# Terms of Reference of Field Agriculture Officer

**Position: Field Agriculture Officer**

**Level of Position:** L-2 (Officer)

**Number of Position:** 16

**Duration:** Programme Period

**Duty station:**  Corridors/Districts including Palikas/Clusters as designated by the PCO

**Report to:** Programme Coordinator (PC) administratively and PCO designated experts functionally

**Mode of Contract:** Rolling annual contract with a probation period of six months. The contract will be extendable annually up to the Programme period based on satisfactory performance in the preceding contract assessed by the Programme.

# Roles and purpose of the assignment

Field Agriculture Officer is responsible for facilitating decentralized and pluralistic agriculture extension and research system in respective rural/municipality and support formulating local policies, guidelines, sectorial annual and periodic plans, and their implementation accordingly, under the direct supervision and guidance of Value Chain Expert (technical), Institutional Development Experts (IDE) and other experts as designated by PCO. S/he will coordinate and provide technical support in strengthening agriculture service market development involving public and private service providers in the designated agricultural value chains of the Programme.

# Specific duties and responsibilities

* + Facilitate municipalities in establishment and strengthening of Municipal Agriculture Development Committee (MADC) for effective coordination, inclusiveness and accountable service provisions;
  + Facilitate municipalities in formulating policies, strategies, guidelines, standards related to agriculture sector and establish institutional mechanism at ward level to operationalize pluralistic agriculture services;
  + Facilitate and support to identify potential production clusters for targeted value chain in coordination with MADC involving private sector to meet the market requirements with support of Value Chain team;
  + Facilitate and provide technical support in delivering quality technical and extension services to producer organizations (PO) involving public and private service providers (LRPs, VAW, VAHW and extension worker);
  + Support in capacity building of MADC members, sectorial staff and other plural actors for institutionalizing pluralistic agriculture service provisions;
  + Under the guidance of concerned experts and officers, S/he should be engaged systematically with Municipalities at executive, legislative and ward levels and other stakeholders to support and facilitate the establishment and sustainable operation of the Community Agriculture Extension Service Centres (CAESCs).
  + Capacitate and mobilize Agriculture Technicians/Social Mobilisers and Local Service Provider for market led crop plan development to achieve the perceived volume and quality as demanded by the private sectors /traders;
  + Coordinate with value chain officers to facilitate POs linkages with agribusiness & service providers and work towards reliable, fair and long-term relationships including contractual arrangements supporting overall value chain development;
  + Coordinate and facilitate all the training related to agriculture production and post-harvest management at corridor/district/municipalities level and support in the delivery of those training with concerned stakeholders;
  + Facilitate municipalities to organize periodic review and reflection meetings with stakeholders and service providers that facilitate and strengthen pluralistic agriculture extension system;
  + Provide support and guidance to Agriculture Technicians/Social Mobiliser for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the production and postharvest support activities;
  + Facilitate and support documentation of experiences, lessons learned, good practices, and case studies as part of knowledge development and facilitate exchange of information for wider dissemination;
  + Timely and regular reporting to PCU/PCO as per prescribed format, hard or electronic, or both;
  + Professionally discharge other mutually agreed tasks as directed by Programme Coordinator and PCO.

# Qualification, experience and competency

* + Master’s degree in agriculture, veterinary science, animal husbandry or equivalent with at least 3 years of professional experience or bachelor’s degree in agriculture/veterinary science/animal husbandry or equivalent with at least 5 years’ experience in agriculture value chain development or delivery of agriculture extension services working with public and private service providers.
  + Proven knowledge and experience in working with local government focusing on capacity building of public, private institutions and organizing trainings.
  + Good interpersonal skills, networking and 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;
  + Proficiency with Microsoft Office Suite;

# Preferences will be given to

* + Women candidates & candidates from disadvantaged groups (Dalit, Janjatis /Indigenous, Madhesi, Muslim)
  + Candidate having experiences in value chain development, capacity assessments and strengthening of public and private institutions and working knowledge with the sub-national and local government.

# Benefits and remuneration

## *Salary and benefits*

* + Per month remuneration (only for 12 months per year) will be between NPR 75,000.00 – NPR. 100,000.00[[1]](#footnote-1). The staff placed in high hill districts will be paid additional NPR 10,000 per month as compared to the staff placed in mid hill districts. 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 workstation for official purpose.

# *Leave*

* + The contracted officer 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 of 15 days, maternity leave of 60 days for women and all public holidays.

# *Insurance*

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

## Age limit

* The upper age limit for Field Agriculture Officer at the last date of submission of application will be 55 years.

## Probation period

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

## Reference check

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

# Supervision and administrative control

* + All the contracted staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP.S/he will be technically accountable to Institutional Development Specialist of ASDP.

# Performance assessment and renewal

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

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. *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)