

# **Job Description**

## **HELVETAS Swiss Intercooperation Nepal**

<b>Job Title:</b>	Cluster Coordinator, Western Tarai
<b>Project:</b>	Riverbed Farming Project, Lalitpur
<b>Location:</b>	Rupandehi with frequent travel to Nawalparasi and Kapilvastu
<b>Line Manager:</b>	Team Leader

### **Job purpose**

This position is overall responsible for implementation of riverbed farming and representing the project in the western Tarai region. In specific: to support local planning and project implementation, strengthen collaboration with local government and major district stakeholders, coordinate with partner organizations and service providers, manage the agri-business component of the project, field monitoring and documentation, and support in report preparation.

### **Duties and Responsibilities**

#### **1. Implement and maintain policy of HELVETAS Swiss Intercooperation Nepal**

- Support to implement organizational policies of HELVETAS Swiss Intercooperation Nepal while implementing the Riverbed Farming Project
- Update regularly on the security situation and disseminate information as a project security focal person
- Abide the Security Response Guidelines (SRG) of HELVETAS Swiss Intercooperation

#### **2. Programme support and management**

- Support to implement the agro-business component of riverbed farming in the working districts
- Involve in mobilisation of groups and local service providers in riverbed farming
- Facilitate field studies on potential commodities and its marketing
- Identify the best practices and support in promotional activities
- Facilitate selection and development of local resource persons and mobilisation in extension services
- Assist to develop capacities of local resource persons for institutionalisation
- Assist in conduction of farmer business school
- Support in promotion of market centres and market links in the working districts
- Support the programme management in collaboration with RIMS-Nepal and its partner organisations

#### **3. Networking and coordination**

- Coordinate with the District Development Committees, district line agencies, municipalities and VDCs, private organizations, local NGOs, CBOs, farmers groups and district level commodity networks

- Coordinate with value chain stakeholders
- Represent the Riverbed Farming Project in workshops and meetings organized at district and regional levels
- Maintain good coordination with inter- and intra-project teams

#### 4. Support on local planning and implementation

- Support to prepare and operationalize the guidelines for LRPs mobilisation to deliver the demand-responsive services at local level
- Support to farmer-to-farmer extension service through LRPs mobilisation in coordination with the Agriculture, Forestry and Environment Committees
- Facilitate the planning of capacity building, mobilisation and monitoring of LRPs
- Prepare activity- and event-based reports of the working districts, and support to the Team Leader in preparing half-yearly and annual progress reports of the project
- Work with project team in preparing yearly plan of operation
- Facilitate the implementation of planned project activities

#### 5. Team management

- Participate actively in participatory process of planning, implementation and reporting of project activities
- Participate in various meetings and share the plans and progresses
- Contribute in proper and timely feedback mechanism of the project

### Job Requirements

- Minimum educational attainment: Bachelor degree in agriculture or in any related field
- Minimum professional experience: at least 5 years work experience in development sector and 2 years of working experience in a relevant fields
- Required competencies:
  - Good understanding of the contribution of small agricultural initiatives in the economic development and poverty reduction of the poorest
  - Good understanding of riverbed farming and land rights issues in the Tarai
  - Demonstrated skill and competency on rural entrepreneurship
  - Understanding of gender, social inclusion and local development contexts of Tarai
  - Competent in working with the district stakeholders
  - Excellent interpersonal, inter-cultural competencies and team player
  - Excellent communication in Nepali and English, both written and oral
  - Good in using MS Office computer programmes and communication applications

Approved by

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_