

**Terms of Reference
of
Senior Master Trainer
Agriculture and Food Security Project in the CHT, Phase III (AFSP III)
Rangamati Hill District Council**

Title and Reporting Structure

Title	Senior Master Trainer
Supervisor	District Officer-AFSP-III
Duty Station	Rangamati District Project Office.
Monthly salary	BDT. 46,000(Consolidated) and other benefits (DSA, Fuel, mobile, internet, vehicle etc.) according to project LoA.
Duration of Contract	Initially up to April, 2021 (renewable upon satisfactory performance and availability of LoA fund)

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 Farmer Field School and relevant arrangements are key target of AFSP III.

Under overall supervision of the District Officer-AFSP and guidance of the Technical Coordinator-Training & Quality, SID-CHT, the Senior Master Trainer will be responsible for training coordination, planning, budgeting etc. S/he will be providing training to FFS facilitators and monitors. S/he will provide necessary technical/follow-up support in implementation of the FFS. S/he will also be responsible for facilitating follow-up by the GoB line department staff. The Senior MTs will be actively involved in review and planning workshops, implementing the training plan for the district and contribute to the revision of FFS curriculum as per need. S/he will be the key person to deal with technical issue and quality on IFM-FFS in the district. S/he will be facilitating training on market linkage for farmers, input suppliers etc. and extend the support to implement market linkage activities. S/he will be based at district with spending time for field visit other than training and reporting. Perform any other duties/assignments as and when required by the project.

Training Facilitation and reporting:

- Making training plans and budgets, contribute and develop training modules, materials and arranging trainings for, Farmer Facilitators (FF), Upazilla FFS Coordinators, Upazilla GoB Officers and ;
- Facilitate the ToF sessions including collection of training feedbacks from other Master Trainers and suggest to District Officer for necessary changing arrangement for improvement of the training;
- Assigned and supports to ensure other master trainers (pool and Permanent) in the training sessions;
- Develop and carryout pre and post evaluation process for FFs and prepare recommendation to District Officer for final appointment of FFs;
- Monitoring of day to day training, field practices, learning outputs at SLL venue;

- Assist Monitoring Officer to develop monitoring tools and template to be used for monitoring the training quality, outputs and result at SLL and community level;
- Take necessary measures based on the feedback from the Upazilla FFS Coordinator;
- Preparing and analyzing monthly Training reports to provide necessary feedbacks to the field staff members;
- Assist the Market Development Facilitator in implementing marketing activities including training programme;
- Prepare and submit Monthly, Quarterly and Annual Training Report;
- Coordinates with Upazilla GoB Officers and partner NGO staffs;

FFS Support visits:

- Utilizing at least 50 % of working time for the field visits/field activities for backstopping of FFS implementations;
- All training related reports, evaluations, field observation reports with recommendations to AFSP management are produced on time and as required;

Coordination:

- Coordinate the training activities on FFS in the respective district;
- Coordinate with all line departments of Agriculture, Livestock and Fisheries and ensuring necessary supports to the field;
- Coordinate with relevant staff of SID-CHT Project in regard to implementation of Planned training programme;
- Coordinate with GoB line department officers for follow up technical support to the FFS sessions.

Skills and Competencies:

- Proactive, energetic and good in interpersonal communication;
- The person must be readily available as and when necessary and S/he must have adequate and flexible time to provide residential training;
- Sensible and flexible working in a multi-cultural context;
- Very good working skill in word processing, Microsoft Office Excel, Power Point, Internet and other communication programmes;
- A local graduate preferably female will receive an extra advantage for qualifying as a Senior Master Trainer;
- Preferred maximum age limit for the position is **50 years**. But flexible for highly experienced candidates.

Required Qualifications and Experiences:

Education:	Bachelor degree in Agriculture/Fishery/Livestock from reputed University.
Experience:	<ul style="list-style-type: none"> • 5-7 years' experience with good track record of planning, implementation and monitoring of farmer training programs; • S/he should have clear concept on IFM FFS approach, strong facilitation skills using various participatory methods; • S/he must have sound knowledge on CHT agriculture; • Work experience in the CHT for longer period would be an added advantage; • Priority will be given to the persons with experience as Master Trainer in CHT on IFM-FFS;
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