# Terms of Reference (ToR) for Senior Value Chain Expert

**Position: Senior Value Chain Expert**

**Level of Position:** L-1 (Senior level expert)

**Number of Position:** 1 (one)

**Duty station:** PCO, Surkhet with frequent visits to Programme districts

**Report to:** Programme Coordinator (PC)

**Supervises to:** PCO based Value Chain Expert (Both Business and Technical), and Infrastructure Expert

**Mode of contract:** Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Programme period upon the assessment of performance and the recommendation of the Mid-term Review Mission.

**General scope of the position:**

The Senior Value Chain Expert (SVCE) - is particularly responsible for overall planning, implementation, monitoring and reporting of sub component 1.1: Inclusive and sustainable agriculture value chains expanded and diversified and sub component 1.2: Market-oriented public and community infrastructure functional. The scope of works includes value chain development 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 SVCE will critically engaged to ensure the proper alignment of the sub component 1.2 with the sub component 1.1 for the growth of targeted value chain as envisaged by Programme document, PIM and Logical Framework. SVCE 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. In addition, SVCE will also ensure effective coordination, management and capacity building of public, private and community organizations including service providers to deliver technical support for improved and sustainable production, and post-harvest management activities in the designated value chains. S/he will work closely with all the Programme staffs, 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 sub-component 1.1 and 1.2 involving the potential value chain selection, analysis for identifying constraints & opportunities, developing strategic investments plan (SIP) and identifying critical interventions, including market oriented public and community infrastructure, 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 1.1 and 1.2 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;
* Articulate the real need of value chain actors and effectively plan to integrate them into the domain of Programme support to ensure that Programme will meet the appraisal target as envisaged in Programme document and Logical Framework.
* Supervise the work of Value Chain Expert (both Business and Technical), 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/technical manuals and guideline on value chain development, MSP, inputs management, production, post-harvest technologies and conduct capacity building activities on these aspects to programme staff at various level;
* Guide the Value Chain Expert (both Business and Technical) and Value Chain and Business Development Officer to accomplish the tasks and responsibilities as per their ToRs and 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;
* Support value chain and infrastructure team in adhering GoN and IFAD rules, regulation, approved guidelines and procedures for the value chain co-financing and infrastructure development activities.
* Facilitate and provide technical support to Municipalities, Municipality Agriculture and Livestock Sections, agribusiness, community-based organizations, service providers (both public and private) in delivering extension services to farmers, farmers group, cooperatives, and agribusiness and support on those aspect concerned with the production/post-harvest handling of agricultural/livestock products.
* Conduct detail feasibility study of the business and infrastructure proposals, appraise and evaluate the outcome of the activities under sub component 1.1. and 1.2;
* Prepared objective criteria and produce the sound logic, based on the economic and technical parameters, for the selection of infrastructure to be supported by the Programme that ensures the growth of selected value chain as per the Programme documents and logical framework;
* Identify, prioritize and implement market oriented public and community infrastructure development activities, fulfilling the requirements of IEE and EIA, by mobilizing Value Chain Expert (Both business and technical), infrastructure officer and Civil Engineers of the PCO/PCUs that ensures the better linkage and complementarities with the growth of targeted value chains;
* Guide to develop appropriate mechanisms of partnership with municipalities and other stakeholders and define the fund flow and contract management process in relation to the development of Market Oriented Public and Community Infrastructures.
* 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;
* 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 1.1. and 1.2;
* 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 Federal, State and Local level line agencies, programme partners and like-minded organizations /projects/programmes working in the Karnali State and private companies within and outside programme districts according to the scope of the value chain for synergy;
* Contribute to the knowledge development by generating lessons /cases in respective value chains, facilitate knowledge exchanges on value chain development and infrastructure development within the programme team and others;
* Undertake any other duties as directed by Programme Coordinator.

 **Academic Qualifications and Work Experience:**

* PhD or Masters’ Degree in Agricultural Economics, or Agricultural Marketing, or Business Administration, or Agribusiness Development, or Economics, or Marketing or equivalent with at least 12 years of experience in agribusiness 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.
* In-depth understanding of Government policies and programming in value chain development, market led infrastructure development, and private sector development process in Nepal;
* Proven track record in developing policies, strategies, guidelines, training manuals and training facilitation on Value chain development, business management.
* Proven experiences in market driven agriculture production, service market development, programme proposal appraisal, market management and market analysis, investment plan development, 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 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.
* Candidate having experience in planning and implementation of agriculture infrastructure development in relation to the agriculture value chain
* 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 between NPR. 150,000.00 - NPR 200,000.00[[1]](#footnote-1) negotiable and finally decided by the Programme Coordinator. 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 60 years.

***Probation period:***

* The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits will be effective only after successfully completing 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 annual contract will be extendable up to the Programme period upon the assessment of performance and the recommendation of the Mid-term Review Mission.
* 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 individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
* 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.

Applications through mail will not be entertained. Please visit Kantipur Management Private Limited's office for submission of your applications along with your documents. The address of KMPL is mentioned below.

**Kantipur Management Pvt. Ltd.**

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1. The salary will be negotiable based on the candidate’s quality, experience, confidence and other factors, and finally decided by the Programme Coordinator. 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. [↑](#footnote-ref-1)