

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

JOB/POSITION DESCRIPTION

Position title :	Technical Assistant (TA)
Level/Grade:	3 or 4
Name of the project:	Renewable Energy for Resilient Agri-Food System (RERAS)
Duty Station:	One position in Jumla district, one position in Mugu district and 3 positions in Bajura district
Supervisor/Reports to:	Agriculture Officer
Position description:	New ✓
	Revised
	Date: December 2023

BACKGROUND

Renewable Energy for Resilient Agri-Food System (RERAS) project, funded by Royal Norwegian Embassy and led by UNDP Nepal, is being implemented by LI-BIRD in 11 municipalities of Sudurpashchim, Karnali and Bagmati Provinces (4 in Karnali, 6 in Sudurpaschim and 1 in Bagmati) in collaboration with the local governments and partnership with Alternative Energy Promotion Center (AEPC), International Center for Integrated Mountain Development (ICIMOD) and World Food Programme (WFP). The project aims to increase agricultural productivity and food and nutrition security by enhancing the use of reliable and affordable energy solutions for production, irrigation, processing, storing, packaging, and marketing of locally grown farm products.

JOB SUMMARY

Reporting to the Agriculture Officer, the Technical Assistant will be primarily responsible for implementation of day to day field level activities in the assigned municipalities. Key duties of TAs include planning and implementation of project interventions in the assigned municipalities; capacity building of project beneficiaries for improving food and nutrition security; and maintaining coordination with palika level stakeholders. The TA needs to work closely with individual farmers, groups, cooperatives, value chain actors, local government and market actors to plan, implement and coordinate the project activities at the community level.

KEY RESPONSIBILITIES AND TASKS

1. Planning, Implementation and Coordination

- Support agriculture officer and cluster coordinator for the preparation of monthly, quarterly, half yearly and yearly work plan and budget of his/her assigned municipalities in line with the project objectives and outputs;
- Work closely with farmers' groups, cooperatives and local government for the selection of appropriate farmers and beneficiaries as per the requirement of the project;

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

- Conduct community level scoping exercises for identifying gaps and opportunities in the promotion of conservation agriculture, climate resilient agriculture, home garden and local crops;
- Support the project team in identifying potential value chain commodities and provide technical support in building capacity of the value chain actors in production, post-harvest management and processing;
- Lead in establishing demonstration and learning sites for conservation agriculture, climate resilient agriculture and local crops in the assigned municipalities;
- Promote farmer field school (FFS) at the selected municipalities to demonstrate technologies/package of practices to provide hands-on learning experience on different crops in exchanging ideas and learnings;
- Lead in promotion of Integrated Home Garden for improving household dietary diversity, food and income security;
- Organize/facilitate farmers' groups during monthly meetings, exposure/cross learning visits and conduct training on conservation agriculture, climate resilient agriculture and home gardens;
- Coordinate with project team members to provide technical support to farmers on climate smart technologies and practices, irrigation infrastructure, nursery establishment and management, and integrated home garden;
- Work in close coordination with farmers' groups, cooperatives, ward office, municipal government and other relevant stakeholders.

2. Monitoring and supervision of the field activities and quality control

- Conduct field visits for supervision and monitoring of field activities on a regular basis and report to supervisor(s);
- Ensure the timely implementation of the project's activities at field level with the required quality and number;
- Ensuring that the field activities are on the right track as per the annual work plan, budget and in alignment with the project documents;
- Assist in addressing the relevancy of the suggested innovations based on the local level stakeholders' and farmer's feedback; and
- In case of any deviation in the field activities or challenges faced during implementation report to the supervisor immediately; and

3. Data collection, Synthesis and Report writing.

- Collect and compile demographic, agriculture-related activities, farmers' groups and local institutions related information of the working area from the relevant sources for planning and implementation of project activities;
- Conduct household surveys and group discussions for collecting information as per the requirement of project planning and reporting;
- Collect municipal level data and information for monthly, quarterly, semiannually and annual progress reports in the given format and submit to the supervisor in a timely manner;
- Share the good practices and lessons learned within the project team;

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

- Provide updates to supervisor and project team members on the general situation of the site and implementation of the project activities on a regular basis; and
- Document good practices and success/change stories and share with the supervisor.

4. Communication, Linkages and Networking

- Build and maintain a good relationship with individual farmers, groups, cooperatives, ward office, municipal government, like minded organizations, other local stakeholders, project team members and the management team at head office;
- Share project information and progress with the community and ward office, municipal government and other local-level stakeholders in a timely manner and in a transparent way in consultation with the supervisor and project team members;
- Help in creating congenial working environment at the local level and ensuring in finding the appropriate solutions to potential conflicts in a timely and agreeable manner;
- Coordination with local governments, project consortium partners and CBOs and other stakeholders working in the area for building synergy, leveraging resources and avoiding duplication; and
- Maintain regular contact, coordination and consultation with supervisor and social mobilizers if required.

Education and Experience: Intermediate or JT/JTA degree in Agriculture (Plant Science). Candidates with valid motorbike/scooter license and three years of work experience in a 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 on which the decision on who to appoint will be made:

- (a) Skill in social mobilization and communication;
- (b) Willingness to stay and work in a rural area populated with poor and disadvantaged groups;
- (c) Ability to meet reporting deadlines and implement field activities as per detailed implementation plan;
- (d) Good fluency in written and spoken Nepali, Skills in English will be an added advantage;
- (e) Basic computing skills including skills in MS Office, and using email and internet;
- (f) Excellent attention to details including proactiveness, creativity and reliability;
- (g) Understanding of relevant local socio-cultural context;
- (h) Team building, analytical and problem-solving skills;
- (i) Ability to adapt to difficult field situations;
- (j) Ability to work independently and confidently; and
- (k) Candidates with valid motorbike/scooter driving license are preferred.