

**Terms of Reference
of
District Officer-Agriculture and Food Security Project
Rangamati Hill District Council**

Title and Reporting Structure:

Title : District Officer-Agriculture and Food Security Project (DO-AFSP)
Supervisor : Chief Executive Officer, RHDC
Monthly Salary : BDT. 60,000(Consolidated) and other benefits (DSA, Fuel, mobile, internet, vehicle etc.) according to project LoA.
Duty Station : District Office, RHDC
Duration of Contract : Initially upto 31 May'20121 (renewable upon satisfactory performance and availability of funds)

Description of the Work Assignment:

The Agriculture and Food security Project in the CHT, Phase III (2018-2020), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where 3 Hill District Councils are key partners. The objectives of AFSP III are: i) *Increased pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in CHT; and ii) Hill District Councils with enhanced capacity to manage transferred agricultural services in line with CHT Peace Accord.* The project interventions suggest that adult agricultural education leads to increased productivity and profits – thus, contributing towards empowerment of marginal and small farmers and thereby enabling them to be better in charge of their lives and circumstances. Moreover, increased capacity of local institutions in terms of Hill District Councils (HDCs) will make them better at handling agricultural services in line with the CHT Peace Accord. Implementation of Integrated Farm Management Farmer Field School (IFM-FFS) with strengthening market linkages- are key targets of AFSP III.

- Under the supervision of Rangamati Hill District Council (RHDC) and close collaboration with SID-CHT Project, UNDP the incumbent will be the focal person in implementing the AFSP III activities to be implemented by the RHDC. These include but not limited to planning, management of trainings such as the ToF for the FFs, selection of communities/PDCs, recruitment of FFs, supervise and appraise project personnel under RHDC and monitor FFS activities. The person will keep liaison with PO-Livelihoods, TC-FFS Training and Quality, District Livelihoods and Community Mobilizer and District FFS Expert and partner NGO(s) of SID-CHT Project, UNDP working within the district. S/he will also be responsible to support the Master Trainers in organizing training activities; S/he will act as focal point of HDC for managing Letter of Agreements (LoAs) to be signed between UNDP and HDC. S/he will be responsible to lead AFSP team under HDC and overall planning, implementing, monitoring and reporting of project activities. S/he will play role of MT as and when required. S/he will be based at District with spending frequent time for field visit other than planning, reporting and administrative procedures. S/he will perform any other functions related to the project implementation as and when required by the project.

Management and Reporting:

- Day to day management of project activities, resources, administrative and operations protocol;
- Contribute in developing Annual Work Plans (AWP) of Livelihoods and Natural Resource Management, SID-CHT Project those pertinent to the Agriculture and Food Security Project in the CHT;
- Prepare training plans and budgets, contribute in developing training modules/materials and arranging trainings for Master Trainers, Farmer Facilitators (FF), Upazilla FFS Coordinators, Upazilla GoB Officers and other relevant stakeholders;



Skills and Competencies:

- Team work and lead the team effectively towards achieving the objectives;
- Demonstrates commitment to work in the CHT;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Excellent knowledge on community development through FFS approach;
- Very good knowledge on the community development and livelihoods improvement through utilization of the sustainability principle concept;
- Plans, prioritizes and delivers tasks on time;
- Excellent knowledge of project monitoring and evaluation;
- Good interpersonal and coordination skills with ability to handle multiple activities;
- Good report writing and presentation skill;
- Seeks, learns and applies knowledge, information and best practices from within and outside CHT;
- Owning a valid driving license of motorcycle with ability to travel remote CHT;
- Focuses on impact and result of the programme activities;
- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;

Required Qualifications and Experiences:

Education:	Minimum Bachelor degree from a reputed University in Agriculture Economics /Agricultural Sciences (Agriculture/ Fisheries/DVM/ Animal Husbandry).
Experience:	<ul style="list-style-type: none">• 5-7years of practical experiences in the management of agriculture/horticulture/livestock/fisheries based community development projects.• Practical experience on IFM-FFS approach will be a definite advantage.• Similar experience in CHT is desirable.• Skills in organizing training for Master Trainers, Community led farmers at District or Community level.• Skills in providing technical supports to team members;• Skills in developing training modules, curriculum development and facilitation of training;• Experience to work in Partnership;• Proven record of leadership, team-building, cultural sensitivity;• Must be able to work in close collaboration with staff of multicultural background and multi-stakeholders.• Skilled user of computers specially with Windows operating system, MS office, internet and web browsing etc.;• Experience in work/study/research on CHT or Hilly areas is desirable.
Language Requirements:	<ul style="list-style-type: none">▪ Excellent English written and communication skills;▪ Excellent command of Bangla;▪ Working knowledge on any of the CHT indigenous languages would be an added advantage



- Prepare and review the quarterly monitoring and backstopping plan with further breakdown into months and weeks, intending to assure the support needs;
- Arrange necessary preparation (e.g. learning plots) & provide technical support for developing FF;
- Develop monitoring tools and template to be used for monitoring the training quality, outputs and result at community level;
- Take necessary measures based on the feedback from the Upazilla FFS Coordinators, Master Trainers and other staffs;
- Assist and/or organize, conduct project trainings programme, workshops and seminars; learning sharing events etc.;
- Prepare and analyze monthly progress reports to provide necessary feedbacks to the field staff members on timely manner;
- Ensure proper implementation of Livelihoods and Natural Resource Management activities and budget delivery in the respective areas;
- Participate in different skill development/management orientation/training by SID-CHT and manage simple database/tracking sheets for ongoing monitoring and reporting;
- Organise and facilitate the visits made by donors, other stakeholders to show AFS project intervention in CHT;
- Prepare visibility plan as per donor requirement and facilitate to observe various National and International Days;
- Monitor performance of staffs regularly and appraise them accordingly;
- Ensure the ToF been facilitated as per guideline;
- Support result assessments, quick-and-dirty assessments;
- Supervise staff and ensure support to relevant field staffs;
- Prepare and submit (in consultation with HDC management) monthly/quarterly progress reports, narrative reports, financial reports, fund request, fund adjustment to SID-CHT, UNDP following the guideline.

FFS Support visits:

- Monitor the FFS activities and ensure quality FFS implementation as per guideline Utilising at least 50 % of working time for the field visits/field activities monitoring;
- All training related reports, evaluations, field observation reports with recommendations to SID-CHT management are produced on time and as required;
- Monitor the monthly progress of delivery and achievements in the assigned areas.

Coordination:

- Coordinate the training activities on agriculture in the respective district;
- Coordinate with all line departments of Agriculture, Livestock and Fisheries and ensuring necessary supports to the field;
- Coordinate with SID-CHT project team members relating to the implementation of the project;
- Coordinate with GoB line department officers for follow up technical support to the FFS sessions;
- Coordinate with relevant team members of SID-CHT Project in the district with updating relevant other staff on a regular basis in implementing the planned activities;

Training/FFS Sessions:

- Provide guidance and managerial support to organise FF ToT;
- Play the role of Master Trainer as and when necessary;
- Assessing the training needs specially ToT and refreshers training for different staffs on FFS issues;
- Organize Trainings for Master Trainers, Farmer Facilitators, Upazila FFS Coordinator, Upazilla GoB Officers and partner NGO Technical staffs;
- Coordinate with the Master Trainers and provide necessary support to them to provide ToT to the FF, Upazila FFS Coordinator, Upazilla GoB officers.

