

## Terms of Reference of Seed Coordinator

**Post:** Seed 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 Seed Component Coordinator will assume responsibility for the Support to the Expansion of the Formal Seed Sector component, under the direction of the Programme Manager. He/she will, supervise the activities of the District Seed Coordinator, Seed Technician and the Supervising Engineer. Overall, the responsibilities of the SCC will focus on the planning, implementation and management of activities arising from the component, and it is expected that he/she will spend considerable time in the field visiting and talking to seed production groups/Companies, public and private seed companies, local staff of the DADO, as well as with traders, dealers and Agrovets. At regional level, he/she will coordinate activities concerning the regional seed testing laboratories, research stations, and farm centers. At central level, he/she will interact with relevant sector stakeholders including the National Seed Board, the Seed Quality Control Center, National Agriculture Research Council and related divisions, and private sector representations.

Specifically, his/her tasks will include:

- In coordination with relevant District-level staff and colleagues within the Programme Management Office, prepare and disseminate annual work plans for the seed component, and facilitation during the implementation of all component activities;
- In collaboration with the Programme M&E/KM Specialist, prepare monthly, quarterly, semi-annual and annual performance reports, indicating the achievement of work plan targets and expenditures made to achieve those results;
- In coordination with the relevant central institutions and stakeholders, facilitate all actions and activities to improve seed policies and regulations;
- In coordination with relevant district and District-level staff and the Contracts and Procurements Manager within the Programme Management Office, oversee activities related to the operation of the Matching Grant Schemes (MGS) and Competitive Grant Schemes (CGS);
- Liaise with relevant NARC stations and divisions for the foreseen foundation seed production, including purchase of equipment and facilities.
- Oversee activities and procurement aimed at mobilizing and strengthening grantees seed producer groups/cooperatives/Agrovets (through MGS), including the purchase of equipment and the provision of technical training through effective mobilization of District Seed Coordinator and Seed Technician as per the need of farmer's group and

cooperative and submit the brief report to PM including achievement, weakness, challenges and areas of improvement;

- Supervise and monitor the activities of District Seed Coordinator and Seed Technicians and ensuring their adequate performance against target and submit report to PM bi-annually
- Liaise with private seed companies who are awarded contracts (through CGS) in the implementation of the seed production schemes and seed business management;
- In coordination with relevant DADO, District-level staff and colleagues within the Programme Management Office, oversee activities related to the strengthening of DADO offices; the regional seed quality laboratories; and the strengthening of the Agrovet network and submit brief report to PM bi-annually;
- Establish strong working relationship and coordination with public and private institutions (RSTL, RAD, RLSS, DADO, DLSO, DDC, DFO, DCCI, Seed companies) existing in the working areas.
- In coordination with relevant DADO, District-level staff and colleagues within the Programme Management Office, oversee activities related to the promotion of the farmer demand for seed, including the scheduling and functioning of the Farmer Field Schools to be conducted by DADO; and with relevant NARC divisions, oversight of the activities related with the Participatory-Variety Selection and prepare the report and submit to PM bi-annually;
- Participate in annual or other periodic meetings with beneficiaries and other Programme stakeholders at District, Programme-area and National level in collaboration with the PMO Manager and other PMO staff;
- Ensure that Seed 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.
- Ensure that every task as per the ToR or adhoc job assigned by PM should be completed within a time framework.

### **Benefits and Remuneration:**

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

The salary of the Seed 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 Seed Component Coordinator will get travel and daily allowances during their field visits as per the GoN rule, as applied.

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

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

**Supervision of the experts and Administrative Control:**

The 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, Improved Seeds for Farmers (ISFP) of the 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.