



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 ☐; 12+years ☐

Job Title	District Technical Officer Agriculture		
Division/Department	FAO Programme		
Programme/Project Number	UTF/NEP/073/NEP; FAO TA to AFSP		
Location	19 Project Districts: Dadeldhura, Darchula, Baitadi, Doti, Achham, Bajhang, Bajura, Rolpa, Rukum, Pyuthan, Salyan, Surkhet, Dailekh, Jajarkot, Kalikot, Jumla, Humla, Mugu, Dolpa		
Expected Start Date of Assignment	1 August 2014	Duration	Initially 5 months with possibility of extension for 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 technical supervision of the Project Agriculture Specialist and operational supervision of the Senior District Agriculture Development Officer and in close coordination with the district-level subject matter specialists – Agronomist, Plant Protection Officer and Horticulturist - and the District Project Support Unit and district Technical Team, the District Technical Officer, Agriculture (DTO-Agri.) will primarily be responsible for the effective planning and implementation of crop production and farmers' field school-related activities of the project in the assigned district. H/she will supervise the activities of and provide guidance to the field-based Agriculture Technicians. The DTO (Agri.) will spend considerable time in the field supporting and building rapport with the field-level staff, farmer groups and other development partners.

The specific tasks of the position include:

- Assisting the DADO in the preparation of farmer needs- based annual work and expenditure plans for the component related to dissemination of crop production and in implementing the project activities at district level.
- With guidance from Project Training Specialist and Agriculture Specialist identify training needs of targeted beneficiaries, support in design of FFS curriculum, lesson plans, guidelines and procedures related to crop development and provide backstopping support in the implementation of FFS trainings and follow up programs.
- Support DADO in identification and selection of appropriate groups to participate in FFS activities and participating in discussions and negotiations with Village Development Committees, and others involved in the establishment and facilitation of the FFS.
- In close coordination with the Project Training Specialist and Agriculture Specialist, assist in the selection of FFS facilitators and other resource persons, and provide backstopping support to the groups and FFS facilitators on smooth implementation of FFS activities including designing of supportive trials.
- Providing adequate orientation and supervision to field based Agriculture Technicians on project activity implementation, timely implementation of crop production and farmer organization related activities at the VDCs and farmer Group levels.
- In collaboration with district level subject matter specialists especially the Agronomist, Horticulturist and Plant protection officers provide the technical support, facilitate, and backstop Agriculture Technicians and JT, JTAs as appropriate.
- Provide technical support to DADO and work as the bridge between DADO and Project Agriculture Specialist at the PMU level in solving the technical problems.
- Report to the DADO and Project Agriculture Specialist on the progress at the field level, issues encountered and suggestion on resolving the issues.
- Consult, coordinate and collaborate with the Scientists/Technical Officers of NARC stations for technical issues and contribute to provide feedback on performance of crop varieties and management practices recommended by NARC.
- Contribute to monitor all the agricultural activities of the project in the district, including validation trials from NARC within the FFS group members.
- Monitor and supervise performance of Agriculture Technicians and supervise all the agricultural activities including FFS training programs. Attention should be given for the Seed Production Program as the seed is the very sensitive item and needs special care.
- In line with the Monitoring and Evaluation framework, monitor FFS activities and their facilitators and share information to the DADO and the Project Agriculture Specialist and M& E Specialist. Assist in compiling the progress report at district level and share with all partners and other stakeholders.
- Submit a work plan and monthly progress report as per the format developed by the Project.
- Undertake any other duties as assigned by Project Agriculture Specialist and the concerned DADO.

Key performance indicators

<ul style="list-style-type: none"> Prepare and deliver Annual work and Expenditure Plan of AFSP to DADO office Prepare and deliver trimester work-plan, input management plan and timely delivery of quality inputs for the crop related project activities, Prepare and deliver BTORs with FFS Checklist for follow-up, monitoring, coaching and technical backstopping of Project Agri. Technicians & PFs; Field visits, monitoring of various field activities and technical backstopping to FFS Facilitators, project Agri. Technicians & farmers on the spot, Prepare and deliver Training completion reports of FAO TA for advance clearance Prepare, update and deliver data in XLS and PMIS Progress reports to RM&E Officers Review, evaluate and recommend Service provider's Trimester report for further processing Evaluate and deliver Performance assessment of Service providers Prepare and Deliver minutes of Staff, DPSU and DESMC meetings Prepare and deliver ES screening reports on Small grant Detail project completion report of the district Assignment completion report against TOR 	<ul style="list-style-type: none"> End of July Every Year End of July, November, and March every Year Within 10th day from the end of each Travel Plan Within one week of event Completion Monthly, Trimester and Annual wise Trimester wise Trimester wise Continuous Continuous February 2018 March 31st
---	--

Qualifications & Requirements: Bachelor's Degree in Agriculture Sciences with minimum one year of experience in Agricultural development projects. Having experience of working with multi-disciplinary team will have an advantage. The candidate should have adequate competence in communication, planning and reporting in English and Nepali languages. Candidate should have knowledge of computer skills (MS Office package: word, excel and power point). Experience with similar internationally funded development projects will be an added advantage.

