

## **Terms of Reference**

### **Programme Officer (Cross Cutting/Environment/Nutrition &Gender)**

#### **Smallholder Agribusiness Partnership Programme (SAPP)**

##### **Job summery**

The Programme Officer assigned to Gender, Environment & Climate and Nutrition divisions of SAPP is responsible for assisting consultants of above divisions to carry out SAPP programme activities at PMU level in an effective manner. He/She should directly reporting to the Programme Director and Consultants of above divisions of the SAPP project.

##### **Duties and responsibilities**

The overall responsibilities of the Programme Officer is to assist consultants in above divisions in coordinating, monitoring and reporting of SAPP programme activities at PMU level by maintaining close relationship with regional level and programme partners of the project. The main programme activities carrying out in the PMU level are implementation of 4P projects, Youth Entrepreneurship Development Programme, Promotion of Income Generation Loans, off farm development activities, Promoter matching grant and promotion value chain development projects. The programme officer should responsible to assist the above consultants to implement cross cutting areas programs such as Gender development, Environment & Climate adaptation and Food & nutrition programs and related M&E activities successfully.

##### **Specific duties and responsibilities**

###### **A. Gender development division**

- i. Assist Gender consultant to arrange farmer mobilization and other technical training programs by coordinating with the Regional Project Coordinators, value chain mobilizers and service providers
- ii. Arrange and undertake regular support visits to programme implementation areas with PMU staff to assist programme delivery, identify gaps and support needs to ensure expected standards by coordinating with field staff with the guidance of consultant.
- iii. Maintain and update office correspondence and establish appropriate file tracking system to cover up all sectors of division with the guidance of consultant.
- vi. Maintain updated data base and arrange to prepare and present monthly progress reports to M&E division every month with the consent of consultant.
- v. Assist consultant to develop training materials, Project promotional materials and knowledge management documents relevant to the division.
- vi. Assist and coordinate to prepare contract agreements and TORs, related to the division with the guidance of Programme Director and consultant to fulfill the SAPP requirements on stipulated time.

## **Environment & Climate division**

- i. Assist Environment & Climate consultant to arrange farmer mobilization and other Technical training programs by coordinating with the Regional Project Coordinators, Value chain mobilizers and service providers.
- ii. Arrange and undertake regular support visits to programme implementation areas with PMU staff to assist programme delivery, identify gaps and support needs to ensure expected standards are met by coordinating with RPCs & SMs,
- iii. Maintain and update office correspondence and establish appropriate file tracking system to cover up all sectors of division with the guidance of consultant.
- vi. Maintain updated data base and arrange to prepare and present monthly progress reports to M&E division every month with the consent of consultant.
- v. Assist consultant to develop training materials, Project promotional materials and knowledge management documents relevant to the division.
- Vi. Assist and coordinate to prepare contract agreements and TORs, related to the division with the guidance of Programme Director and consultant to fulfill the SAPP requirements on stipulated time.

## **Food & Nutrition division**

- i. Assist Food & Nutrition consultant to arrange farmer mobilization and other technical training programs by coordinating with the Regional Project Coordinators, value chain mobilizers and service providers
- ii. Arrange and undertake regular support visits to programme implementation areas with PMU staff to assist programme delivery, identify gaps and support needs to ensure expected standards are met by coordinating with RPCs & SMs,
- iii. Maintain and update office correspondence and establish appropriate file tracking system to cover up all sectors of division with the guidance of consultant.
- vi. Maintain updated data base and arrange to prepare and present monthly progress reports to M&E division every month with the consent of consultant.
- v. Assist consultant to develop training materials, Project promotional materials and knowledge management documents relevant to the division.

- Vi. Assist and coordinate to prepare contract agreements and TORs, related to the division with the guidance of Programme Director and consultant to fulfill the SAPP requirements on stipulated time.

**Other responsibilities**

- i. Support PMU in preparing AWPB by providing necessary inputs related to the division.
- ii. Requesting advances as and when necessary and make arrangements to settle on time
- iii. Maintain necessary registers and other records, such as leave register, cash advance register and training programs register etc.
- vi Track the consultant work plan every month and report the progress to M&E division.
- v. Any other related duties assigned by the PD.

**Qualifications/Experience Required:**

A Bachelor's degree preferably in the field of Agriculture, Agriculture Economics, Food Technology, Agribusiness or BSc degree relevant to the fields mentioned which is recognized by the University Grants Commission

Or

A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field

Or

An associate membership/ A similar professional Qualification obtained from a recognized professional institute in the relevant field.

And

At least 05 years of experience in relevant area of specialization

Post graduate qualifications in the relevant field with extensive field experience will be an added advantage

**OR**

An Officer of the Government All Island Services Class III or above or similar status in the relevant field with at least 11 years' experience in class II /III post.

.Note: Working experience in a similar or higher capacity in a donor funded project would be considered a significant advantage.

**Process of Selection**

- i. Calling applications by different advertisements such as newspaper, TV, radio, social networks and keeping the vacancy open for minimum 14 days.
- ii. Method of Selection: Relevant Experience: 50%, Qualifications: 30%, Interview Performance: 20%

- iii. Obtaining NOC from IFAD for the selected candidate by sharing related documents with IFAD.
- iv. Appointment of the selected candidate based on the IFAD NOC and approval of the LPA.

**Duration of services:**

The incumbent will be appointed for the program period i.e. 31<sup>st</sup> December 2025, subject on the performances reviewed and assessed.

**Probation period:**

6 months of probation period and performance to be reviewed and assessed before confirmation.

**Salary Scale:**

Based on the Management Services Circular 01/2019 – PS 5 level