

**Annex-II: Recruitment Guideline
(Related to Section-6.4.2)**

1. Objective

This guideline is developed to promote a transparent, inclusive and fair hiring process for the effective selection, deployment and mobilization of capable and competent staffs for Programme implementation.

2. Scope and applicability

This guideline will facilitate the recruitment of staffs at the PCO, SPIU, PMOs, and COs. It provides a clear, step-by-step process to be followed by the PCO and PMOs to address both initial and interim staffing needs.

3. Position and level of human resources

A total of 25 positions, together with their respective levels and cost centers, are detailed in Sub-annex-2.1 and Sub-annex-2.2. Recruitment for these positions shall be carried out in accordance with programme requirements and within the limits of the approved budget. The areas of expertise/syllabus and ToR applicable to these positions are provided in Sub-annex-2.3.

Notwithstanding the foregoing, the respective cost centers shall procure expert-level positions in accordance with the provisions set forth in the FA, preferably through the Individual Consultant Selection method as stipulated in the IFAD Procurement Handbook, and within the eligibility criteria and budget ceilings specified under the relevant costabs. All aspects related to the tenure of the procured staff shall be clearly stipulated in the contract document. The contract shall be subject to annual review and, if required, renegotiation through the issuance of a new contract each fiscal year.

4. Eligibility criteria

Nepalese citizen below the age of 55, at the time of application deadline, having the minimum educational qualifications and experiences of respective positions outlined in the Sub-annex-2.4 will be eligible to apply for the recruitment procedure.

5. Evaluation Method

The recruitment process will be carried out in two stages:

Stages	Method	Responsible authority
First	Written Exam	PCO/PMO
Second	Interview	PCO/PMO

6. Recruitment committees

To facilitate the process of recruitment of position other than expert-level, there will be committees at PCO and PMO.

6.1 PCO level recruitment committees

- Chairperson: Deputy programme coordinator, PCO
Member: Under Secretary/Officer (Administration), deputed by MoALD
Member: Under Secretary/Officer (Law), deputed by MoALD
Member-Secretary: Officer (deputed by Programme Coordinator), PCO



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103




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Minister

6.2 PMO level recruitment committee

- Chairperson: Programme Manager, PMO
Member: Representative from PCO
Member: Officer (Administration), deputed by Provincial Ministry of Agriculture
Member: Officer (Law), deputed by Provincial Ministry of Agriculture
Member-Secretary: Officer (Deputed by Programme Manager), PMO

The chairperson of the committees can add up to 3 representatives at a time from concerned authorities as and when needed.

6.3 ToR of recruitment committees

6.3.1 The ToR of the PCO level recruitment committee

The ToR of the PCO level recruitment committee will be as follows;

- Finalize the list of staffs to be recruited along with their level and numbers based on the necessity of the PCO, SPIU and PMOs, in line with the provisions of Sub-annex-2.2.
- Provide necessary direction for application collection at both PCO and PMO level.
- Facilitate the preparation of question papers for both PCO and PMO level exams according to this guideline.
- Facilitate verification of the documents and publication of final list of eligible candidates for written exams.
- Provide support to PMO level recruitment committees to conduct written exams and interviews.
- Provide necessary guidance to enhance the transparency and effectiveness of the recruitment process.
- Facilitate periodic recruitment processes along with decision on appointments to vacant positions.
- Resolve any issues regarding overall recruitment process including document verification, authenticity and equivalence.

6.3.2 The ToR of the PMO level recruitment committee

The ToR of the PMO level recruitment committee will be as follows;

- Assess the staffing need at PMO/CO level according to the provisions of Sub-section-3 and forward it to PCO.
- Facilitation for verification of applications and conduction of written exam in support of PCO.
- Facilitation of interview and preparation of final merit list along with alternative list.
- Recommend PMO for appointment of selected staffs.
- Facilitate periodic recruitment processes along with decision on appointments to vacant positions.

7. Recruitment procedure

7.1 Preparations before announcement of vacancy

The PCO will initiate the recruitment process with the support of the PCO level recruitment committee and carry out the following functions prior to the announcement of the vacancy. At

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3.2

2.3

104

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Secretary

Hon. Dr. Madan Prasad Pariyar
Minister

each stage, due attention will be given to maintaining the confidentiality and privacy of the evaluation process, while ensuring competition, fairness, inclusion and impartiality.

- i. Finalize the positions to be recruited along with their numbers based on Sub-annex-2.3 and budget availability.
- ii. Ensure 45% inclusion (Women 33%, Indigenous Nationalities 27%, Madhesi 22%, Dalit 9%, persons with Disabilities 5%, and Backward Regions 4%). Positions reserved for inclusion shall be automatically converted to open competition if no applications are received and no one passes from the inclusion groups.
- iii. Ensure the availability of necessary budget.
- iv. Publish a 15 days' notice for preparation of roster of potential subject matter specialists for facilitation in the preparation of question paper and interview. The list will be formulated in such a way that at least 3 specialists will be available to facilitate the preparation of question paper for each position.

7.2 Announcement of vacancy

Based on the decisions of the PCO level recruitment committee, the PCO will publish a 21-day vacancy announcement in a national newspaper and ensure its dissemination through the PCO, SPIU, PMOs & COs. Vacancies will be collectively announced for PCO, SPIU, PMOs and COs along with different vacant positions under their working domain. The announcement will include the following information:

- i. Application format (as per Sub-annex-2.5)
- ii. Position and advertisement number
- iii. Minimum eligibility criteria
- iv. Type of evaluation process
- v. List of required documents (self-attested by the applicant)
 - a. Copy of citizenship certificate
 - b. Copy of all academic documents (including equivalence, if necessary)
 - c. Copy of relevant work experience (applicable for work duration at specified institutions of at least one year at an institutions)
 - d. Copy of inclusion certificate (if applicable)
 - e. Other as decided by recruitment committee

Interested applicants must submit their applications in the prescribed format along with all required documents at designated office or designated platform within the specified time frame. The applicants shall be completely responsible for authenticity of the documents.

7.3 Verification of applications

Applications received under each advertisement position will be registered with a unique registration number. The PCO/PMO level recruitment committee will then verify each application against the minimum requirements. Verified applications will be published by PCO/PMO for the first stage evaluation according to the format given in Sub-annex-2.6.

7.4 Evaluation process

7.4.1 First stage evaluation

After publication of list of verified candidates, the PCO and PMO will make the necessary arrangements for the written exam. Recruitment committee at PCO and PMO levels will facilitate this process. There will be 100 multiple choice questions for written exams for each position.



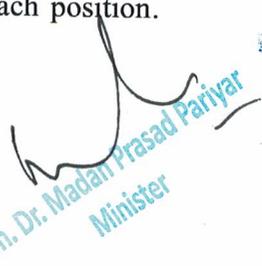




105



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Standard protocols for receiving, opening and sealing will be followed to maintain confidentiality of the question papers. The execution of written exams will be carried out systematically through following process:

- i. **Preparation of questions and answer key:** The PCO-Level Recruitment Committee shall request at least three subject matter specialists, as listed under Clause 7.1(iv), to prepare and submit sealed question papers along with the corresponding answer keys for each position. In cases where the examination for the same post is scheduled to be conducted on different dates among the provinces, the number of subject matter specialists shall be increased proportionately. Three set of question papers will be then mixed and moderated by PCO level recruitment committee with the help of a subject matter specialist to prepare a final set of question paper with 100 questions and its answer keys. The question papers and respective answer keys will be then printed in adequate numbers as per the requirement of the PCO and PMOs and sealed in separate envelope. PCO will store these sealed envelopes securely.
- ii. **Preparation of answer sheets and verification:** The structure of answer sheets with necessary provisions inbuilt for coding and decoding is given in Sub-annex-2.7. Required number of answer sheets according to the requirement of each post will be printed and signed by chairman of recruitment committee and sealed securely in an envelope.
- iii. **Delivery of question papers, answer key and answer sheets:** Sealed question papers, answer key and answer sheets will be delivered to the respective PMO through the designated officer of PCO who will also represent as the member of recruitment committee of respective PMO and facilitate the process of undertaking written examination, checking and publication of written results.
- iv. **Conduction of written exams:** PCO/PMO will facilitate the necessary arrangements for conduction of written exams, distribution of admission cards, invigilators, center chiefs and mobile monitoring units in coordination of local administration office. Candidates who fail to appear for the written exam will be automatically excluded from the selection process. Recruitment committees will open sealed envelopes of question papers and answer sheets 15 minutes prior to the examination time and distribute them securely to the invigilators for examination. Invigilators will collect both question paper and answer sheet from the applicants and seal them in an envelope and bring back to respective recruitment committees through chief of exam center.
- v. **Coding of answer sheets:** Immediately after receipt, recruitment committees will facilitate coding of answer sheets in a secure place. The coding process should be necessarily monitored by chairman of committee.
- vi. **Checking of answer sheets:** After coding is finished, recruitment committees will make necessary arrangements to check the answer sheets. The sealed envelope of answer key will be opened by the committee just prior to the start of checking. The pass mark for written exams will be 45%.


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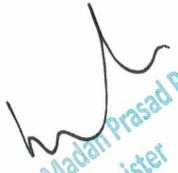
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106



Rajendra Prasad Mishra (Ph.D)
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- vii. **Assigning number to the codes:** Checking of one answer sheet will be done by two persons to eliminate possibility of any human errors. After checking is completed, the numbers assigned to the respective codes will be listed/assigned.
- viii. **Decoding of the scores:** The scores obtained by applicant codes will be then decoded to their names and a merit list will be prepared according to the scores obtained by the applicants and kept securely. Number of candidates for second stage evaluation will be then selected according to Sub-annex-2.8 and forwarded to recruitment committees along with sealed envelopes of marks scored. Recruitment committees will then publish the alphabetical list of the selected candidates for second stage evaluation.

7.4.2 Second stage evaluation

Upon receiving the list of candidates for interview, the PCO and PMO will make the necessary arrangements to conduct the interviews as soon as possible. Selected candidates must be present at the designated interview date and venue, with fully filled form of Sub-annex-2.5, the original documents and one set of notarized photocopies of all previously submitted documents which will be reviewed by PCO and PMO before interview. Candidates who fail to appear for the interview without prior information of genuine and unavoidable reasons will be automatically excluded from the selection process. Recruitment committees will make necessary decision as well as arrangements for alternative interview for such exceptional cases by obtaining the formal letter from candidate at least 3 days prior to the interview. There will be a following interview committee at PCO and PMO level to facilitate this process,

7.4.2.1 PCO level interview committee

Chairperson:	Joint Secretary, deputed by MoALD
Member:	Subject matter specialist
Member:	Specialist with the experience in project implementation
Member:	Programme coordinator/assigned staff, PCO

7.4.2.2 PMO level interview committee

Chairperson:	Officer 9 th level or above deputed by Provincial Ministry of Agriculture
Member:	Subject matter specialist
Member:	Representative from office under MoALD in the district
Member:	Programme manager/assigned staff, PMO

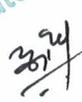
7.4.2.3 ToR of the interview committees

- Evaluate the candidates based on the criteria as outlined in Sub-annex-2.9 and submit the evaluation sheet to the respective recruitment committees.

7.5 Aggregation of scores and recommendation for appointment

The recruitment committees will calculate the final interview score for each candidate by averaging the individual scores given by each member of the interview committee, using the format provided in Sub-annex-2.10. The sealed scores from the first stage evaluation will then be opened and an average score in second stage evaluation will be compiled in accordance with the provisions of Sub-annex-2.11. Based on compiled final scores, the recruitment committees will recommend the successful candidates, along with waitlisted candidates in the format prescribed in Sub-annex-2.12. PCO/PMO level recruitment committee will forward the above-mentioned list of


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107


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candidates to PCO for necessary information. PCO will then compile the list of successful candidates from all cost centers and forward it to the IFAD for necessary information.

8. Contractual agreement and renewal procedures

8.1 Execution of employment contracts

Selected candidates shall be required to contact the concerned PCO/SPIU/PMO within the time period specified in the notice for the execution of a written contract, setting out the terms and conditions, tenure, and other relevant provisions. Upon execution of the contract, the respective PCO/SPIU/PMO shall issue an official appointment letter and notify the same to the PCO. The selected candidate shall be required to assume duties within one week from the date of receipt of the appointment letter, unless delayed due to unavoidable circumstances duly justified. In the event that any selected candidate fails to execute the written contract within the stipulated time or does not assume duties within the time period specified in the contract, the candidate placed on the waiting list for the same position may be considered for appointment, subject to the decision of the respective recruitment committees.

8.2 Performance evaluation mechanism

The performance of all the contracted staffs will be evaluated based on the quality and timely completion of tasks specified in their ToR and other provisions. Specific performance indicators will be developed in alignment with the annual targets and will be mutually agreed upon after the contract is signed. Performance assessments will be conducted by the concerned office twice per fiscal year (mid-year and year end) as per Sub-annex-2.13. Based on the evaluation result, the office (PCO and PMO) will take decision on renewal or termination of the contract. The concerned office should submit the copies of evaluated performance assessment to PCO within 15 days for information.

8.3 Contract renewal

The programme will renew staff contracts during the first month of each fiscal year and facilitate the corresponding contract signing process. Contracted staff intending to resign must provide at least three months prior notice to their concerned office. The contract period, salary structure and ToR are subject to annual review and may be revised based on the programme planning trajectory, design modifications, joint review/ supervision mission's recommendations or lessons learned during implementation. The renewal process of the procured expert staffs will be based on procurement principles and terms and conditions of written contracts.

8.4 Termination

The contract will be terminated if the appointed candidates fail to join the designated office within two weeks of appointment. In addition, the staff termination will be on the poor performance assessment and violations of the professional code of conduct. However, in the interest of fairness and transparency, the candidate will be given a one-time opportunity to submit a written defense or explanation within 7 days of receiving the termination notification. The defense will be reviewed by the chief of the cost center before a final decision is made. A written resignation application of the individual will be considered as automatic termination.

