
Terms of References (ToRs) of the Contracted Experts/Officers to be recruited in ASDP

1. Terms of Reference (ToR) of Funds and Financial Management Expert (FFME)

Position:	Funds and Financial Management Expert (FFME)
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)
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 Fund and Financial Management Expert (FFME) will be responsible for effective management of ASDP's various investments funds and contracts with programme beneficiaries including financial and all procurement activities in coordination with programme management team. S/he is also responsible for managing/streamlining programme accounting procedures using computerized accounting software to ensure the regular flow of funds thus meeting the financial reporting standards of Government of Nepal and IFAD.
- The FFME also ensures collection of required financial information, consolidate them, prepare withdrawal applications and programme financial statements/reports for submission to IFAD for reimbursement. S/he is expected to work closely with the government deputed Accounts Officer and ensure that the seamless flow of programme resources and timely execution of programme activities.

Main Tasks and Responsibilities:

- Overall responsible for setting up criteria, procedures and processes for effective operation & management of programme investment funds in line with the programme stipulated objectives;
- Facilitate and support VCD team in processing and evaluation of sub programme proposals and business plan including monitoring of fund utilization and assessment of outputs and impact;
- Facilitate and support Programme Management on drawing up and preparing & advertising tender/bid documents, ensuring the rigorousness of tender evaluation, prepare contract documents and monitoring of the contract adherence;
- Supporting the Programme Coordinator and Accounts Officer in financial management and procurement including development of procurement plan and follow up, financial management procedures and information flows;

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- Work in close consultation with Accounts Officer and Programme Coordinator to establish and maintain essential financial recording, stock management and reporting systems for Programme operations according to the Programme Implementation Manual;
 - Establish and maintain the Designated Accounts in USD and the operational Account in Local Currency, if applicable;
 - Prepare and submit Withdrawal Applications (WA) at least once in each trimester for replenishment in Designated Accounts in USD or reimbursement in GoN treasury, and ensure correct supporting documents are submitted, and that currency conversions are done in accordance with IFAD requirements;
 - Ensure that all programme consolidated reports are prepared and sent to IFAD and meet the IFAD reporting requirement and deadline;
 - Assist the Programme Team with the preparation of Results-Based Annual Work Plan and Budget (RB-AWPB);
 - Ensure that flow of funds from IFAD to PCO, PCO to municipalities and PCO to contracted parties are released in accordance to the approved RB-AWPB;
 - Ensure that the budget as well as the actual expenditure are in accordance with the Financing Agreement between the GON and IFAD;
 - Ensure that the Programme accounts are audited in time by the Auditor General's Office and audit reports are sent to IFAD by mid-January each year;
 - Ensure that consolidated Log of Audit Observations and Table of Summary Report of Audit Observations are prepared and maintained of and followed up on a regular basis for their settlement;
 - Check and ensure all procurement functions are in accordance with IFAD/Government of Nepal procurement guidelines and procedures for implementation of proposed activities;
 - Develop Procurement plan, execute, review as required and update according to the progress;
 - Train the municipal and service providers Accountants', as appropriate, in preparation of statements of accounts for regular reporting and auditing, and speedy resolution of audit observations and recommendations;
 - Provide orientation and necessary training to the municipal and service providers' Accountants' and the staff involved in Programme financial management;
 - Conduct a periodic visit of municipalities and service providers' office with the purpose of internal control and expenditure tracking;
 - Undertake any other duties as requested as directed by Programme Coordinator.

Academic Qualifications and Work Experiences:

- Chartered Accountant (CA) or ACCA with Masters' Degree and at least 3 years of experience working with financial operations and contract management positions;
OR Master's degree or higher in finance, financial accounting, economics, business

administration, or equivalent with at least 5 years of experience working with financial operations and contract management positions;

- Practical experiences of preparing withdrawal applications, programme financial statements and other periodic financial reports of donor funded project/programme;
- Sound Knowledge of Nepalese and International Accounting Standards, MS Office suite including MS Excel and computerised accounting software including ERP software;
- 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.

Preferences will be given to:

- Candidate with experience in managing financial/contract aspects within development project/programme funded by donor agencies preferably by the multilateral financial organizations.
- Understanding of the financial rules and procedures followed by 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 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,

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.

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-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

2. Terms of Reference (TOR) of Monitoring & Evaluation and Knowledge Management Expert (M&E and KM Expert)

Position:	Monitoring & Evaluation and Knowledge Management (M&E and KM) 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 M&E and KM officer, and IT and MIS 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 M&E and KM Expert is responsible for guiding the overall M&E and KM strategy and implementation of related activities within the Programme and vis-a-vis partners, plus providing timely and relevant information to the Programme Coordinator, PCO and Programme stakeholders. This requires close coordination and communication with the State Level Line Agencies, municipalities and wards, Programme stakeholder groups, and field staff as well as consultants of M&E-related external missions.
- Critical tasks for the M&E and KM Expert include setting up the M&E and KM systems and ensuring its efficient and effective implementation. The M&E system will be based on the Programme log-frame and the Programme M&E plan, and will build as much as possible upon existing M&E mechanisms and systems among the Programme stakeholders. The M&E and KM Expert will report directly to the Programme Coordinator.

Main tasks and responsibilities:

Planning, Monitoring & Evaluation

- Develop the overall framework for Programme M&E in accordance to the Programme M&E plan;
- Conduct a readiness assessment regarding M&E on what are the incentives at the system level, who are the beneficiaries;
- Guide, coordinate and provide technical support in reviewing of the Programme log-frame including revision of performance indicators and defining realistic intermediate and end-of-Programme targets;
- Conduct baseline study (situation at Programme start) and other periodic surveys including annual outcome survey, project completion survey, and Identify sources of data, collection and analysis methods;
- Identify the core information needs of PCO, the Programme Steering Committee, IFAD and related government offices at various levels;
- Clarify M&E responsibilities of different Programme personnel;
- Prepare detailed M&E budget, contribute to the development of the Annual Work Plan and Budget (AWPB) ensuring alignment with Programme strategy, agreement on annual targets and inclusion of M&E and KM activities in the work plan; Prepare calendar of M&E and KM activities;
- Identify M&E and KM technical assistance that the Programme needs to contract and guide its recruitment.

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- Oversee and execute M&E and KM activities included in the AWPB, with particular focus on results and impacts as well as in lesson learning;
 - Based on the AWPB design the framework for the physical and process monitoring of Programme activities;
 - Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts;
 - Coordinate the preparation of all Programme reports. Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual Programme report, inception report, and ad-hoc technical reports;
 - Prepare consolidated progress reports for Programme management including identification of problems, causes of potential bottlenecks in Programme implementation, and providing specific recommendations;
 - Check that monitoring data are discussed in the appropriate forum (such as the review meetings of PCO, the quarterly meeting of the Programme Steering Committee: PSC; and the Technical Advisory Group: TAG) and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps;
 - Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;
 - Prepare M&E reports for annual supervision missions, mid-term review and final evaluation in accordance to IFAD guidance;
 - Facilitate, act as resource person, and join if required any external supervision and evaluation missions;
 - Monitor the follow up of evaluation recommendations;
 - Identify the need and draw up the ToRs for specific Programme studies. Recruit, guide and supervise consultants or organizations that are contracted to implement special surveys and studies required for evaluating Programme outcomes and impacts;
 - Organize (and provide) refresher training in M&E for Programme and implementing partner staff, local organizations and primary stakeholders with view of developing local M&E capacity.

Knowledge Management

- Design and implement a system to identify, analyse, document and disseminate lessons learned;
- Consolidate a culture of lessons learning involving all Programme staff and allocate specific responsibilities;
- Ensure that ToRs for consultants recruited by the Programme also incorporate mechanisms to capture and share lessons learned through their inputs to the Programme, and to ensure that the results are reflected in the reporting system described above;

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- Document, package and disseminate lessons frequently and not less than once every three months;
 - Develop progress reports, annual report, publications and appropriate knowledge products e.g. factsheet, brochures, technical brief, leaflet, article, blog, etc. in print and online media (including web page) and ensure quality as well as appropriate ways and means to disseminate the knowledge products.
 - Act as focal point for development and maintenance of data, documents, print materials, photo database, audio-visuals and management of press and other media inquiries as well as programme branding and visibility;
 - Facilitate exchange of experiences by supporting and coordinating Programme participation in workshops and any other existing network of local government and IFAD programme;
 - Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit Programme implementation.
 - Undertake any other duties as requested as directed by Programme Coordinator.

Qualifications, experience and competency:

- Masters' degree in development and/or management studies or equivalent with at least 5 years of professional experience in the field of planning, monitoring, research and statistics
- At least 5 years' of proven experience with planning, design and implementation of M&E systems and logical framework / other strategic planning approaches
- Sound Knowledge in M&E methods and approaches (including quantitative, qualitative and participatory)
- Experience in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders, Data and information analysis;
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- 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.

Preferences will be given to:

- Candidate with experience in managing M & E within development programme preferably projects/programmes funded by multilateral financing organizations).
- 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.

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

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.

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 Value Chain Expert (Business)

Position:	Value Chain Expert (Business)
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 Value Chain and Business 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 Value Chain (VC) Expert - Business is particularly responsible for overall planning, implementation, monitoring and reporting of sub component 1.1: Inclusive and sustainable agriculture value chains expanded and diversified. The scope of works includes value chain development (business & marketing aspects) in tandem with other component & sub-components within programme and ensure effective coordination, management and capacity building of programme staff to facilitate and support value chain actors in strengthening linkages, business planning, investment analysis and other areas that lead to improved performance of the value chain system. The VC Expert – Business will work closely with the business entities and institutions at the federal, state and municipal level particularly focusing on strengthening business relationship and trust among the value chain actors and also with service providers. S/he will work closely with all the Programme staff, service providers and related institutions, and reports directly to the Programme Coordinator.

Main tasks and Responsibilities:

- Take overall leadership for planning, implementation, monitoring and reporting for Inclusive Value chain development sub-component involving the potential value chain selection, analysis for identifying constraints & opportunities, developing strategic investments plan (SIP) and identifying critical interventions for specific

value chain in a multi-stakeholder consultation process (MSP) within the programme and being accountable for targets as set in programme logical framework in close coordination with other thematic team;

- Manage the sub-component in accordance with the approved annual work plans and budget, coordinate and ensure complementarities with market-oriented infrastructures and Rural Financial Services sub- component activities;
- Supervise the work of value Chain Officer from Hub/Corridor Offices; support, coach & mentor them and other staffs including DCCIs, municipalities across Hubs / Corridor offices to conduct MSPs, identify potential investment area within specific value chain through rolling MSP process; facilitate producers organisation, agribusiness and service provider in jointly developing concept notes and investment/business plans addressing critical constraints & opportunities for assessing matching grants/loans for specific value chains and ensure its implementation stimulating actual scaling as part of focussed and actor driven programme facilitation;
- Develop training modules /manuals on VCD and MSP and conduct capacity building activities on value chain development and market system facilitation to programme staff at various level;
- Guide the Value Chain Officer to provide additional critical direct support to cooperatives and agribusinesses to meet market requirements and strengthen financial and business services provision to enhance relationship among value chain actors working together with programme business and financial inclusion team;
- Strengthen capacities of programme staff for Brokering “win-win” and trust-based business and/or service relationships among producer’s group, agribusiness & service providers; work towards reliable, fair and long-term relationships including contractual arrangements, both formal & informal, supporting overall value chain development and improvement in business enabling environment;
- Facilitate and coordinate meetings of investment proposal evaluation committee and support for evaluation and appraisal of grant applicants together with other technical teams and management team;
- Provide support and guidance for gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities across Hubs /Corridor units included in the sub-component;
- Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders including VC members;
- Provide strategic support to programme team for inclusion of poorer households in developing respective value chains investment proposals;
- Coordinate with programme partners and like-minded organizations /projects/programmes working in the State and private companies within and outside programme districts according to the scope of the value chain for synergy;

