



Terms of Reference for Agriculture Officer

Position: Agriculture Officer

Location: Dang with field visits to project area in Dolakha district

Application Deadline: June 5, 2017

Contract Period: June 15 - December 31, 2017 with possibility of extension up to 3 years

Probation Period: Till September, 2017

Gross Salary: up to NRs. 52,250.00 per month based on the experience, qualification and quality of candidate

Responsible To: Project Coordinators

Responsible For: (i) Agriculture and Livestock Technicians in Dang and Dolakha, (ii) Conducting daily project activities as officer in-charge of Dang

Background

With its vision to create 'self-reliant, inclusive and equitable society', Namsaling Community Development Centre (NCDC) works in rural communities. Through the implementation of community development projects in about 20 districts of Nepal, it has developed expertise in mainly four sectors: Good Governance, Environment, Agriculture and Renewable Energy; with Climate Change and Gender Equality and Social Inclusion (GESI) as cross-cutting themes.

A non-profit making and non-governmental organization established in 1987 (2044 B.S.), NCDC has its head office in Ilam and several other project offices across Nepal. It mainly focuses on grassroots level and for that it has partnered with local, national and international stakeholders. Additionally, it is a member organization of reputed networks like Global Water Partnership (GWP), United Nations Sustainable Development Solution Network (UNSDSN), NGO Network on Climate Change (NGONCC), etc.

From 2017 onwards, NCDC is implementing Integrated Community Development Project (ICDP) funded by The Development Fund, Norway in Dang and Dolakha districts. Having outcomes related to food and nutrition security, climate change adaptation, economic improvement, governance and GESI, this project is an expansion of a phased-out project – Sustainable Development Planning Project, also funded by same donor in the same districts.

For ICDP, NCDC invites application from eligible Nepali citizens who are committed, reliable and have ability to deliver results for the post of **Agriculture Officer**.

Job Summary

The agriculture officer will be responsible to implement agriculture activities under the outcomes related to – food and nutrition security, climate change adaptation (agriculture focused), economy improvement of household. Working in close collaboration with the project management team, major duties of the officer include training farmer groups, distribution of agricultural support, providing assistance for the promotion of agriculture related value chain activities, providing technical guidance to the agriculture team, data management, report writing, communication, coordination and networking with government and other relevant stakeholders. In addition, s/he will also head the project office in Dang.

Job Description

1. Implementation:

- Work as a focal person of the agriculture related project works
- Lead the identification and selection of intervention communities for the project
- Lead the implementation of Food and Nutritional Security activities in ICDP
- Facilitate the implementation of agriculture related activities funded by NCDC collected in the Climate Adaptation Plan of Communities
- Facilitate training, workshop and orientation program of agriculture related Micro, Small and Medium Enterprises (MSMEs) supported by the project
- Other organizational works (like proposal development) as required

2. Monitoring :

- Assist project coordinators in preparing agriculture related Monitoring and Evaluation (M&E) plan including checklists for field monitoring/verification
- Prepare pre-intervention agriculture (including livestock) baseline
- Visit program areas to ensure the stated targets of the program implementation.
- Carry out monitoring and verification field visits to track progress of the projects
- Represent project/organization at local and district level
- Organize monthly staff meeting at district level

3. Reporting:

- Prepare district level weekly and monthly plan and progress report
- Prepare sector project completion report in detail including at least 3 successful case stories.
- Prepare case studies both positive and negative (both success & failure) with special focus on lesson learning
- Maintain agriculture disaggregated beneficiaries' database

Other Benefits

- Communication Cost: Rs. 500/month
- Insurance (Accidental and Medical): Accidental and medical insurance shall be done at the cost of not more than Rs. 5,000 per year
- Logistic Support: Bag, Umbrella, Torch, Identity Card, Visiting Card, Raincoat, etc.

Academic Qualification and Work Experience

- Bachelor degree (masters preferred) in agriculture (preferably with specialization in agronomy)
- At least one year of experience working in related field.
- Knowledge about climate change adaptation, climate smart agriculture techniques, etc.
- Knowledge in computer (MS word, excel and power point) is a must
- Excellent written and oral communication skills in English and Nepali, including ability to present coherent and convincing analyses to different audiences