The scope of works includes product innovation for value chain financing and loan risk management, capacity development of co-operatives, improving insurance uptake and facilitate credit access to the Programme beneficiaries. The RF Expert needs to work closely with the formal financial institutions at the federal, state and municipal level as well as with the informal financial institutions from the Programme area particularly focusing on the linking the production groups and co-operatives with the formal financial institutions and insurance companies.

The RF Expert works closely with all the Programme staff, service providers and related institutions in delivering the sub component activities as per the programme objectives

Main tasks and Responsibilities:

- ❖ Take overall responsibility and leadership for planning, implementation and monitoring of the Rural Financial Services sub-component. This involves the preparation and monitoring of Annual Work Plans and Budgets (AWPB), progress reports and analytical reports;
- ❖ Manage the sub-component in accordance with the approved annual work plan and budget, coordinate and ensure complementarities with Value Chain Development activities;
- ❖ Develop ToR, and selection criteria for contracting national and international consultants, ensuring quality of their work and providing advisory support as required;
- ❖ Carry out due diligence, prepare the ToRs and develop partnership with banking and financial institutions, insurance board and insurance companies, capacity developers of co-operatives and training institutions;
- ❖ Ensure an assessment of annual credit requirement plans for the VC members and agri businesses and facilitate and monitor flow of credit;
- ❖ Participate in evaluation committee for selection of grant applicants especially agribusinesses and ensure financial services;
- ❖ Maintain close coordination with implementation partners (banking and financial institutions, insurance companies, private service providers, NGOs and other stakeholders) and ensure satisfactory results;
- ❖ Participate in multi-stakeholder consultative platforms (MSP) and understand and address issues related to credit and insurance;
- ❖ Supervise the works of the Rural Finance Officer at Hub/Corridor offices; support, coach and mentor them including partners and municipalities to ensure linkages between producer groups/cooperatives and formal financial institutions;
- ❖ In close coordination with Rural Finance Expert and Institution Development Expert, ensure that the municipal co-operatives are capacitated as per plans and deliver need based financial services;
- ❖ Plan, supervise and monitor the trainings on business and financial literacy trainings for effective results;
- ❖ Assume a lead responsibility for the organisation of sub-component-related study tours, conferences and workshops;

- ❖ Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the sub-component;
- ❖ Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders including VC members; .
- ❖ Undertake any other duties as directed by Programme Coordinator.

Qualification, Experience and Competency:

- ❖ Masters’ degree in economics, or business administration, or finance, or equivalent with professional working experience in banking/financing sectors for 5 years out of which at least 3 years in Agri banking and small farmer / Agri business credit;
- ❖ Good knowledge of the different national banking and financial institutions, insurance companies, concerned with agriculture finance and insurance;
- ❖ Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good inter-personal skills and capacity to work effectively with a range of institutions.
- ❖ Creative and pragmatic approach to problem solving; well-organised and well oriented to details.

Preferences will be given to:

- ❖ Candidate having experience in implementation of internationally financed programmes and proven track record in agriculture value chain development.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 100,000.00². 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 gazetted class II officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

² 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 experts evaluated as unsatisfactory.

Insurance:

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

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

3. Terms of Reference (ToR) of Institutional Development Expert

Position:	Institutional Development Expert (IDE)
Level of Position:	L-1 (Senior Officer)
Duration:	Programme period
Number of Position:	1 (one)
Duty station:	PCO, Surkhet with frequent visits to programme districts
Report to:	Programme Coordinator (PC)
Supervises to:	Hub/corridor based Institutional Development Officer
Mode of contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

General scope of the position:

The Institutional Development Expert (IDE) is particularly responsible for developing capacity of the producer organizations, NGOs, Chambers of Commerce & Industries (CCIs), commodity associations, and other public (municipalities/wards) and private institutions. The IDE is also responsible to craft the institutional development strategy of the programme and accountable for its execution. S/he is also responsible for providing technical guidance and support to hub/corridor office staff and NGOs for capacity assessment, developing capacity building plan and ensure its implementation for institutional strengthening at various level as per the programme objectives. S/he will work closely with the Technical Assistant team deployed by the HELVETAS Nepal responsible for implementation of sub-component 4 of the Programme.

Main tasks and Responsibilities:

- ❖ Take overall responsibility and leadership for planning, implementation and monitoring of the Institutional Development activities in accordance with the approved annual work plans in close coordination with programme staff;
- ❖ Develop Institutional Development Strategy for strengthening the capacities /capabilities of group/cooperatives, CCI, NGOs, and Municipal Authorities and working closely with, coordinating and guiding the PCO team and NGOs for effective implementation of the strategy and action plans;
- ❖ Develop ToR, and selection criteria for contracting NGOs for their involvement in ASDP, ensuring quality of their work and providing technical support and onsite coaching and mentoring as required;
- ❖ Guiding, backstopping NGOs in formation, development and strengthening of producer's groups, old and new cooperatives particularly in supporting and capacitating the value chain development, decentralised pluralistic extension system and community participatory planning;
- ❖ Facilitate and support to conduct capacity assessment and support implementation of capacity development plans of farmer groups/cooperatives according to the requirements in the market or business relationships;

- ❖ Facilitate and support to conduct capacity assessment and support implementation of capacity development plans of commodity associations, chambers of commerce, and other public (municipalities/wards) and private institutions as required in the value chains;
- ❖ Ensure gender equity, transparency, accountability, good leadership and democratic and participatory principles in group, cooperatives and relevant institutions;
- ❖ Facilitate and support to consolidate /amalgamate cooperatives and improve their capacity to cater members needs and also credit worthy for wholesale bank loans by private rural finance institutions
- ❖ Support and capacitate cooperatives to work towards organisational and financial sustainability of cooperatives and service orientation towards its members
- ❖ Support, mentor and monitor sub-contracting of capacity building work (training, facilitation, etc.) to capable local capacity builders/service providers including on site mentoring to ensure timely implementation and quality of work;
- ❖ Review the manuals/tools used by HVAP and other IFAD financed projects in the country in community mobilisation, group and cooperative development including trainings programme. Based on the above, develop detailed strategy for ensuring farmer engagement including mobilisation & organising them into groups /cooperatives and building their capacity to function as inclusive, self-reliant and autonomous organisations that contribute to enhanced farmer incomes through profitable engagement with VCs;
- ❖ Develop step-by-step methodology to implement the institutional development strategy and training manuals /tools as well as conduct /facilitate Training of Trainers (ToT) for programme staff and selected NGOs for community mobilisation and group development;
- ❖ Support Value Chain team in guiding, monitoring and backstopping value chain activities and the Rural Finance team for strengthening group/cooperatives by partner NGOs to meet the private sector & financial institutions requirements;
- ❖ Contribute to the knowledge development and sharing strategy related to institutional /organisational development approach towards all actors and other stakeholders in the relevant sectors;
- ❖ Undertake any other duties as directed by Programme Coordinator.

Qualification, Experience and Competency:

- ❖ Masters' degree in Social Science, or Rural Development, or Sociology, or Development Studies, or Public Administration or equivalents with more than 5 years of professional working experience in building grassroots-level rural institution including promotion of community organizations, cooperatives mobilization and development;
- ❖ Proven knowledge and professional experience in strategic planning and management including capacity development of public, private institutions and NGOs;
- ❖ In-depth understanding of Government policies and programming in grassroots-level rural institutional and private sector development process in Nepal;
- ❖ Proven track record in developing training manuals and facilitation trainings at various levels.

- ❖ Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good inter-personal skills and capacity to work effectively with a range of institutions.

Preferences will be given to:

- ❖ Candidate having experience in capacity assessments and strengthening of group/cooperatives and private sector and proven track record in value chain development.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 100,000.00³. 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 gazetted class II officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

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

³ 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 experts evaluated as unsatisfactory.

Reference Check:

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

Supervision of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

4. Terms of Reference for Gender and Social Inclusion Expert

Position:	Gender and Social Inclusion (GeSI) Expert
Level of Position:	L-1 (Senior Officer)
Duration:	Programme period
Number of Position:	1 (one)
Duty station:	PCO, Surkhet with frequent visits to programme districts
Report to:	Programme Coordinator (PC)
Supervises to:	Hub/corridor based Gender, Inclusion and Nutrition Officer
Mode of contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

General scope of the position:

1. The Gender and Social Inclusion (GESI) Expert is responsible for intervention design, planning, implementation, monitoring, evaluation, and administration of targeting and gender equality and social inclusion aspects of the programme. S/he is also responsible for technical guidance and support in using Household Methodology as a part of gender and empowerment. S/he is particularly responsible for attaining the Programme targets on targeting, gender, social inclusion and household methodologies;

2. As gender and social inclusion is a cross-cutting issue, s/he works closely with all the Programme staff members and reports directly to the Programme Coordinator. S/he also serves as a channel of communications between the Programme and others working on gender issues in government, implementing agencies, other development s/programmes, and IFAD.

Main tasks and responsibilities:

- ❖ Provide leadership in implementation of Programme's GESI activities and particularly lead and coordinate all gender mainstreaming components. Ensure that the Gender Strategy is in place, implemented across all components and sub-components and is incorporated into the M&E system;
- ❖ Sensitise all Programme staff and partners to ensure that Programme outcomes are achieved following the principles of gender equity, inclusion, diversity and women's empowerment;
- ❖ Work with VC team to support agri-businesses, farmer groups and cooperatives for development and implementation of business plans and ensure the plans are gender friendly and promoting inclusion of marginalized / disadvantaged groups such as poor, Dalits and Janajatis;
- ❖ Review basic Programme implementation processes and outputs to provide feedback and suggestions as and when needed on how to achieve best possible programme outcomes with respect to targeting, gender equity and women's empowerment; Review programme plans and budgets to ensure that adequate attention is paid (and resources allocated) to support practical and strategic support to women, specific GALS activities, and to influence the wider policy/decision-making community to protect and promote equity;
- ❖ Work with the M&E Expert to ensure that the M&E, Log frame and MIS is gender sensitive and reflective of the real-time situation; Integrate relevant empowerment indicators in the information system;
- ❖ Work on emerging strategies and plan with each Expert, and recommend good-practice methods relevant to the sector/issue under consideration. These should include attention both to direct action on the ground, but also to advocating with decision-makers in each sector for gender/diversity sensitive response, and the rights of marginalised groups;
- ❖ Review and advice on the balanced recruitment and deployment of staff and to devise strategies that support GSI group fullest participation in the work;
- ❖ Ensure that there are adequate communication materials on gender issues and GALS; ensure that the IEC materials developed by the Programme are gender sensitive in their language and image;
- ❖ Build effective collaboration with partners in order to maximise potential synergies, internalise effectively lessons learnt from past programmes/experiences, and disseminate evidence for influencing policy and practice;
- ❖ Participate actively in networks of and for women and marginalised groups, and facilitate linkages among these groups; Network with all gender related organization other ministries related to the Programme;

- ❖ Guide and assist service providers and extension workers in their outreach of rural communities; Interact with women in communities to gain better understanding of women's perceptions and guide service providers in approaches to integrating women into programme activities;
- ❖ Support delivery of a comprehensive package of Household methodology (HM) toolkits promotion activities at Palikas through other staff members (such as Gender, Nutrition and Social Mobilisers and village volunteers) deployed at Hub/Corridor and Palika level;
- ❖ Support in the recruitment of a service provider who will lay out the Household Methodology for the Programme area;
- ❖ Facilitate the use of GALS to ensure that women and youth are in all levels of the value chain development;
- ❖ Work closely with Hub/Corridor team during planning, implementation, monitoring and reporting of the HM;
- ❖ Review participation of women in community development activities and decision-making processes and making recommendation to improve processes;
- ❖ Ensure adequate representation of women in all programme activities, monitoring impact on status of women, monitoring gender orientation of participating agencies;
- ❖ Work together with the ME&KM Expert and Nutrition Expert to establish radio talk shows that disseminate the impact of using GALS in people's lives;
- ❖ Facilitate the production of case studies and life stories that can be used to bring evidence of change; and facilitate the use of them in trainings as role models;
- ❖ Shares knowledge, information, experience and lessons learned with all stakeholder at national, regional, district, community and household levels;
- ❖ Undertake any other duties as directed by Programme Coordinator.

Academic Qualifications and Work Experiences:

- ❖ Master's Degree in gender studies, or sociology, or social work, or population studies or rural development or equivalent with experience in gender and development;
- ❖ At least 5 years of professional work experience in planning, programming, implementation monitoring and evaluation of gender and empowerment programmes;
- ❖ Proven track record in managing and monitoring results-based and rights-based national programming is required including in-depth knowledge of results-based management approaches;
- ❖ Familiar with gender mainstreaming policies at various levels including sound understanding and awareness of issues relating to gender and social inclusion issues;
- ❖ Strong analytical and problem-solving skills and is creative, innovative, persistent and resourceful;
- ❖ Experience in developing strategies for agriculture and community lead economic development programs is highly desirable;

- ❖ Demonstrated knowledge of programming issues within the field of agriculture, and women's economic empowerment;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector.

Preferences will be given to:

- ❖ Working experience and knowledge of Household Methodology / Gender and Action Learning System (GALS) as a part of gender and empowerment programming and procedures;
- ❖ Working experience in a programme management function or a technical expert capacity in gender and development in particular agriculture and value chain development project/programme
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 100,000.00⁴. 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 gazetted class II officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

Age limit:

⁴ 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 experts evaluated as unsatisfactory.

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imburement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

5. Terms of Reference (TOR) of Nutrition Expert

Position:	Nutrition Expert
Level of Position:	L-1 (Senior Officer)
Duration:	Programme period
Number of Position:	1 (one)
Duty station:	PCO, Surkhet with frequent visits to programme districts
Report to:	Programme Coordinator (PC)
Supervises to:	Hub/corridor based Nutrition Officer
Mode of contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

General scope of the position:

The Nutrition Expert is responsible for providing technical assistance and support during designing, planning, implementation, monitoring, and evaluation including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of planned objectives of nutrition program and health service promotion activities within ASDP. S/he is also responsible for collecting, capturing, and communicating various tools /approach, IEC materials, best practices, lesson learned, and success stories for wider dissemination, in working closely with all the programme staff.

Main tasks and responsibilities:

- ❖ Lead the development of the nutrition work plan and technical decisions as well as for administration, implementation and monitoring of sectoral programme activities. Analyse data and information, and drafts progress reports; drafts changes in programme work plans, as required;
- ❖ Provide timely implementation follow-up, including monitoring inputs, local conditions and resources and programme status to build on programme efficiency and effectiveness and monitor to ensure objectives and targets are timely met and achieved, through effective coordination and collaboration;
- ❖ Ensure that monitoring systems are properly designed, conduct accurate and timely monitoring and data collection in consultation with all relevant stakeholders and analyse monitoring data, and recommends adjustment as appropriate to ensure achievement of programme objectives;
- ❖ Coordinate with the government and other stakeholders in the implementation of the nutrition program and health service promotion activities. Assists government counterparts in the planning and management of Health and Nutrition Programme especially for adolescent girls;
- ❖ Ensure proper communication, coordination and harmonization with the different stakeholders involved in nutrition and health service promotion activities;

- ❖ Lead in the planning and organizing training/development activities to upgrade the capacity of staff and partners;
- ❖ Support delivery of a comprehensive package of nutrition services and health service promotion activities at districts with the Gender and Nutrition officers and Social Mobilisers;
- ❖ Exchange information and knowledge with other programmes to contribute to achievement of overall country programme objectives;
- ❖ Work closely with Hub/Corridor team during planning, implementation, monitoring and reporting of the Nutrition components;
- ❖ Share knowledge, information, experience and lessons learned to widen partnership with all stakeholder at national, state (province), municipal, community and household levels including the private sector in order to accelerate achievement of Nutrition related programme goals;
- ❖ Lead the process of developing communication strategy and action plan and support for its implementation in effective manner in close coordination with programme and Management team;
- ❖ Undertake any other duties as directed by Programme Manager.

Qualification, Experience and Competency:

- ❖ Masters' degree in Public Health, or Development studies, or Sociology, or Rural Development or equivalent with at least 5 years' experience in development project/programme preferably on Health and Nutrition or community development;
- ❖ Work experience in planning, programming, implementation monitoring and dissemination;
- ❖ Experience on developing IEC materials, training curricula and imparting training to the staff members and the community leaders;
- ❖ Dissemination skills for wider communication coverage and policy influence;
- ❖ Strong analytical and problem-solving skills and is creative, innovative, persistent and resourceful;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector
- ❖ Motivated, and capable of working under pressure

Preferences will be given to:

- ❖ Working experience and knowledge of social health and nutrition programme
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 100,000.00⁵. 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 gazetted class II officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.

⁵ 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 experts evaluated as unsatisfactory.

- The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

6. Terms of Reference for Gender, Social Inclusion and Nutrition Officer

Position:	Gender, Social Inclusion and Nutrition Officer
Level of Position:	L-2 (Officer)
Duration:	Programme period
Number of Positions:	3 (three)
Duty station:	Hub/Corridor Offices along road corridors within ASDP Area
Report to:	Programme Coordinator (PC) administratively and functionally to Gender and Social Inclusion Expert (GeSI matters) and Nutrition Expert (Nutrition)
Technical Supervision to:	NGOs staff and HHs Methodology Service providers
Mode of Contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the programme.

General scope of the position:

Under the technical guidance of Gender and Social Inclusion Expert and Nutrition Expert at PCO, the Gender, Social Inclusion and Nutrition Officer is responsible for mobilizing field staff and communities for implementation of all the gender, social inclusion and nutrition & health service promotion activities as per the programme objectives within the Hub/Corridor level. S/he works closely with all the Programme staff and serves as a channel of communications between the Programme and others working on GESI and Nutrition issues in government, and other development projects/programmes at Hub/Corridor level.

Main tasks and responsibilities:

- ❖ Facilitate and support NGOs formation of appropriate groups for the implementation of the Household methodology as well as the nutrition farmer's schools;
- ❖ Sensitise all Programme staff and partners at Hub/Corridor level and ensure that programme outcomes are achieved with respect for the principle of gender equity, inclusion, diversity and women's empowerment;
- ❖ Work with technical staff to support agri-businesses, farmer groups and cooperatives for development and implementation of business plans and ensure the plans are gender friendly and promoting inclusion such as poor, Dalits and Janajatis;

- ❖ Liaise and coordinate with the government and other stakeholders for delivery of a comprehensive package of nutrition services and health service promotion activities and ensure proper communication, coordination and harmonization with the different stakeholders involved in nutrition and health service promotion activities;
- ❖ Facilitate and support to build linkages of the Programme community and local institutions with partner organizations, donor agencies and development players, working both in and outside the Programme area;
- ❖ Facilitate and support field team in conducting field surveys, resource need assessments and participatory appraisals in the operational areas and prepare GeSI profile, collect baseline information on social, cultural and economic parameters of the Programme area;
- ❖ Keep close coordination and liaison with Hub/Corridor team, communities and partners and ensure that all GeSI and Nutrition related data are collected from the field and are of standard quality;
- ❖ Ensure that adequate communication & IEC materials on gender & social issues, GALs and Nutrition are available at Hub/Corridor level for wider dissemination;
- ❖ Organize training and exposure to improve knowledge and skill of the Programme communities and partners on above mentioned areas;
- ❖ Participate actively in networks of and for women and marginalised groups, Nutrition forum and facilitate linkages and networking among these groups for synergies;
- ❖ Review participation of women in community development activities and decision-making processes and making recommendation to improve processes;
- ❖ Document case studies and lesson learnt, achievements and success stories from the field that can be used to bring evidence of change; And facilitate the use of them in trainings as role models
- ❖ Shares knowledge, information, experience and lessons learned with all stakeholder at national, regional, district, community and household levels;

Academic Qualifications and Work Experiences:

- ❖ Masters' Degree in gender study, or sociology, or social work, or rural development, or public health or equivalent with at least 3 years of experience in social health development programme preferably on health and nutrition;
- ❖ Sound knowledge on gender mainstreaming and nutrition related matters and issues at various levels;
- ❖ Demonstrated knowledge of programming issues within the field of nutrition, agriculture, and women's economic empowerment;
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector;
- ❖ Motivated, and capable of working under pressure.

Preferences will be given to:

- ❖ Working experience and knowledge of social health and nutrition and familiar with agriculture value chain development.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration***Salary and Benefits:***

- Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 75,000.00⁶. 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 gazetted class III officer while traveling out of the work station for official purpose.

Leave:

- The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation,

⁶ 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 experts evaluated as unsatisfactory.

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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

7. Terms of Reference (ToR) of Rural Finance Officer

Position:	Rural Finance Officer
Level of Position:	L-2 (Officer)
Duration:	Programme period
Number of Positions:	3 (Three)
Duty station:	Hub/Corridor Offices (Salyan, Jajarkot and Jumla) and frequent field visits within the programme command areas
Report to:	Programme Coordinator (PC) administratively and Rural Finance Expert functionally/technically
Supervises:	Financial Service Providers
Mode of Contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the programme.

General scope of the position:

Under the direct supervision and guidance of Rural Finance Expert, the Rural Finance Officer is particularly responsible for implementation of sub-component 3: Rural Financial Services for value chain development strengthening within the Hub/Corridor. S/he is responsible for facilitating and uptake of financial product under value chain financing and loan risk management, capacity development of co-operatives, improving insurance uptake and facilitate credit access to the Programme beneficiaries. S/he will work closely with the formal financial institutions at hub/corridor and municipal level as well as with the informal financial institutions from the Programme area particularly focusing on the linking the production groups and co-operative with the formal financial institutions and insurance companies.

Main Tasks and Responsibilities:

- ❖ Responsible for the planning, implementation and monitoring of the Rural Financial Services sub-component in the programme area. This involves providing inputs on the preparation and monitoring of Annual Work Plans and Budget (AWPB), data collection for progress reports and analytical reports;
- ❖ Implement the sub-component in accordance with the approved AWPB, coordinate and ensure complementarities with Value Chain Development activities in the Hub/Corridor level;
- ❖ Work with contracted national and international consultants, providing implementation support as required especially in field level data collection;
- ❖ Work with agreed partners in the field (banking and financial institutions, insurance board and insurance companies, capacity developers of cooperatives and training institutions) to ensure that need based financial services are provided to the value chain members;
- ❖ Carry out an assessment, with the support of social mobilisers and LRPs, of the annual credit requirement plans for the VC members and agri businesses and facilitate and monitor flow of credit in the field;
- ❖ Smoothen the processes for credit and insurance to grant applicants and ensure these financial services; coordinate with government departments for timely settlement of insurance claims;
- ❖ Maintain close coordination with implementation partners at field level (banking and financial institutions, insurance companies, private service providers, NGOs and other stakeholders) and ensure satisfactory results;
- ❖ Participate in evaluation committee for selection of grant applicants especially agri businesses and ensure financial services;
- ❖ Participate in Multi stakeholder platforms at cluster/municipality level and understand and address issues related to credit and insurance;
- ❖ In close coordination with institution development Officer, ensure that the cooperatives are capacitated as per plans and deliver need based financial services;
- ❖ Plan, supervise and monitor the trainings on business and financial literacy trainings at field level for effective results;
- ❖ Provide support for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the sub component;
- ❖ Undertake any other assignments as directed by the Programme Coordinator.