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- Contribute to the knowledge development by generating lessons /cases in respective value chains , facilitate knowledge exchanges on value chain development within the programme team and others;
 - Undertake any other duties as directed by Programme Coordinator.

Academic Qualifications and Work Experience:

- Masters' Degree in Business Administration, or Agribusiness Development, or Economics, or Marketing or equivalent with at least 5 years' of experience in enterprises promotion, value chain development and private sector strengthening with demonstrable evidence of the results achieved.
- Knowledge and experience in building capacity of stakeholders through advisory skills and facilitate multi-stakeholder consultation processes, value chain upgrading workshops and training.
- Experiences with management and market analysis, investment plan development, appraisal, monitoring and evaluation, and feasibility analysis.
- Experience in developing training courses and facilitating trainings on VCD, business management etc.
- 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 agriculture value chain upgrading and up-scaling approaches, multi-stakeholder consultation processes (MSP), service market development, and public-private partnership.
- 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.

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.

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.
- 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 (ToR) of Value Chain Expert (Technical)

Position:	Value Chain Expert (Technical)
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:	Partner LNGOs, technical experts/staff,
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 Value Chain (VC) Expert -Technical is particularly responsible for planning, implementation, monitoring and reporting of technical support and services in developing production clusters under sub- component 1.1. Inclusive and sustainable agriculture value chains expanded and diversified enhancing competitiveness. The scope of works includes inclusive value chain cluster development in tandem with sub-component 1.4. Agriculture services sustainably support innovation and value chain development within programme and ensure effective coordination, management and capacity building of programme staff, implementing partners, private and government service providers to deliver technical support for improved & sustainable production, and post-harvest management activities in the designated agricultural and livestock value chains. S/he will work closely with all the programme staff, Helvetas/NASDP, local municipalities, Agriculture/Livestock Knowledge Centers/offices, service providers and related institutions, and reports directly to the Programme Coordinator.

Main tasks and Responsibilities:

- Take overall responsibility for planning and providing technical support and services under inclusive value chain development sub-component involving identifying potential production clusters in consultation with the lead firm/agribusiness, developing strategic investments plan (SIP) and identify critical interventions for specific agriculture value chains through multi-stakeholder consultation process (MSP) within the programme; be accountable for targets as set in programme logical framework in close coordination with value chain business team;
- Manage technical support and services part of sub-component in accordance with the approved annual work plans and budget, coordinate and ensure complementarities with market oriented infrastructures and agriculture services sustainably support innovation and value chain development sub- component activities;

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- Supervise the technical staff at Hub/Corridor offices; support, coach and mentor them including partners and municipalities to identify potential production clusters and develop specific potential investment area within specific value chain in partnership with private sector to meet the market requirements with support of Local NGOs, Agriculture Knowledge Centers/Offices and Helvetas through continuous multi-stakeholder consultation process (MSP);
 - Facilitate and provide technical support to agribusiness, Municipalities /Agriculture offices and service provider (both public & private) in delivering extension services to farmers, farmers groups, cooperatives and agribusiness and support on those aspects concerned with the production/post-harvest handling of agricultural/livestock products in close coordination with Helvetas /NASDP;
 - Develop technical training modules /manuals and conduct capacity building activities on inputs management, production, post-harvest technologies to field level staff at various level enhancing competitiveness;
 - Liaise and coordinate with private sector, municipalities' level agriculture, livestock and forestry officers in delivering quality inputs and technical services to producer groups as and when required in timely manner to achieve the perceived volume and quality as demanded by the private sectors /traders;
 - Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities across Hubs /Corridor offices included in the sub-component including technical content in farmer's diary;
 - Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders including VC members;
 - Provide strategic support to programme team for inclusion of poorer households in developing respective value chains investment proposals;
 - Coordinate with programme partners and like-minded organizations/projects/programmes working in the State and private companies within and outside programme districts according to the scope of the value chain for synergy in particular improved technologies and good agricultural practices;
 - Contribute to the knowledge development by generating lessons/cases in respective value chain, facilitate knowledge exchanges on value chain development within the programme team and others;
 - Undertake any other duties as directed by Programme Coordinator.

Academic Qualifications and Work Experience:

- ❖ Masters' degree in Agriculture with specialization in Horticulture, or Economics or equivalent with at least 5 years' of experiences in enterprises promotion and agriculture value chain development with demonstrable evidence of the results achieved;
- ❖ Familiar and experience in market driven agriculture production, service market development, programme proposal appraisal, monitoring and evaluation technically;

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- ❖ Experiences with management and market analysis, investment plan development, appraisal, monitoring and evaluation, and feasibility analysis;
 - ❖ Knowledge and experience that demonstrates designing technical curriculum and building capacity of stakeholders at various level advisory skills and facilitate multi-stakeholder consultation processes;
 - ❖ 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 agriculture value chain upgrading and up-scaling approaches, multi-stakeholder consultation processes (MSP) and service market development, and public private partnership and grant fund proposal 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. 100,000.00⁴. 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,

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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-imburement of the insurance premium, will be effective only for those who have successfully completed the probation period.

Reference Check:

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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 Information Technology & Management Information System (IT & MIS) Officer

Position:	Information Technology & Management Information System (IT & MIS) Officer
Level of Position:	L-2 (Officer)
Duration:	Programme period
Number of Position:	1 (one)
Duty station:	PCO, Surkhet with occasional visits to programme districts
Report to:	Programme Coordinator (PC) (administratively) & M&E and KM Expert (functionally/technically)

Supervises:	LNGOs/Social Mobilizers/field staff
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 Information Technology & Management Information System Officer (IT & MIS) will be responsible for developing the GIS in-built Programme Management Information System (MIS) system, its operation, analysis of data/information, and production of reports as required. S/he is also responsible to ensure quality of data collection and data entry as stipulated in the M&E Plan in timely manner as well as processing and production of MIS reports to support Programme Management, IFAD and Government of Nepal in planning, implementing monitoring and evaluating the programme activities. The IT & MIS Expert will work closely with M&E and KM Expert and in coordination with ASDP thematic team to maintain and update the MIS system using relevant Information Technology.

Main tasks & Responsibilities:

- ❖ Support the ME& KM Expert in designing the GIS integrated Management information system (MIS) as per the M & E Plan;
- ❖ Manage the MIS system within the PCO including that of the Hub /corridor teams;
- ❖ Suggest from time to time improvements in the MIS system if deemed necessary;
- ❖ Prepare the specification of the IT software and hardware required for smooth operation of the IT system within the programme and assist the Procurement officer in procuring these goods and services;
- ❖ Supervise the work of the data management assistants and IT service providers contracted by the programme; ensure the quality of works delivered by them;
- ❖ Extend support to the team members to install navigate through the MIS system and feed in necessary data to the MIS database;
- ❖ Ensure the regular operation of the IT equipment's and IT system including maintenance and repairing as required;
- ❖ Help the PCO in identifying the qualified suppliers of IT equipment's, and maintenance service providers for supply of IT equipment's and services to the programme;
- ❖ Facilitate and support in identifying potential competent website developer in developing programme website's and Maintain the website of the programme working with M&E and KM Expert;
- ❖ Communicate with programme team members from PCO, Hub to field levels and Train and support them as required to feed in information to the MIS database;
- ❖ Regularly maintain and update information of programme activities and progress on website and regional knowledge platform (IFAD Asia blog) and social media etc. to communicate about programme as well as sharing news and success cases.

