



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant ☐ /PSA ☒

Minimum number of years of relevant experience required: 1
 year ☐; 5 years ☐; 7 years ☒; 12+years ☐

Job Title: Training Specialist	
Division/Department: FAO	
Programme/Project: UTF/NEP/073/NEP - Agriculture and Food Security Project (ASFP)	
Location: Kathmandu and Field Visit , if required	
Expected Start Date of Assignment: August 01, 2017 months.	Duration: Initially 5 months with possibility of extension up to 3 months.
Reports to Name: Dr. Braja Kishore Prasad Shaha	Title: Team Leader

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of FAO country office and direct supervision of the team leader and technical supervision of the FAO technical backstopping officer in the FAO Regional Office in Bangkok, in close consultation with technical experts of the project team and in coordination with the Government of Nepal's designated technical officer in the PMU as well as the concerned units of counterpart departments and NARC, the incumbent will carry out the following tasks:

1. Review, update and finalize various prepared reports by former consultants for technical clearance from designated RAP officers
2. Support and supervise the capacity building and trainings activities organized by AFSP in preparing work plans and a plan of operation, developing curricula and lesson plans.
3. Develop appropriate tools and reporting formats for the effective monitoring of trainings.
4. Assist. in preparing and ensuring the quality of the training materials/guidelines/manuals and other reference documents developed for training facilitators and targeted beneficiaries including gender- and disadvantaged people-sensitive/friendly training materials
5. Supervise the activities of and provide backstopping support to the district-level officers and field teams in the need identification, planning, timely and quality implementation, monitoring and reporting of field-level FFS trainings and follow up programs as well as other capacity building activities including backstopping support for their
6. Assist in the preparation of training reports, cost analysis and inventory of training activities in the project area/districts.
7. Organize consultative meetings at the central, regional, district and service centre levels to discuss emerging issues and opportunities related to the project
8. Participation in district level (DPSU), regional and central level review and planning meetings/workshops organised by PMU, FAO-TA and NARC,
9. Contribution to prepare progress reports at different point of time of the project implementation
10. Undertake any other tasks as assigned by TA Team Leader.

KEY PERFORMANCE INDICATORS:

Required Completion Date:

Expected Outputs	Time line
<ul style="list-style-type: none"> Review , update and finalize various prepared reports by former consultants for technical clearance from designated RAP officers Prepare and Submit Annual, Half Yearly and Trimester Work plans and plan of action of ToTs, FFSs and other capacity building trainings Set of updated training curricula for TOT and AFS-FFS and design of crop and livestock specific AFS- FFS , if any Capacity building and training events reports of FAO TA and PMU Regular follow-up, monitoring, coaching and technical backstopping of DTOs Field visits, monitoring of various field activities and technical backstopping to project staffs and feedback to and DPSU, Submitted a detailed end of assignment report covering tasks as in ToR 	<ul style="list-style-type: none"> Continuous Continuous Continuous Periodic Periodic In the last month of assignment

Qualification and Experience:

Masters' degree in Agricultural Sciences or in any discipline of social or development studies with seven years of experience in the design of curriculum, training materials and the application of participatory methods of training with working experience in training management, sessions facilitation and institutional networking. Related training and experience in design and implementation of season long ToT, refresher courses to different target groups (farmers, entrepreneurs, field level technicians and technical officers) on agriculture and livestock development in agricultural project and proven experience in design, implementation and facilitation of Farmer Field School (FFS) is compulsory. He/she should have basic computer knowledge of MS word, MS excel and MS PowerPoint. The candidate should have adequate competence in communication, planning and reporting in English and Nepali languages. Experience with similar internationally funded development project will be an advantage.