Qualification, Experience and Competencies:

- ❖ Masters' degree in economics, business administration, finance, or equivalent with professional working experience of at least 3 years in banking in particular agri-banking/ micro finance and small farmer / Agri-business credit;
- ❖ Good working knowledge of the different national banking and financial institutions, insurance companies, concerned with agriculture finance and insurance;
- ❖ Experiences that demonstrate high quality attributes on leadership, facilitations and coaching and innovativeness;

- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good inter-personal skills and capacity to work effectively with a range of institutions.
- ❖ Creative and pragmatic approach to problem solving; well-organised and well oriented to details.

Preferences will be given to:

- ❖ Candidate having experience in implementation of internationally financed projects/programmes and experiences in linking the groups/cooperatives with the formal financial institutions.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration:

Salary and Benefits:

- ❖ Per month remuneration of the Expert (only for 12 months per year) will be maximum of NPR. 75,000.00⁷. 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 gazetted class III officer while traveling out of the work station for official purpose.

Leave:

The contracted experts and 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 experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

Insurance:

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

Age limit:

The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

⁷ 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 experts evaluated as unsatisfactory.

The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursment 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 of the contracted experts/staff and Administrative Control:

All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- ❖ 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 based on the activities performed during the contract period 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 Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation
- ❖ The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

8. Terms of Reference for Overseer (Sub-Engineer)

Position:	Overseer (Sub-Engineer)
Level of Position:	L-3 (Staff)
Duration:	Programme period
Number of Positions:	3 (three)
Duty station:	Hub/Corridor Offices along road corridors within ASDP Area
Report to:	Senior Agriculture Officer (SAO) administratively and functionally to corridor based Civil Engineer and PCO based Infrastructure Expert
Technical Supervision to:	Infrastructure development contractors, users' committees, local government deputed technical staff etc.
Mode of Contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the programme.

The Overseer will have following duties and responsibilities:

- Prefeasibility and feasibility study of physical infrastructural activities based on the business plans to be supported through Programmes' funds:
- Carry out detailed survey of the feasible physical infrastructure, prepare detailed design report with cost estimates and quantities of work and submit to the Project/Civil Engineer for review
- Ensure quality of construction materials procured/collected and provide adequate support during construction of the physical infrastructure
- 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.
- Advise participating beneficiaries for the effective implementation of physical infrastructure activities.
- Assist and work closely with the other team members in overall implementation.
- Monitor, supervise, quality check-up, verify physical infrastructural activities, which are supported from project funds.
- Assess and recommend the feasible sub-projects that can be supported through programme's funds.
- Assist the local NGOs/service providers for the planning and implementation of physical infrastructural activities.
- On monthly basis report the Progress, work to the Project/Civil Engineer.
- Perform other jobs as directed by the Senior Agriculture Officer, Infrastructure Expert, Project/Civil Engineer and designated officers of the project

Academic Qualifications and Work Experiences:

- ❖ Certificate level in civil engineering/civil works, with 5 years of experience in the field of infrastructure related works.
- ❖ Ability to work in a multi-disciplinary team and facilitate the working of other team members;
- ❖ Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
- ❖ Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector;
- ❖ Motivated, and capable of working under pressure.

Preferences will be given to:

- ❖ Working experience and knowledge of social health and nutrition and familiar with agriculture value chain development.
- ❖ Understanding of the planning and reporting system and procedures of IFAD

Benefits and Remuneration

Salary and Benefits:

- Per month remuneration of the contracted staff (only for 12 months per year) will be maximum of NPR. 50,000.00⁸. 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 officer while traveling out of the work station 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 experts/staff will also be provided with Mourning Leave – 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 re-imburse 50 % of the monthly premium for the period the staff will be working in the programme, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

Age limit:

- The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

Probation period:

- The probation period of the contracted staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement 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 of the contracted experts/staff and Administrative Control:

- All the contracted experts/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.

Performance Assessment and Renewal of Contracts:

- 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 based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.

⁸ 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 experts evaluated as unsatisfactory.

- The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
- The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted