

Job Description

HELVETAS Swiss Intercooperation Nepal

Job Title:	Cluster Coordinator, Western Tarai
Project:	Riverbed Farming Project, Bakhundole, Lalitpur
Location:	Rupandehi with frequent travel to Nawalparasi and Kapilvastu
Line Manager:	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 pilot initiations on various topics
- 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, community organisations, farmers groups and district level commodity networks

- Coordinate with value chain stakeholders
- Represent the Riverbed Farming Project in workshops and meetings organised 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 operationalise the guidelines for mobilisation of local resource persons in delivering the demand-responsive services at local level
- Support to farmer-to-farmer extension service through local resource person mobilisation in coordination with local government and district line agencies
- Facilitate the planning of capacity building, mobilisation and coaching of local resource persons
- 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 at different levels, 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
- Minimum professional experience: minimum 4 years work experience in the field of development sector
- Required competencies:
 - Good working experience in organisation capacity building activities
 - Good understanding of vegetable production and value chain development
 - Good understanding of the contribution of small agricultural initiatives in the economic development and poverty reduction of the poorest
 - Demonstrated skill and competency on rural entrepreneurship
 - Understanding of gender, social inclusion and local development contexts of Tarai
 - Proven ability to work with a wide range of actors including government, local bodies, NGOs and private organisations
 - Motivation to field work and result-oriented activities
 - 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: _____