

Terms of Reference of Livestock Coordinator

Post: Livestock Coordinator

Duty station: PMO, Butwal with frequent visits to program districts and areas

Mode of contract:

There will be initial contract for one year with a probation period of three months. The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Roles and Purpose of the Assignment:

The Livestock Coordinator will assume responsibility for the Improvement of Smallholder Livestock Component, under the direct supervision of the Program Manager. The position will be based within PMO at Butwal, Rupandehi. S/he will in turn supervise the activities of the dairy and goat development sectors. Overall, the responsibilities of the Livestock Coordinator will focus on the planning, organizing, implementation and evaluation of activities arising from the component, his/her tasks will include:

- Prepare the annual work /activity plan based on the objective that should be implementable and achievable. Ensure that every task should be completed within a time framework.
- Prepare regular progress reports, indicating the achievement of work plan targets and corresponding expenditures.
- Supervise the activities of Dairy and Goat Specialists, Goat and Dairy Assistant, and ensuring their adequate performance against targets.
- Facilitate and coordination in the procurement of livestock related goods and services like forage seeds, Boer bucks, vehicles and equipment.
- Responsibility to run the goat breeding program and dairy development activities as per expectation of project in effective way.
- Due attention should be pay for the strengthening of DLSO and capacity of staff including in the area of FFS.
- Establishment of linkage among the stakeholders like NARC, NLBC, DLS, MoAD, RDLS, District offices and have capacity to manage the things in proper way.
- Supervise the selection and establishment process for livestock markets, including preparation of market management procedures and guidelines, negotiations with VDCs, DDCs, Municipalities and/or FNCCI, as appropriate, for their management, and oversight of market construction.
- In collaboration with the Finance, component personal and program specialist, finalize the ToR under which component CGS will be selected and approved, the insertion of announcements in relevant newspapers and electronic media, the initial review of proposals.

- Ensure the production and dissemination of dairy and goat production related manuals and videos for training of farmers and DLS staff.
- Participate in annual or other periodic meetings with beneficiaries and other program stakeholders at district, program-area and national level in collaboration with the Program Manager and other sectoral staff.
- Ensure that Livestock Component staff, implementation partners and beneficiary organizations achieve equitable participation by women and disadvantaged groups and reflect GESI objectives in their annual work plans, budgets and reporting.

Benefits and Remuneration:

Salary:

The salary of the Livestock Coordinator per month will be NRs 146,600 (NRs One Hundred Forty Six thousand and Six Hundred only). Tax on the salary will levy as per the government Income Tax Rule.

Allowances:

The Livestock Coordinator will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied.

Leave:

The Livestock Coordinator will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition the technical experts will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Supervision of the experts and Administrative Control:

The Livestock Coordinator will be administratively (approval of leave, travel and evaluation of performance etc) and technically accountable and under the direct supervision of Program Manager or designated personnel of the PMO.