

Annuklum X /BRACED Project

Terms of References for

Title of Job	: Agriculture Officer
Type of Service	: Technical
Responsible to	: Program Coordinator (LNGO) /District Coordinator
Duty Station	:Respective Project District
Duration of Contract	: One year with possible to extension

Purpose of Position:

Agriculture officer will be responsible in planning, implementation, monitoring and reporting of agriculture components of ANUKULAN-BRACED project in close coordination with program coordinator (LNGO), District Coordinator and agriculture specialist. S/he will work closely with Anukulan district, regional and central staff. S/he will be the focal person of agriculture components at the district level. More specifically, s/he will be responsible for following tasks;

a. Program planning and implementation

- Support PC, DC and other Anukulan staff to create the enabling environment at district for effective delivery of the agriculture components.
- Provide full support and assistance to PC and DC to develop detail implementation plan (DIP) of Agriculture component.
- Prepare monthly, quarterly plan with district team and share with PC, DC and Agriculture specialist.
- Lead Agriculture component to implement effectively implemented in district as per DIP and ensure that is being implemented as per DIP, strategy and guidelines of Anukulan.
- Assist PC, DC and relevant project staff in integrating Agriculture components at the assigned district planning mechanism.
- Under the guidance of Agriculture specialist provide technical support to Agriculture technician, Marketing Supervisor, social mobilizers, LAPA facilitators and local communities to plan and implement agricultural related activities and ensure the quality of the work and meeting the deadline.
- Support in building capacity of staffs and key stakeholders to facilitate overall process of planning, implementation and monitoring of Agriculture plans at local and community level ensuring benefits to real climate vulnerable communities within project VDCs and considering good governance, gender and social inclusion.
- Work closely with district team during planning, implementation, monitoring and reporting of Agriculture components.
- Support/promote pilot demonstration of agricultural related innovation, technologies and practice.

b. Coordination

- Coordinate with the local government (Municipality, Rural municipality) and line agencies like DADO, DWCDO, private sector, local NGO/CBOs and other stakeholders for effective delivery of the Agriculture component, creating synergy and leveraging of fund.
- Support district coordinator and regional Agriculture specialist to implement, monitor of the program as per need.

c. Monitoring, Documentation and Reporting

- Regular field visit to backstop and monitoring of the program.
- Support District coordinator to organize joint monitoring (central/regional, district) involving different stakeholders as per need.
- Support district coordinator and regional specialist to prepare communication and extension materials as per need.
- Documents and share learning and experiences with PC/DC and Agriculture specialist and others as appropriate.
- Prepare district level synthesis report of agriculture component.
- Support district coordinator gather and analyse information/data and to prepare Outcome Monitoring Summary (OMS) reports in-line with log-frame at district level about challenges, progress and learning of project outcomes/outputs in specified time periods (e.g. bimonthly, quarterly, half yearly and yearly basis).
- Support district coordinator to maintain and compile database, case studies and reports as required from regional/central level.
- Be responsible to meet the targets indicators in the assigned district related with Agriculture components.
- Support district coordinator, Agriculture specialist and regional and central team to manage visit of visitors, guests and representatives from donor and other stakeholders as per need.
- Facilitate and ensure public auditing is being implemented in each activity implementation.
- Perform duties as assigned by District Coordinator, Regional Agriculture Specialist and regional and central team.

Key Competences required:

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi- disciplinary teams. More specifically, the position requires the following competencies:

Management and team work

- Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with energy and a positive, constructive attitude

- Proven networking, team building, organizational and communication skills
- Ability to work in multi-culture environment

Personal effectiveness

- Listening and influencing: Demonstrates good listening skills. Presents view in convincing way and aware of different perspectives, feelings and concerns.
- Managing relationships: Able to network and maintain working relationships with stakeholders, partners and staff.
- Positive Attitude: Aware on self-emotion and able to perform well with positive attitude in difficult situations.
- Proven ability to plan, organize and achieve results and experience of managing projects, contractors and services.

Knowledge and expertise

- A clear understanding of contemporary development issues particularly on Agriculture and marketing.

Required qualification and experience:

- Bachelor degree in Agriculture with at least 1 year of experience or I.Sc agriculture with at least 5 years of experiences in related field.
- Updated knowledge of key issues in rural development, climate change and agriculture.
- Prior experience of working in the DADO will be an added advantage
- Experience in usage of computers and office software packages (MS Word, Excel, etc.)

Language

- Strong written and spoken skills of Nepali and English languages