

Position title :	Technical Assistant
Level/Grade:	3 or 4
Name of the project:	Scaling up climate-resilient agriculture for sustainable livelihood of smallholder farmers in Nepal
Duty Station:	Sindhupalchowk
Supervisor/Reports to:	Team Leader
Position description:	New v
	Revised
	Date: October 2018

### **JOB SUMMARY**

The Technical Assistant reports to the Team Leader and will be primarily responsible for implementing day to day field level activities for ‘Scaling up climate-resilient agriculture for sustainable livelihood of smallholder farmers in Nepal’ project with the funding support of Bread for the World (BftW) in Sindhupalchok district.

The project aims to enhance the sustainable livelihood of smallholder farmers through promoting of climate-resilient agriculture. The Technical Assistant needs to work closely with farmers and their groups/cooperatives, local government and market actors to plan, implement and coordinate the project activities at the community level.

### **KEY RESPONSIBILITIES AND TASKS**

#### **1. Project planning, Implementation**

- Assist project team to prepare the project’s detail implementation plan in line with the project objectives and outputs.
- Conduct community level scoping exercises for identifying gaps and opportunities in the promotion of climate resilient and ecological agricultural technologies and practices identified by the project
- Provide need-based training to enhance the technical skills of farmers to support them in production, marketing and climate risks management.
- Facilitate the establishment and strengthening of farmers groups and cooperatives, especially by supporting financial management, governance and institutional development.
- Provide material support to producers based on needs (drip irrigation, rainwater harvesting, Multi-use system, seed and planting materials).

- Establish and strengthen community-based groups and cooperatives by providing training on quality seed production, handling and marketing.
- Conduct awareness raising and capacity building activities at the local level regarding climate-resilient agriculture and climate risk management and support them in implementing Disaster Risk Reduction (DRR) and management plans.
- Facilitate community meetings and multi-stakeholder meetings to update and prepare community-based Disaster Risk Management plans
- Play active role to update existing Disaster Risk Management plans and integrate them into local development plans by doing meetings and discussions with the elected local government.

## **2. Monitoring and supervision of the field activities**

- Conduct field visit, supervise and monitor the field activities on a regular basis and report to supervisor.
- Ensure the timely implementation of the project's activities at the field level.

## **3. Data collection, Synthesis and Report writing**

- Collect and compile necessary data from the field as required for the report and as directed by the supervisor.
- Share the learned lessons within the project team and across projects.
- Document good practices and success stories.
- Prepare site level monthly, quarterly and annual progress report in the given formats and submit to supervisor in a timely manner.
- Provide update to supervisor and project team members on the general situation of the site on a regular basis.

## **4. Communication, coordination, Linkage and Networking**

- Build and maintain a good relationship with individual farmers, beneficiaries, groups, cooperatives, local stakeholders and the project team.
- Share project information and progress with community and local level stakeholders.
- Work in close coordination with the value chain actors, local partners, local government offices and relevant stakeholders.
- Facilitate the linkage, coordination and networking of the value chain actors, facilitator, the private sector, seed companies and stakeholders.
- Coordination and linkage with Municipality/Rural Municipality, I/NGOs and CBOs working in the area for building synergy, leveraging resources and avoiding duplication.

**Education and Experience:** Intermediate or JT/JTA degree in Agriculture. Candidates with two years of work experience preferably in areas of sustainable agriculture and cooperative management and willing to work in the rural setting are encouraged to apply.

## **COMPETENCIES AND PERSONAL SPECIFICATION**

The skills, abilities, experiences and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria:

- (a) Skill in social mobilization, communication and coordination;
- (b) Ability to provide training in agricultural production technology;
- (c) Knowledge of commercial agriculture and value chain;
- (d) Knowledge of disaster risk management;
- (d) Conceptual clarity on cooperative management and institutional development; and
- (e) Basic computing skills including skills in MS Office, email and internet.

Incumbent's Signature:

Date:

Supervisor's Signature:

Date: