

## Terms of Reference of Community Dairy Assistant

**Position:** Community Dairy Assistant

**Duty station:** Program district<sup>1</sup>

**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 CDA will work under the direct supervision of the DDS and will primarily be responsible for successful implementation of dairy production program. Specific tasks of the position include:

- Informing groups with program implementation modalities and creating awareness in improved dairy production practices, nutrition and management.
- Assisting farmer groups to prepare participatory monthly and annual work plans through informed decisions.
- Ensuring adequate and timely supply of forage seeds/saplings for both demonstration and dissemination and making sure that at least 75% of group members adopt improved forage plantation on the terrace risers and bunds.
- Ensuring that all livestock in the community are included in the annual HS, BQ and FMD ring and mass vaccination programs.
- Ensuring that materials and equipments financed by the program reach to the farmer groups timely.
- Identifying candidates for training in Village Animal Health Workers and Nursery Operations.
- Assisting the DDS in field monitoring of the group activities.

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<sup>1</sup> Gulmi, Arghakhanchi, Rolpa, Pyuthan, Rukum and Salyan

- Ensuring appropriate management of program supported funds - Veterinary Drug Management Fund, Dairy Animal Insurance Fund and Shed Improvement Fund.
- Ensuring establishment of appropriately designed and constructed fodder tree nurseries, including assisting the program in the selection of appropriate candidates for nursery operation, provisioning of quality training and timely supply of farmer preferred fodder tree seeds and rootstocks for nursery raising.
- Ensuring that the fodder tree seedlings are planted timely and protected from animal damage.
- Assisting farmers in developing organized Dairy marketing system including establishment of Chilling centers.

### **Benefits and Remuneration:**

#### ***Salary:***

The salary of Community Dairy Assistant, per person per month, will be NRs 26,600.00 (NRs Twenty Six Thousand and Six Hundred only). Tax on the salary will be as per the government Income Tax Rule.

#### ***Allowances:***

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

#### ***Leave:***

The Community Dairy Assistant 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 he/she 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 Community Dairy Assistant will be administratively accountable and under the direct supervision of Program Manager. He/she will be technically accountable to the Livestock Development Officer of Improved Seeds for Farmers Program. He/she will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMO.