

TERMS OF REFERENCES

Organisation/Project:	<u>DEVTEC Nepal/ Sahaj - Nepal Agricultural Market Development Programme</u>
Name of Position:	Field Consultant (long term consultant)
Number of Position:	1
Duty Station:	Surkhet
Reports to:	Sahaj Vegetable sector team, DEVTEC Nepal

1. FUNCTION ENVIRONMENT

Devtec Nepal Private Limited (DEVTEC) is a professional consulting firm in Nepal which has been operating since 1984. The Company's objective is to develop local technical expertise to build its own capacity to an internationally recognized standard, while engaging in and supporting Nepal's own development efforts. DEVTEC is supported by highly qualified International and national professionals in different fields. DEVTEC Nepal is committed to local capacity building and operates on the principle that community organizations and NGOs, public sector institutions and the private sector are essential partners in the development process.

DEVTEC is working as a co-facilitator of the Nepal Agricultural Market Development Programme (NAMDP), branded as Sahaj for the design and implementation of Market System Development (MSD) interventions in the Vegetable sector. DEVTEC is seeking field consultant (long term consultant) for supporting the Sahaj Vegetable sector programme team in designing, analysing, implementing, and monitoring programme activities.

This position is based in Surkhet to facilitate the implementation of the programme. Under the general guidance of the Programme Director and Sahaj Vegetable team, this position, will be responsible for giving inputs to the Sahaj Vegetable team based in Kathmandu. Inputs include assistance in constraint analysis in Vegetable sector sub-sectors, in implementation of interventions to address those constraints and frequent monitoring of partners.

2. PURPOSE OF THE ASSIGNMENT

The Field Consultant is responsible for facilitating, monitoring and coordinating the activities of the programme partners in working districts. The activities are expected to improve livelihoods of rural smallholders, especially disadvantaged groups and women-headed households, through their participation in commercial agriculture and 'interconnected markets'. Frequent field visits will be part of the assignment.

The Field Consultant is employed under DEVTEC Nepal consultant conditions and is supervised directly by the MSD Specialist and MRM Specialist.

3. DUTIES AND RESPONSIBILITIES

- In close consultation with the Sahaj Vegetable team, monitor different partnership (grant) agreements.
- Attend and monitor field level activities organised by partners. Conduct regular field visits to ensure proper implementation of activities.
- Collect key documents and information from partners in coordination with Vegetable sector team as per the agreed 'detail activity plans' under 'partnership (grant) agreements'; review and verify the documents and information.
- Assist in ensuring quality of interventions and impact (during and post intervention phase monitoring).
- Assist in preparing relevant documentation for MRM process.
- Assist in preparing periodic progress reports.
- Assist in regular field visits by the Kathmandu based teams to ensure proper implementation of activities.
- Assist in exploring opportunities to work with relevant private sector companies and stakeholders as per sector strategy.
- Conduct field level surveys as needed in coordination with the team.
- Assist in exploring opportunities to work with relevant private sector companies and stakeholders as per sector strategy.
- Submit monthly work report/field visit report

4. REQUIRED SKILLS AND QUALIFICATIONS

- A minimum of two years' work experience in monitoring and capacity building of private business institutions. Knowledge of market systems development (MSD/M4P) preferred.
- Desired/ additional criteria: Experience in agriculture value chain development with a private sector development focus.
- Bachelor's degree in business, Economics, Social Sciences or related field (Bachelor's degree without relevant job experience is not preferred).
- Good knowledge of computer skills: MS Word, MS Excel, Ms PowerPoint
- Advanced communication skill in both English and Nepali (verbal and written).
- Ability and willingness to work in a team to deliver high quality outputs within deadlines in a dynamic and fast-paced work environment.
- Passion and commitment to building career in development sector.
- Frequent visits into remote programme areas under harsh conditions involving long walking distances
- A Valid two wheelers driving license

5. DELIVERABLES

Deliverables	Deadline for deliverables
Monthly Time Sheet	After completion of every month, within 10 days of the following month.

6. CONTRACT DURATION

The duration of the contract will be tentatively from 15 May 2018 to 30 April 2019 for a maximum of 220 days.

7. TERMS OF PAYMENT

The consultants will be paid on a monthly basis. The consultants will need to provide monthly timesheets to DEVTEC.