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- ❖ Prepare the TORs for external service providers providing services in the field of IT, be in touch with such service providers and ensure that their service is as per the expectation of the programme;
 - ❖ Undertake any other works as assigned by the M&E and KM Expert and the Programme Coordinator.

Qualification, Experience and Competencies:

- ❖ Bachelors' degree in Information Management, Computer Software Application, Computer Engineering or any other field related to Information Technology with at least 3 years' proven experiences in database management or Masters' in above mentioned subject with one year of experience in the related fields.
- ❖ Experience in handling MIS of development programmes; knowledge to handle MySQL and PHP server
- ❖ Working knowledge of hardware and software systems and ability to design database management software
- ❖ 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:

- ❖ Ability to troubleshoot the general hardware and software problem;
- ❖ Understanding of the Results and Impact Management System (RIMS), and Annual Outcome Survey and Programme Completion Survey programmes.
- ❖ 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. 75,000.00⁵. 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 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

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.

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.
- ❖ 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 (TOR) of Monitoring & Evaluation and Knowledge Management Officer (M&E and KM Officer)

Position:	Monitoring & Evaluation and Knowledge Management (M&E and KM) Officer
Level of Position:	L-2 (Officer)
Duration:	Programme period
Number of Position:	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 Monitoring & Evaluation and Knowledge Management Expert functionally/technically
Supervises to:	Partner LNGOs, Social mobilizers
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 M&E and KM Officer is responsible for implementing the overall M&E and KM strategy and implementation of related activities within the Programme and vis-a-vis partners, plus providing timely and relevant information to the M&E-KM Expert, Programme Coordinator, PCO and district/local stakeholders. This requires close coordination and communication with the district, local level Line Agencies, municipalities and wards, programme stakeholder groups, and field staff as well as consultants of M&E-related external missions.
- Critical tasks for the M&E and KM Officer include assisting in setting up the M&E and KM systems and ensuring its efficient and effective implementation in the field and report to the PCO/M&E-KM Team. The M&E system will be based on the Programme log-frame and the Programme M&E plan, and will build as much as possible upon existing M&E mechanisms and systems among the Programme stakeholders. The M&E and KM Officer will report directly to M&E and KM Expert and the Programme Coordinator.

Main tasks and responsibilities:

Planning, Monitoring & Evaluation

- Assist in developing the framework for Programme M&E in accordance to the Programme M&E plan;
- Assist in conducting a readiness assessment regarding M&E on what are the incentives at the system level, who are the beneficiaries;
- Reviewing the Programme log-frame including revision of performance indicators and defining realistic intermediate and end-of-Programme targets;

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- Conduct baseline study (situation at Programme start) and other periodic surveys including annual outcome survey, project completion survey, and Identify sources of data, collection and analysis methods;
 - Provide the information needs of PCO, the Programme Steering Committee, IFAD and related government offices at various levels;
 - Prepare and contribute to the development of the Annual Work Plan and Budget (AWPB) ensuring alignment with Programme strategy, agreement on annual targets and inclusion of M&E and KM activities in the work plan; Prepare calendar of M&E and KM activities which are implemented in the programme areas;
 - Execute M&E and KM activities included in the AWPB, with particular focus on results and impacts as well as in lesson learning in the programme areas;
 - Apply in the field a results-based approach to monitoring and evaluation, emphasizing results and impacts;
 - Preparation of all Programme reports. Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual Programme report, inception report, and ad-hoc technical reports;
 - Prepare progress reports including identification of problems, causes of potential bottlenecks in Programme implementation, and providing specific recommendations;
 - Check that monitoring data are discussed in the corridor office, if necessary, create such discussion forums to fill any gaps;
 - Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;
 - Assist in preparing M&E reports for annual supervision missions, mid-term review and final evaluation in accordance to IFAD guidance;
 - Facilitate, act as resource person, and join if required any external supervision and evaluation missions;
 - Monitor the follow up of evaluation recommendations;
 - Identify the need and assist in drawing up the ToRs for specific Programme studies, special surveys and studies required for evaluating Programme outcomes and impacts;
 - Organize (and provide) refresher training on M&E for Programme and implementing partner staff, local organizations and primary stakeholders with view of developing local M&E capacity.

Knowledge Management

- Assist in design and implement a system to identify, analyse, document and disseminate lessons learned;
- Consolidate a culture of lessons learning involving all Programme staff in the corridor office and allocate specific responsibilities to them;

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- Ensure that ToRs for other expert/officers recruited by the Programme also incorporate mechanisms to capture and share lessons learned through their inputs to the Programme (PM&E-KM team), and to ensure that the results are reflected in the reporting system described above;
 - Document, package and disseminate lessons frequently and not less than once every three months;
 - Develop progress reports, annual report, publications and appropriate knowledge products e.g. factsheet, brochures, technical brief, leaflet, article, blog, etc. in print and online media (including web page) and ensure quality as well as appropriate ways and means to disseminate the knowledge products.
 - Act as focal point in the corridor office, for development and maintenance of data, documents, print materials, photo database, audio-visuals and management of press and other media inquiries as well as programme branding and visibility;
 - Facilitate exchange of experiences by supporting and coordinating Programme participation in workshops and any other existing network of local government and IFAD programme;
 - Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit Programme implementation.
 - Undertake any other duties as requested as directed by Programme Coordinator, Sr. Agri. Officer and M&E-KM Expert.

Qualifications, experience and competency:

- Masters' degree in development and/or management studies or equivalent with at least 3 years of professional experience in the field of planning, monitoring, research and statistics.
- At least 3 years' of proven experience with planning, design and implementation of M&E systems and logical framework / other strategic planning approaches
- Sound Knowledge in M&E methods and approaches (including quantitative, qualitative and participatory)
- Experience in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders, Data and information analysis;
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- 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.

Preferences will be given to:

- ❖ Candidate with experience in managing M & E within development programme preferably projects/programmes funded by multilateral financing organizations).
- ❖ 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-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.

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.

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

7. Term of Reference (ToR) of Value Chain and Business Development Officer

Position:	Value Chain and Business Development Officer
Level of Position:	L-2 (Officer)
Duration:	Programme period
Number of Position:	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 Value Chain Experts functionally/technically.
Supervises to:	Partner LNGOs, social mobilizers
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 Value Chain Expert, the Value Chain and Business Development Officer will be responsible for planning, implementation, monitoring and reporting of Value Chain development interventions in tandem with other sub-component within the Hub/Corridor and ensure effective coordination, management and capacity building of field staff to facilitate and support Value Chain actors in strengthening

linkages, business planning, investment analysis and other areas that lead to improved performance of the Value Chain system.

Main tasks and Responsibilities:

- ❖ Coordinate, coach and mentor field staff on cluster-based Value Chain development practices and processes: identifying constraints/ opportunities, developing/upgrading vision and strategies, critical interventions for investments, development of enabling institutions / services and stimulating actual scaling up as part of a focused and actor driven programme facilitation for specific Value Chains in continuous multi-stakeholder consultation process (MSP);
- ❖ Identify specific potential investment area within specific Value Chain during MSP, and facilitate producer group, agribusiness, service provider in jointly developing investment/business plans addressing critical VC constraints / opportunities for assessing matching grants /loans for specific Value Chains in cluster;
- ❖ Enhance service capacities of agribusiness/traders, producer group and service providers and their relationships, within informal and formal contracting arrangements;
- ❖ Support for brokering “win-win” and trust-based business and/or service relationships among Value Chain actors to work towards reliable, fair and long-term relationships and or buyer or service contracts including improvement in business enabling environment;
- ❖ Facilitate and support producers organisation and agri-business to meet market requirements; strengthen technical, financial and business service providers/provisions for specific Value Chains in coordination with Rural Finance and Institutional development team ;
- ❖ Facilitate and coordinate with agribusiness, Municipalities /Agriculture offices and service provider (both public & private) in delivering extension services to farmers, farmers groups, cooperatives and agribusiness and support on those aspects concerned with the production/post-harvest handling of agricultural/ livestock products in close coordination with Helvetas /NASDP;
- ❖ Coordinate with programme partners and like-minded organizations within and outside programme districts according to the scope of the Value Chain for synergy;
- ❖ Support Programme Monitoring and Evaluation (M&E) team to establish Value Chain baselines for the M&E system and result measurements at Hub/Corridor level;
- ❖ Provide strategic support to Hub/Corridor team for inclusion of poorer households in developing respective Value Chains investment proposals;
- ❖ Contribute to the knowledge development by generating lessons /cases in respective Value Chain, facilitate knowledge exchanges on VCD and others;
- ❖ Undertake any other duties as requested by Value chain Expert and directed by Programme Coordinator.

Academic Qualifications and Work Experience:

- ❖ Master's Degree in Business Administration, or Agribusiness Development, or Economics, or Marketing or equivalent with at least 3 years of experience in promotion of enterprises promotion, Value Chain development and private sector strengthening with demonstrable evidence of the results achieved.
- ❖ Knowledge and experience in building capacity of stakeholders through advisory skills and facilitate multi-stakeholder consultation processes, Value Chain upgrading workshops and training.
- ❖ Experiences with management and market analysis, matching grant fund proposal/plan development, appraisal, monitoring and evaluation, and feasibility analysis.
- ❖ 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 given to:

- ❖ Candidate having experience in agriculture Value Chains development, Investment analysis, public private partnership and service market 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. 75,000.00⁷. 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.

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.

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-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

8. Terms of Reference (ToR) of Civil Engineer

Position:	Civil Engineer
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 Infrastructure Expert functionally
Supervises:	Overseers, Sub-overseers, contractors, local partners (NGOs/Users' committees)
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 overall guidance and supervision of the Infrastructure Expert, the Engineer will be responsible for construction, supervision, and Quality control of the infrastructures including rural roads supported under the programme in close coordination with concerned Palikas and stakeholders etc. S/he is responsible for providing technical support to Group /Cooperatives, Users committee in construction of small infrastructures and ensure quality of the construction.

Main tasks and Responsibilities:

- ❖ Overall responsible for feasibility study, detailed survey, preparing detailed drawings, specifications and bill of quantities (BoQ) of market led infrastructures and facilitate and support respective Palikas staff in contracting the Users Committee in implementing the sub- projects;
- ❖ Facilitate and support for the selection of infrastructures to be supported under the programme during the MSP;
- ❖ Provide technical support and ensure quality construction of the infrastructure sub-component activities in timely manner in accordance with the approved annual work plans with in the Hub;
- ❖ Facilitate and support consultant service provider for selection of sub-project and preparation of DPR of road sub-project and their review and verification at Hub Level;
- ❖ Review and quality check of the detailed drawings, specifications and BoQ submitted by the consultant service providers; assist Palikas for preparing bidding document to procure these works including tendering and evaluation as per the IFAD and GoN guidelines;

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- ❖ 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 field 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;
 - ❖ 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 assigned by the Programme Coordinator.

Qualification, Experience and Competency:

- ❖ Bachelor's Degree in Civil Engineering with at least 3 years of professional experience in designing, construction supervision & monitoring of civil engineering works in particular market-led infrastructures and rural roads; or Master's degree in above mentioned subject with at least one year of experience in above mentioned fields.
- ❖ 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 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 implementing infrastructure activities under projects/programmes financed by international agencies with local and federal government.
- ❖ 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. 75,000.00⁸. 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 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-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.

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.

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

9. 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. 75,000.00⁹. 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.

⁹ 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-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