

Terms of Reference of District Seed Coordinator

Position: District Seed Coordinator

Duty station: Program district¹

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 District Coordinator will assume day-to-day responsibility for the management and supervision of the Sub-Engineer and Seed technicians who will be employed under the Programme. He/she will report directly to the Seed Component Coordinator Although based from the district head quarter, he/she should spend a major proportion of his/her time within the target areas to ensure that adequate and appropriate technical support is provided to all beneficiary seed production groups/cooperatives and Agrovets.

Specific tasks will include:

- With in the grantees that are located at various part of district, assist the seed coordinator to identify the existing and future challenges of seed production groups and Agrovets in which seed companies have production contracts for seed business management and submit the report regularly to PMO during meetings.
- Assist the Seed Coordinator in preparation of seed production plan and its marketing management of the seed producers groups in close coordination with District Agri-Business Development Advisor at Investment Window and DCCI executive body at district level for sustainable seed production and seed business management. Liaise with the M&E/KM Specialist to ensure that appropriate menus for tracking field staff activities are included in the mobile phone monitoring system to be developed by the Programme
- Supervise the activities of Seed technicians (JT), and use information from these meetings, as well as from data provided through the planned mobile phone monitoring system to ensure that all staff are meeting their obligations to visit and support production groups within their area and review their work plan about their support to the production groups/ cooperatives grantees and update their status to PMO in regular basis.
- Provide technical back-up and support to the Seed Technicians dealing with issues and problems which arise from technical aspects of production, as well as from the relationship of the group/cooperative/agrovets to the contracting seed company;

¹ Gulmi, Arghakhanchi, Rolpa, Pyuthan, Rukum and Salyan

- Collaborate closely with district sub-engineer (working with production groups/cooperatives on irrigation and other infrastructure), to ensure that all participating groups/cooperatives receive the full range of technical, engineering and institutional development support, as required;
- Supervise the activities of districts engineer, Seed Technicians and ensure their adequate performance against targets and capacitize their technical capacity through short training or orientation during meetings at district level.;
- Facilitate the grantees to increase their efficiency for grant disbursement and prepare the status of grant utilization by the grantees on monthly basis and update regularly and submit to PMO during the monthly review.
- Establish strong working relationship and coordination with public and private institutions (DADO, DLSO, DDC, DADO, DCCI, VDCs) existing in the working districts and identify the challenges and gaps and report to PMO with the potential areas of improvement through annual work plan.;
- In coordination with the relevant DADO and district level staffs and colleagues within the Programme Management Office, oversight the activities related with the operation of Matching Grant Scheme (MGS) and Competitive Grant Scheme(CGS) and report to PMO accordingly.
- Oversight the activities and procurement aimed at mobilizing and strengthening the new and existing seed producer Groups/Cooperatives/Agrovets (Through MGS) including the purchase of equipments and the provision of technical training and assistance as when required. Work in close coordination with private /public seed companies who are awarded contracts through CGS in the implementation of seed production and marketing schemes for effective implementation of agreement between the parties and resolve the disputes in close coordination with IW and DCCI ;
- As instructed by the Seed Coordinator, support DADOs for the planning, preparation and implementation of Farmer Field Schools (FFS) for the purpose of demonstrating the benefits of improved seed use; and with relevant NARC stations, oversight of the activities related with the Participatory Variety Selection;
- Assist the Seed Coordinator in identifying training needs among DADO staff (data processing, extension methodologies, seed quality control, etc.) and arranging for such training to be provided;
- Set, monitor and achieve equitable gender and social inclusion plans and targets among supported groups and organizations, with support from the GESI Advisor
- In collaboration with the Monitoring, Evaluation and Knowledge Management Officer, preparation of monthly, quarterly, half yearly and annual performance reports, indicating the achievement of work plan targets;
- Ensure proper collection of data from the grantees and DADO intervention program monthly by effective mobilization of field staffs and update data every months to prepare the status report of grantees whether they are working as per the milestones and submit the brief report including major achievement, weakness, challenges and areas of improvement to PMO during every monthly review.
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- Assist grantees at District level to prepare sub-project completion report and submit to PMO within two months of sub-project completion before claiming final instalment of grants.

Benefits and Remuneration:

Salary:

The salary of the district seed coordinator, per person per month, will be NRs or NRs. 63,300.00 (NRs. Sixty Three Thousands and Three Hundred Only) Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The district seed coordinator will get travel and daily allowances during their field visits as per the GoN rule, as applied.

Leave:

The district seed 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 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. Leave is supposed to be as a facility instead of employee's right.

Supervision of the experts and Administrative Control:

The District Seed Coordinator will be administratively accountable and under the direct supervision of Program Manager. He/she will be technically accountable to the Seed Development Officer of Improved Seeds for Farmers Program. The expert 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.