8.5 Future recruitment of vacant positions

For the purpose of filling any vacant post, candidates on the waiting list within the concerned office shall be contacted in accordance with the ranking order. If no suitable candidates are

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available on the waiting list of the concerned office, candidates on the waiting list for the same position in other cost centers may be contacted. In cases where only a few officer-level positions become vacant within the cost centers and the time and cost required to undertake a full recruitment process are not justifiable, the respective SPIU/PMO/CO, with the consent of the PCO, may procure such officer-level positions using the procurement method prescribed for expert positions. A new recruitment process shall be initiated in accordance with the provisions of this guideline as a last resort.

9. Compensation, benefits, and service conditions

9.1 Remuneration structure: Salary and allowances

Salaries and allowances for different positions will follow the structure outlined in Sub-annex-2.14 and Sub-annex-2.15. The salary levels are determined based on the pay scales and approved budget used by other projects in the country, current market rates and provisions of PDR in line with the budget allocations of Costabs. Travel and Daily Subsistence Allowance (DSA) will be provided in accordance with prevailing GoN rules for official travel outside the duty station. Salary increments will be performance-based and adjusted for inflation.

Staff with satisfactory performance shall be eligible for an annual increment in basic salary, as determined by the PSC prior to the end of each fiscal year. Staff with unsatisfactory performance shall be subject to termination in accordance with applicable rules and contractual provisions. Recruited staffs will be provided additional one month salary and allowances as a festival allowance after 6 months of job contract. Income tax on salaries will be deducted as per GoN tax regulations. Similarly, the respective cost center shall make necessary provisions to reimburse the local transportation costs of staff deputed in the Palika, in accordance with the approved travel order or field mobilization timeline.

9.2 Capacity development and training opportunities

Different capacity building training and workshops will be organized and provided to the contracted staffs as designed in the programme documents by the PCO / PMO.

9.3 Professional code of conduct

The recruited staff should follow the code of conduct as detailed in the Civil Service Act, and Regulation, of GoN basically related with the personality, punctuality and regularity, discipline obedience and confidentiality.

9.4 Leave entitlements

The recruited staff will be provided leave on all public holidays including home or casual leave, maternity leave and mourning leave. S/he will be provided 12 days of home or casual leave annually, which will not be carried on for next year. Similarly, the programme will provide 98 days maternity, 15 days paternity and 15 days mourning leave without any additional allowance or remuneration. Additionally, 12 days sick leave per year will be provided with requirement of medical certificate for absence more than 3 days. Unused sick leave can be accumulated up to a maximum of 45 days. Encashment will be made in proportion to last month's salary upon resignation or job termination applicable only after 3 years of tenure.

Programme Coordinator

109

Rajendra Prasad Mishra (Ph.D)
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9.5 Insurance and risk coverage

The staff shall be encouraged to participate in available social security schemes, life insurance policies, or accidental insurance policies on their own for insurance and risk coverage. The programme will reimburse 50% of the annual insurance premium of policies to provide coverage up to five lakh rupees only, and within the available budget. Staff must submit a copy of the insurance policy and the receipt for reimbursement. Detailed provisions on insurance and risk coverage shall be incorporated in the employment contract.

9.6 Probationary period and conditions

The probation period of the contracted staff will be of six months. The above-mentioned benefits, particularly the leave and reimbursement of the insurance premium, will be effective only for those who have successfully completed the probation period. The concerned PMO shall be responsible for the initial placement and transfer of staff within the province. Inter-provincial transfers of similar posts may be done after completion of two years of service with mutual consent between the concerned staff members. Any transfer of staffs will be subject to the concurrence of the PCO.

10. General provisions

10.1 Confidentiality obligations and ethical standards

The contracted staff shall not divulge confidential information about the programme without authorization, nor misuse for personnel gain or allow the use of information that has not been made public and is known to them by virtue of their official position. These obligations will continue beyond separation from service. Similarly, the contracted staff shall have the highest standard of ethics during the programme implementation. He/she must explicitly forbid offering, accepting, or soliciting bribes and require compliance with relevant laws that could influence impartiality, requiring disclosure of any significant offerings.

10.2 Compliance with applicable laws and regulations

The contracted staff shall adhere to all applicable national laws and regulations as well as IFAD anticorruption policy.

10.3 Documentation

The application as well as other supporting documents and evaluation records will be securely maintained by the recruitment offices for future use. The use and handling of Sub-annex-2.10 and 2.11 will be strictly confidential, and appropriate measures will be taken to ensure that they cannot be viewed or accessed by anyone during transfer or transmission.

10.4 Authority to revise and amend the guidelines

The PCO in consultation with PSC will have the exclusive right to revise and amend the guideline as per the needs and necessity during the implementation of the programme.


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110


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Sub-annex-2.1
Details of positions to be recruited along with salary and allowances
(Related to the Sub-section-3)

S.N.	Position	Level	Remarks
1	PME & KM Coordinator	Expert	To be procured by the respective cost centres
2	Financial Management Specialist		
3	Procurement Specialist		
4	GESI and Targeting Specialist		
5	Agroecological Specialist		
6	VC & Business Development Specialist		
7	Env. & Social Safeguard Specialist		
8	ME and KM Specialist		
9	Engineer		
10	Rural Finance Officer	Officer	To be recruited through evaluation method stated in Sub-section-5 in involvement of PCO and PMO
11	Community, Farmer and Trader Liaison Officer		
12	Agroecology Crop Officer		
13	Agroecology Livestock Officer		
14	Business Development Officer		
15	Procurement Officer		
16	Fund and Financial Management Officer		
17	POs Strengthening Officer		
18	MEAL Officer		
19	MIS & Data Management Officer		
20	Financial Management Assistant	Senior assistant	
21	Sub-engineer / Overseer		
22	Agricultural Technicians / JT (Plant Science)		
23	Agricultural Technicians / JT (Animal Science)	Assistant	
24	Asst Sub-engineer / Sub-Overseer		
25	Community Mobilizer /JTA level		

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Approved by Ministerial Decision on 2082/11/05 (17th February 2026)

Sub-annex-2.2

Human resources to be recruited according to the cost centers
(Related to Sub-section-3)

S.N.	Position	Number of staffs to be recruited in the different cost centers										Total	
		PCO	SPIU	PMOL	PMOK	PMOS	COLPu	COKJu	COKJa	Total			
1	PME & KM Coordinator	1	-	-	-	-	-	-	-	-	-	-	1
2	Financial Management Specialist	1	-	-	-	-	-	-	-	-	-	-	1
3	Procurement Specialist	1	-	-	-	-	-	-	-	-	-	-	1
4	Env. & Social Safeguard Specialist	-	1	-	-	-	-	-	-	-	-	-	1
5	GESI and Targeting Specialist	-	-	-	1	-	-	-	-	-	-	-	1
6	Agroecological Specialist	-	-	-	1	-	-	-	-	-	-	-	1
7	VC & Business Development Specialist	-	-	1	1	1	-	-	-	-	-	-	3
8	ME and KM Specialist	-	-	1	1	1	-	-	-	-	-	-	3
9	Community, Farmer and Trader Liaison Officer	-	1	-	-	-	-	-	-	-	-	-	1
10	Engineer	-	-	1	1	1	-	-	-	-	-	-	3
11	Rural Finance Officer	-	-	1	1	1	-	-	-	-	-	-	3
12	Agroecology Crop Officer	-	-	1	1	1	-	-	-	-	-	-	3
13	Agroecology Livestock Officer	-	-	1	1	1	-	-	-	-	-	-	3
14	Business Development Officer	-	-	1	1	1	-	-	-	-	-	-	3
15	Procurement Officer	-	1	1	1	1	-	-	-	-	-	-	4
16	Fund and Financial Management Officer	-	-	1	1	1	-	-	-	-	-	-	3
17	POs Strengthening Officer	-	-	1	1	1	-	-	-	-	-	-	3
18	MEAL Officer	-	-	1	1	1	-	-	-	-	-	-	3
19	MIS & Data Management Officer	-	-	1	1	1	-	-	-	-	-	-	3
20	Financial Management Assistant	-	-	1	1	1	-	-	-	-	-	-	3
21	Sub-engineer / Overseer	-	-	-	-	-	-	-	-	-	-	-	3
22	Agricultural Technicians / JT (Plant Science)	-	-	4	3	4	-	-	-	-	-	-	3
23	Agricultural Technicians / JT (Animal Science)	-	-	3	2	4	-	-	-	-	-	-	2
24	Asst Sub-engineer / Sub-Overseer	-	-	1	1	1	-	-	-	-	-	-	1
25	Community Mobilizer/JTA Level	-	-	14	10	17	-	-	-	-	-	-	10
	Total	3	3	35	31	39	31	31	20	23	23	23	185

112

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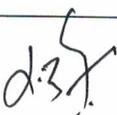


Sub-annex-2.3

Area of Expertise/Syllabus and ToR for different positions to be contracted
(Related to the Sub-section-3)

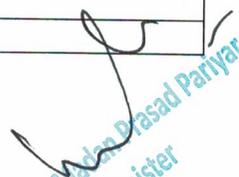
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Area of Expertise
<p>A. Project Monitoring & Evaluation Systems</p> <ol style="list-style-type: none">1. M&E Framework Development: Theory of Change and logical framework (log frame), Indicator development (output, outcome, impact), Baseline, midline, and endline assessments, Data Collection & Management, Quantitative and qualitative data tools, Digital data collection systems (e.g., KOBO, ODK), Data quality assurance and verification2. Reporting & Analysis: Progress reporting against targets, Data analysis and visualization tools, Use of findings for adaptive management <p>B. Knowledge Management & Learning</p> <ol style="list-style-type: none">1. KM Strategy & Implementation: Knowledge capture, storage, and sharing systems, Development of learning products (case studies, briefs), Community of practice and learning forums2. Communication for Development: Internal and external knowledge dissemination, Use of storytelling and evidence in advocacy, Digital platforms and social media for KM3. Organizational Learning: After-action reviews and reflection sessions, Documentation of best practices and lessons learned, Feedback loops into programme planning <p>C. Programme Planning & Management</p> <ol style="list-style-type: none">1. Strategic Planning: Annual workplan and budget development, Activity scheduling and resource planning, Risk assessment and management planning2. Programme Operations: Coordination with partners and stakeholders, Implementation tracking and support, Problem-solving and operational adaptation <p>D. Capacity Building & Coordination</p> <ol style="list-style-type: none">1. Staff & Partner Training: M&E and KM capacity needs assessment, Training design and facilitation, Coaching and mentoring support2. Stakeholder Engagement: Government, donor, and community coordination, Networking and relationship management, Reporting to stakeholders and donors <p>E. Sector-Specific Knowledge</p> <ol style="list-style-type: none">1. Rural Housing & Vulnerability Context: Housing, settlement, and disaster risk reduction, Climate adaptation and resilient construction, Socio-economic and gender inclusion in housing2. Project-Specific M&E Requirements: Donor compliance and reporting frameworks, Sectoral indicators and standards, Integration of cross-cutting themes (gender, environment) <p>F. Professional Competencies</p> <ol style="list-style-type: none">1. Leadership & Team Management: Leading M&E and KM teams, Time management and task prioritization, Conflict resolution and consensus building2. Ethics & Accountability: Ethical data collection and management, Transparency and accountability mechanisms, Do-no-harm and safeguarding principles.
Terms of Reference

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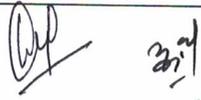
 113


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- Prepare aggregated AWPB in consultation with the SPIU/PMO/CO.
- Perform regular analysis and provide feedback on AWPB implementation, project performance, outcomes, and impact.
- Get feedback for planning process through planning workshops and consultation with different cost centers.
- Operate and maintain programme M&E system according to guidelines.
- Operate MIS for the recording of M&E data and the preparation of standard consolidates tables for the tracking of activities, outputs and outreach along with other Log frame indicators.
- Prepare the ToR for different studies including baseline, mid-term and completion surveys as well as provide appropriate guidance to the selected service providers in order to ensure timely and reliable survey reports.
- Design and conduct periodic qualitative outcome surveys, including Annual Cluster Tracking Surveys in order to collect data and evidence of early outcomes or feedback from beneficiaries.
- Provide the necessary initial training and continuous guidance and technical support to all staff and grassroots implementer in charge of data collection in order to ensure data quality and reliability.
- Verification of the accuracy, validity and completeness of M&E data and provide feedback for improvement.
- Prepare quarterly, half-yearly and annual progress reports, thematic survey reports, and other technical reports.
- Prepare different formats, frameworks and other data tables, and regular update of Log frame indicators.
- Identify implementation problems, bottlenecks or delays and inform Programme Management about the need for corrective actions.
- Prepare a KM strategy and Plan identifying the key knowledge areas, tools and processes for the collection of required data, information and evidence and sharing of knowledge, lessons learned and best practices.
- Ensure that lessons learned, and best practices are properly identified and documented through various means (studies, videos, case studies, print and web articles) and that they are regularly shared to the relevant audience (Programme partners, policy makers, development partners) through appropriate means (including the participation in relevant meetings and events).
- Regularly maintain and update information of programme activities and progress on website, knowledge platforms, social media etc. to communicate about programme as well as sharing news and success cases.
- Facilitates knowledge sharing workshops and events.
- Carry out other activities as instructed by Programme coordinator.


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2. **Financial Management Specialist**

Area of Expertise

A. Accounting & Financial Reporting

1. Accounting Standards & Frameworks: Nepal Financial Reporting Standards (NFRS) and Nepal Accounting Standards (NAS), International equivalents (IAS/IFRS) and their application, Fair value measurement, financial instruments recognition, presentation, and disclosure
2. Case Study Application: Analyzing real-world accounting and auditing scenarios, Prescribing solutions based on standards and best practices

B. Auditing & Assurance

1. Auditing Standards & Regulations: Prevailing Nepal Auditing Standards, Guidance Notes and Practice Statements
2. Internal Control & Compliance: Evaluating internal control systems, Risk-based auditing approaches, Due Diligence Audits (DDA) for mergers and acquisitions

C. Financial Laws & Regulations

1. Financial Legislation: Financial Institutions Act, Company Act, Insolvency Act, Secured Transactions Act, Anti-Money Laundering laws, Foreign Exchange regulations
2. Insurance laws, Tax laws, Contract laws, Cyber laws, Consumer protection laws, Arbitration laws

D. Financial Sector Management

1. Financial Stability & Strategy: Financial Sector Development Strategy (FSDS), Corporate governance in financial institutions
2. strategic plans and monetary policy: Financial Consolidation & Restructuring, Mergers, acquisitions, and corporate restructuring, Merger negotiations, SWAP ratios, and due diligence
3. Risk Management: Liquidity, credit, operational, and market risks, BASEL III norms, ICAAP, and stress testing
4. Money & Capital Markets

E. Financial Management & Corporate Finance

1. Managerial Finance: Financial planning, budgeting, and control, Working capital management, Long-term investment decisions under certainty and risk
2. Capital Structure & Valuation: Cost of capital, dividend policy, capital asset pricing model (CAPM), Capital budgeting techniques: NPV, IRR, payback period
3. Corporate Strategy & Planning: Strategic financial planning and capital allocation, Leasing, pricing strategies, and debt financing
4. Portfolio Management: Portfolio analysis, performance measurement, Efficient market hypothesis, use of derivative securities, Ethical, legal, and professional standards in portfolio management

F. Economic & Regulatory Environment

1. Nepalese Economic Overview: Key economic indicators, trends, and challenges, Interaction between monetary and fiscal policies

 2074

Programme Coordinator

 115

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2. Financial System Structure: Banking and non-banking financial institutions, Current issues and challenges in Nepal's financial system

G. Case Study & Problem-Solving

1. Applied Financial Analysis: Real-world problem-solving financial management, Critical analysis, synthesis, and evaluation of financial scenarios, Recommendation formulation based on standards and practices

Terms of Reference

- Assist in preparing the AWPB.
- Prepare annual Fund flow plan based on the AWPB.
- Calculate the annual fund requirement for programme activities as per the AWPB.
- Assess the necessary accounting and management report requirements including trial balance, bank reconciliation (cash flow statements) and WA.
- Assist the Account officer for the preparation of Programme expenditure by category, by component and activity and the MIS requirement.
- Maintain essential financial recording, stock management and reporting system as per the PIM.
- Assist the Programme coordinator and the Account Officer in timely WA with supporting documents and sent to IFAD within the agreed time schedules.
- Timely preparation and submission of all programme consolidated reports to relevant offices.
- Facilitate flow of funds in accordance with the approved AWPB in-line with FA.
- Facilitate annual audit by the Auditor General's Office and ensure the submission of audit reports to IFAD.
- Facilitate in the preparation and maintenance of consolidated programme, Log of Audit Observations and Table of Summary Report of Audit Observations on a regular basis for their settlement.
- Assist PCO/SPIU/PMO/CO accountants in the preparation of statements of accounts for regular reporting and auditing, and in the speedy resolution of audit objections and observations (Monthly).
- Ensure collection of timely statements from SPIU/PMO/CO.
- Assists in orientation and necessary training to Admin & Finance Officer and other staff involved in programme financial management.
- Prepare financial reports to be submitted to the GoN and IFAD.
- Ascertain that the activities of cost centers are undertaken as per the normal financial rules and report the discrepancies if any.
- Undertake any other duties as directed by Programme Coordinator

3. Procurement Specialist

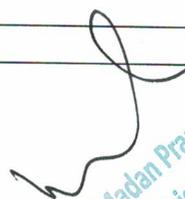
Area of Expertise

A. Advanced Procurement & Strategic Sourcing


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 116


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1. Strategic Procurement Framework: Public vs. private procurement models, Strategic sourcing lifecycle and procurement optimization, Sustainable and green procurement practices
2. Procurement Planning & Strategy: Development of integrated procurement plans, Budgeting, cost estimation, and value-for-money analysis, Risk-based procurement planning
3. E-Procurement & Digital Transformation: National E-GP system operation and challenges, Digital bidding, e-auctions, and contract management system, Cybersecurity and data integrity in procurement

B. Legal, Regulatory & Compliance Framework

1. National Procurement Laws: Public Procurement Act & Regulations, Contract laws under the National Civil Code
2. International Procurement Guidelines: IFAD/World bank procurement frameworks, Compliance with multilateral development bank rules
3. Ethics & Governance in Procurement: Anti-corruption measures and conflict of interest management, Blacklisting procedures and legal remedies, Labor law implications in procurement contracts

C. Contract & Risk Management

1. Contract Administration: Drafting, negotiation, and award of contracts, Variation orders, extensions, and termination procedures, Dispute resolution mechanisms and arbitration
2. Risk Management: Identification and assessment of procurement risks, Risk mitigation and contingency planning, Monitoring and auditing procurement compliance

D. Technical Procurement Expertise

1. Procurement of Works & Goods: NCB, ICB, and limited bidding processes, technical specification development and evaluation, Quality assurance and inspection protocols
2. Procurement of Consulting Services: Expression of Interest (EOI) and Request for Proposal (RFP) processes, Evaluation of technical and financial proposals, Consultant selection and performance management
3. Bid Management: Preparation and evaluation of national and international bid documents, Bid opening, assessment, and award recommendations, post-qualification and due diligence

E. Institutional & Economic Context

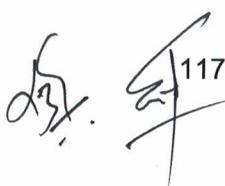
1. Public Financial Management: Government planning, budgeting, and accounting systems, Banking and financial sector overview, Role of Nepal Rastra Bank in procurement financing
2. Macroeconomic & Governance Environment: Current economic trends affecting procurement, Governance structure and tiers of government in Nepal, Impact of geopolitical factors on procurement strategies

F. Contemporary Issues & Professional Practice

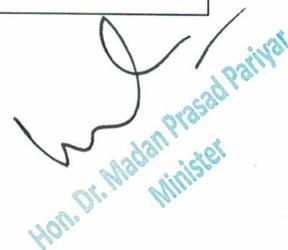
1. Innovation in Procurement: Emerging trends in procurement technology, Global best practices and adaptation to local context



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2. Professional & Ethical Standards: Code of conduct for procurement professionals, Case studies on ethical dilemmas and resolution
3. Stakeholder & Asset Management: Asset management, auction processes, and disposal, Payment procedures, tax implications, and financial closure, Stakeholder engagement and communication in procurement projects

Terms of Reference

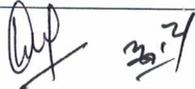
- Review the procurement procedures laid out in the PIM and suggest necessary changes, if any, to the Programme Coordinator in order to ensure cost effective and transparent procurement system in the Programme;
- Assist the Planning team in preparing the AWBP.
- Prepare, upgrade and update of Annual Procurement Plan on IFAD's OPEN online procurement End to End System including updating of contractual data in the system;
- Prepare the procurement plan for the Programme, facilitate to get IFAD's No objection and update it periodically.
- Prepare bidding documents for the procurement of goods, works, and services including drafting of tender invitations/bids notices, contract documents, specifications, bill of quantities, cost estimates, work schedules, evaluation criteria etc. in coordination with technical officers in the PCO.
- Provide support to procurement & evaluation committee for pre-qualification, short-listing, organization of pre-bid meetings, preparing answers/clarifications/modifications and bid opening.
- Facilitate technical evaluation committee to examine bids or proposals and prepare evaluation reports.
- Facilitate in overall procurement procedures and preparation of necessary documents according to existing procurement laws.
- Assist in prior/post review to obtain the IFAD's No Objection.
- Assist in documentation and reporting of procurement process.
- Support Programme in adhering GoN and IFAD rules, regulation, PIM and related guidelines.
- Facilitate in updating consolidated register of contracts and monitor contract on regular basis and support PCO in contract management.
- Support the programme in resolving any issues related to Procurement.
- Professionally discharge other tasks as directed by PCO.

4. GESI and Targeting Specialist

Area of Expertise

A. Gender Equality and Social Inclusion (GESI) Mainstreaming

1. GESI Policy and Strategy: National and international GESI frameworks and commitments, Developing and implementing project GESI strategies and action plans, Gender transformative vs. gender-sensitive approaches


Programme Coordinator


118




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2. Institutional Integration: Mainstreaming GESI into project cycles (planning, budgeting, M&E), Conducting GESI capacity assessments and training for staff/partners, Establishing and supporting GESI focal point networks and committees

B. Social Analysis and Profiling

1. Vulnerability and Exclusion Analysis: Identifying and analyzing different social groups (gender, caste, ethnicity, disability, age, location), Understanding intersecting forms of discrimination and barriers to access, Power dynamics, social norms, and decision-making structures within communities
2. Participatory Assessment Tools: Application of participatory rural appraisal (PRA) and other community-led tools, conducting focus group discussions, key informant interviews, and social mapping, Ensuring ethical and safe data collection from marginalized groups

C. Targeting and Beneficiary Selection

1. Targeting Methodology and Criteria: Designing transparent, participatory, and context-appropriate targeting criteria, Developing and applying vulnerability scoring or ranking systems, Balancing inclusion with project feasibility and resource constraints
2. Process Management and Compliance: Managing the entire beneficiary identification, verification, and registration process, Establishing and operating grievance redress mechanisms (GRMs) for targeting, ensuring alignment with organizational and donor targeting policies (e.g., do-no-harm, protection)

D. Safeguarding and Protection

1. Safeguarding Policies and Systems: Prevention of sexual exploitation, abuse, and harassment (PSEAH), Child protection and safety protocols, Integrating safeguarding into project activities and partner agreements
2. Safe Programming and Referral Pathways: Conducting risk assessments for women, girls, and marginalized groups, establishing safe channels for reporting and confidential complaint handling, Mapping and linking with local protection and psychosocial support services

E. Inclusive Programming and Capacity Building

1. Designing Inclusive Activities: Ensuring project benefits reach the most marginalized (e.g., accessible infrastructure, inclusive livelihoods), Promoting women's economic empowerment and leadership opportunities, Engaging men and boys as allies for gender equality
2. Community Mobilization and Empowerment: Supporting the formation and strengthening of inclusive community groups, facilitating dialogues on social norms and harmful practices, Building the capacity of local organizations led by women or marginalized communities

F. Monitoring, Evaluation, and Learning for GESI

1. GESI-Sensitive M&E Framework: Developing GESI-sensitive indicators and disaggregating data (sex, age, disability, etc.), Tracking changes in gender roles, access to resources, and participation levels, Documenting and sharing success stories and lessons learned on inclusion



119



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2. Accountability and Learning: Using monitoring data for adaptive management to improve inclusion, organizing reflection sessions with communities on GESI progress, Preparing GESI-focused reports and communications materials for diverse audiences

Terms of Reference

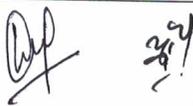
- Provide leadership in implementation of Programme's GESI activities and particularly lead and coordinate all gender mainstreaming components.
- Ensure principles of gender equity, inclusion, diversity and women's empowerment is implemented across all components and sub-components and is incorporated into the M&E system
- Work with VC team to support agri-businesses, farmer groups and cooperatives for development and implementation of business plans and ensure the plans are gender friendly and promoting inclusion of marginalized / disadvantaged groups such as poor, dalits and janajatis;
- Review basic programme plans, budget, implementation processes and outputs to provide feedback and suggestions focusing on support to women, specific GALS activities, gender/diversity sensitive response, and the rights of marginalized groups.
- Work with the M&E Expert to ensure that the M&E, log frame and MIS are gender sensitive.
- Ensuring of adequate communication materials on gender issues and GALs also ensure that the IEC materials developed by the Programme are gender sensitive in their language and image.
- Helps to build effective collaboration with partners in order to maximize potential synergies, internalize effectively lessons learnt from past Programmes/experiences, and disseminate evidence for influencing policy and practice;
- Guide and assist service providers and extension workers in their outreach of rural communities and guide service providers in approaches to integrating women into Programme activities.
- Support delivery of a comprehensive package of Household methodology (HM) toolkits promotion activities at Palikas through other staff members (such as Gender, Nutrition and Social Mobilisers and village volunteers) deployed at Corridor and Palika level.
- Facilitate the production of case studies and life stories that can be used to bring evidence of change along with sharing knowledge, information, experience and lessons learned with all stakeholder
- Undertake any other duties as directed by Programme Coordinator.

5. **Agro-ecology Specialist (AECS)**

Area of Expertise

A. Foundations of Agro-ecology & Sustainable Agriculture

1. Principles and practices of agro-ecology
2. Agro-ecological transitions: from conventional to sustainable farming systems


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3. Biodiversity and ecosystem services in agricultural landscapes
4. Integration of traditional knowledge and modern science
5. Role of agro-ecology in food security and nutrition

B. Nepal's Agricultural Sector: Context & Challenges

1. Historical evolution and current status of Nepal's agriculture
2. Agriculture Perspective Plan (APP) and its relevance today
3. Institutional frameworks: NARC, AFU, TU, CTEVT, and extension systems
4. Public-private-community roles in agriculture research, education, and extension
5. Major challenges: smallholder productivity, land fragmentation, migration, and sustainability

C. Natural Resource Management & Conservation Agriculture

1. Soil health management: IPNS, organic manures, green manuring, composting
2. Water conservation and sustainable irrigation practices
3. Agroforestry, permaculture, and integrated farming systems
4. Conservation agriculture practices: minimum tillage, crop rotation, cover cropping
5. Sustainable pasture and livestock management

D. Climate Resilience & Disaster Risk Management

1. Climate change impacts on Nepalese agriculture
2. Climate-smart agriculture (CSA) practices and technologies
3. Adaptation and mitigation strategies for smallholder farmers
4. Disaster risk reduction (floods, droughts, landslides) in farming communities
5. Crop and livestock insurance mechanisms in Nepal

E. Ecological Pest & Disease Management

1. Principles of Integrated Pest Management (IPM) and Integrated Crop Management (ICM)
2. Bio-pesticides, natural predators, and pollinators in agro-ecosystems
3. Disease-resistant varieties and cultural control methods
4. Reducing chemical pesticide use: policies and farmer incentives
5. GMO debates and agro-ecological alternatives

F. Policies, Governance & Market Systems for Agro-ecology

1. National agro-ecological policy frameworks (Agriculture Development Strategy, Seed Vision, etc.)
2. Local governance and community-based resource management
3. Certification, labeling, and market access for organic/ecological produce
4. WTO/SPS measures and their implications for agro-ecological products
5. Value chain development for sustainable agricultural products

G. Capacity Building, Extension & Farmer Engagement

1. Participatory technology development and farmer-led innovation
2. Designing and delivering agro-ecology training programs for farmers and field staff
3. Use of ICT in agro-ecological extension
4. Gender and social inclusion in agro-ecological transitions
5. Monitoring, evaluation, and learning for agro-ecological interventions

H. Research, Innovation & Knowledge Management

1. Agro-ecological research methods: participatory action research, on-farm trials


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121


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2. Documentation of indigenous practices and local innovations
3. Knowledge sharing platforms and farmer field schools
4. Linking research-extension-farmer feedback loops
5. Case studies and best practices from Nepal and globally

I. Practical & Project-Specific Applications

1. Integrating agro-ecology into RHVAP's value chain development
2. Supporting Producer Organizations in adopting agro-ecological practices
3. Designing input and output market systems for sustainable produce
4. Collaboration with Business Development Officers and PGSOs for agro-ecological market linkages
5. Contribution to MIS and M&E frameworks for tracking agro-ecological outcomes

Terms of Reference

- Facilitates in developing guidelines in identifying agro-ecological production clusters and support for development of agro-ecological cluster.
- Support on technical guidance to officers and technicians on agro-ecological principles including sustainable livestock management techniques.
- Conduct assessments and analysis of agro-ecosystems to identify opportunities for improvement and sustainable practices.
- Facilitates in developing training programs, workshops, and extension materials to enhance the capacity of staff and agricultural technicians in adopting agro-ecological practices.
- Provide technical guidance and support to establish and manage demonstration farms to showcase the benefits of agro-ecology, promote knowledge exchange, and encourage farmers to adopt sustainable farming methods.
- Facilitating in coordinating and strengthening linkage with relevant Province, local government, private and other stakeholders for creating synergy in the Programme.
- Provide technical support for the development and implementation of evidence based agro-ecology-related policies and programs.
- Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of agro-ecological production system.
- Facilitate and support documentation of experiences, lessons learned, good practices on agro-ecology practices, as part of knowledge development and facilitate exchange of information and knowledge.
- Other activities as directed by Corridor Manager and Agro-ecological specialist.

6. VC and Business Development Specialist

Area of Expertise

A. Programme Framework & Strategic Context

1. Overview of the programme (RHVAP Nepal) and its objectives
2. Understanding the Logical Framework, targets, and sub-component 1.3

122

Programme Coordinator

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3. Role of multi-stakeholder platforms (MSPs) in value chain development
 4. Integration with other thematic teams (financial inclusion, business development, social inclusion)
- B. Value Chain Analysis & Development**
1. Concepts and tools for value chain analysis (VCA)
 2. Identifying critical constraints and opportunities in agri-value chains
 3. Market systems development (MSD) approach
 4. Gender and social inclusion within value chains
- C. Multi-Stakeholder Platform (MSP) Facilitation**
1. Designing and facilitating MSPs at various levels (local, provincial, corridor)
 2. Stakeholder mapping and engagement strategies
 3. Using MSPs to identify investment areas and co-create interventions
 4. Rolling MSP process for adaptive management
- D. Investment & Business Plan Development**
1. Guiding Producer Organizations (POs), MSMEs, and service providers
 2. Structuring business plans and investment proposals
 3. Financial and technical appraisal of co-investment proposals
 4. Criteria and procedures for programme co-investment funds
- E. Market Linkages & Business Relationships**
1. Brokering win-win, trust-based business relationships
 2. Formal and informal contractual arrangements
 3. Strengthening linkages between producers, input suppliers, MSMEs, and service providers
 4. Enhancing access to financial and business services
- F. Capacity Building & Training**
1. Developing training modules/manuals on Value Chain Development (VCD) and MSP
 2. Delivering capacity building to programme staff and partners
 3. Facilitation skills for adult learning and participatory methods
 4. Coaching and mentoring field teams in market facilitation
- G. Monitoring, Evaluation & Learning**
1. Developing M&E frameworks for value chain interventions
 2. Data collection methods for tracking VC outcomes
 3. Contribution to knowledge management: case studies, lessons learned
 4. Reporting against programme indicators and targets
- H. Coordination & Partnership Management**
1. Engaging with private sector, government, and development partners
 2. Synergy building with other projects and programmes in the province
 3. Working in a multi-disciplinary team environment
 4. Communication and negotiation skills for partnership brokering
- I. Inclusive Value Chain Development**
1. Strategies for inclusion of poorer households and marginalized groups
 2. Gender-sensitive value chain upgrading
 3. Social mobilisation for equitable benefit sharing
 4. Safeguards and do-no-harm approaches in market interventions


Programme Coordinator



123


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Terms of Reference

- Facilitates programme planning, implementation, monitoring and reporting of value chain in a MSP consultation process.
- Accountable for targets as set in programme logical framework in close coordination with other thematic team.
- Support to conduct MSPs at various levels, identify potential investment area within specific value chain and ensure its implementation.
- Facilitates in developing training modules /manuals on VCD and MSP and conduct capacity building activities on value chain development and market system facilitation to programme staff at various level. Also, contribute to the knowledge development by generating lessons and cases in respective value chains
- Provide support to POs, Inputs suppliers and MSMEs to meet market requirements and strengthen financial and business services.
- Strengthen capacities of programme staff for business and service relationships among producer's group, MSMEs & service providers.
- Facilitate and support for effective operation & management of programme co-investment funds.
- Facilitate and coordinate meetings of investment proposal evaluation committee and support for evaluation and appraisal of co-investment proposals together with other technical teams and management team.
- Provide support and guidance for gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities across Corridor offices included in the sub-component.
- Provide strategic support to programme team for inclusion of poorer households in developing respective value chains investment proposals.
- Coordinate with programme partners and like-minded organizations /projects/programmes working in the province and private companies within and outside programme districts according to the scope of the value chain for synergy.
- Undertake any other duties as directed by Programme Coordinator.

7. Environment and Social Safeguard Specialist

Area of Expertise

A. Environmental Safeguards

1. Environmental Impact Assessment & Management: Conducting and reviewing Environmental Impact Assessments (EIA), Initial Environmental Examinations (IEE), and Environmental Management Plans (EMP); Mitigation planning for air, water, soil, and noise pollution; Biodiversity conservation and natural resource management
2. Compliance & Monitoring: National environmental laws and regulations (EPA, forest, water resources); Donor environmental safeguard policies (World Bank, ADB, etc.); Environmental monitoring, auditing, and corrective action planning


Programme Coordinator

  124


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3. Climate & Disaster Risk Integration: Climate risk and vulnerability assessments for infrastructure; Designing climate-resilient infrastructure and adaptation measures; Disaster risk reduction and contingency planning

B. Social Safeguards

1. Social Impact Assessment & Management: Conducting Social Impact Assessments (SIA) and developing Social Management Plans (SMP); Land acquisition, involuntary resettlement, and livelihood restoration planning; Indigenous Peoples planning and Free, Prior, and Informed Consent (FPIC) processes
2. Stakeholder Engagement & Grievance Management: Designing and implementing inclusive stakeholder engagement plans; Establishing and operating effective Grievance Redress Mechanisms (GRM); Conflict resolution and community liaison in project areas
3. Vulnerable Groups & Inclusion: Ensuring protection of vulnerable groups (women, children, elderly, disabled, ethnic minorities); Integrating Gender Equality and Social Inclusion (GESI) in safeguard planning; Labor management and worker safety (occupational health and safety)

C. Safeguards Integration & Project Management

1. Project Planning & Design: Integrating environmental and social safeguards into project design and feasibility studies, Preparing Terms of Reference for safeguard consultants and studies, Budgeting and resource planning for safeguard activities
2. Implementation Support & Supervision: Supervising contractors on safeguard compliance during construction, conducting site inspections and compliance monitoring, Managing corrective actions and non-compliance issues
3. Capacity Building & Training: Training project staff, contractors, and partners on safeguard

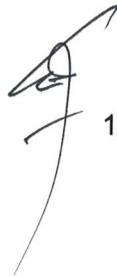
Terms of Reference

- Provide technical support to SPIU in all aspects of social, climate, and environmental safeguards and risk management, including guidance to SPIU team on Safeguards issues, documentation, and quality assurance.
- Facilitate on implementation and monitoring of ESCMP and all SECAP requirements.
- Facilitate in supervising and assess performance of contractors in terms of implementation of ESCMP and EIA recommended mitigation measures including the implementation of stakeholder engagement, and grievance redress mechanism.
- Ensure recommendation from flood risk assessment and ESCMP mitigation measures are well integrated into the market design.
- Facilitate SPIU on compensation plantation and supervise on its management.
- Technically support contractor's Safeguards teams on identification of issues and mitigation measures, and quality integration them on regular activities.
- As needed, conduct the social and environmental assessment and prepare relevant social and environmental safeguards instruments in close consultation with SPIU.









125

Programme Coordinator


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- Monitor the implementation of Safeguards Related Technical Assistance and studies including social baselines, application of simple and practical implementation tools such as checklists, standard operating procedures, codes of practice and others.
- Support the preparation and implementation of the Social and Environmental Safeguard Training Program for the Project as needed.
- Be responsible for the social and environmental safeguards aspects of the reports and provide inputs to the Environmental and Social Monitoring reports, including timely information on the implementation of relevant social and environmental safeguard instruments, and status of analytical work.
- Coordinate with the M&E staff and consultants in the respective member on monitoring the specific gender commitments under the programme.
- Ensure that considerations must be given to compliance with local and national labor laws.
- Prepare the report, reporting procedures and template.
- Facilitates in organizing and participate in programme related missions and workshops, and ensure that IFAD recommendations are integrated in the implementation of social and environmental safeguards.
- Implement additional environmental mitigation measures, and social issue as instructed.

8. ME and KM Specialist

Area of Expertise

A. M&E System Implementation

1. M&E Tools & Processes: Data collection tools (surveys, interviews, focus groups), routine monitoring systems and checklists, progress tracking against log frame indicators
2. Data Processing & Quality: Data entry, cleaning, and validation, use of digital tools (KOBO, Excel, databases), Ensuring accuracy and reliability of data
3. Reporting: Monthly, quarterly, and annual progress reports; Donor reporting formats and deadlines; Presentation of findings in clear formats

B. Knowledge Management Support

1. Documentation & Sharing: Collecting and filing project documents, preparing case studies, success stories, and lessons learned, Managing shared drives and online platforms
2. Learning Activities: Organizing review meetings and workshops, supporting reflection sessions with staff and partners, Distributing learning materials to stakeholders

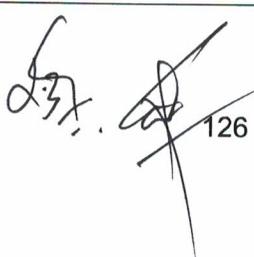
C. Field Monitoring & Support

1. Field Visits & Verification: Planning and conducting field visits, verifying activity implementation and data, Providing feedback to field teams
2. Partner & Community Engagement: Building relationships with local partners and communities, supporting data collection at community level, Gathering beneficiary feedback and complaints

D. Data Analysis & Visualization

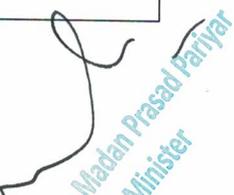




 126

Programme Coordinator


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1. Basic Data Analysis: Analyzing quantitative and qualitative data, identifying trends and patterns in project data, Using software like Excel for analysis
2. Presenting Information: Creating charts, graphs, and dashboards, preparing visual aids for presentations, Summarizing data for decision-making

E. Sector-Specific M&E

1. Housing & Resilience Indicators: Monitoring house construction progress and quality, tracking disaster resilience and climate adaptation activities, Measuring gender and social inclusion in housing support
2. Compliance & Standards: Following donor M&E requirements, adhering to sector standards and guidelines, Integrating safeguarding and accountability measures

F. Professional Skills

1. Communication & Coordination: Clear reporting and presentation skills, Coordinating with project teams and partners, Time management and meeting deadlines
2. Ethics & Integrity: Confidential and ethical handling of data, Transparency in monitoring and reporting, Respectful engagement with communities

Terms of Reference

- Support the PME & KM Coordinator to develop and maintain a comprehensive M&E system for the monitoring of Programme implementation and the measurement of results.
- Support the PME & KM coordinator in preparing Provincial level AWPB in line with the Agro-ecological cluster plan with support of COs, and relevant stakeholders.
- Help develop and maintain MIS at PMO for the recording of M&E data and the preparation of standard consolidates tables for the tracking of activities, outputs and outreach.
- Facilitate the periodic field visits to verify the quality and validity of M&E data submitted by POs and partners. and collect formal and informal feedback from Programme beneficiaries.
- Support PME & KM Coordinator to prepare the TOR for the baseline, mid-term and completion surveys and provide the appropriate guidance to the selected service providers in order to ensure timely and reliable survey reports.
- Support PME & KM Coordinator to design and conduct periodic qualitative outcome surveys, including Annual Cluster Tracking Surveys (in close consultation with PMO & CO staff) to collect data and evidence of early outcomes or feedback from beneficiaries.
- Provide the training and continuous guidance/support to PMO / CO staff and service Provider in charge of data collection in order to ensure data quality and reliability.
- Prepare quarterly, half-yearly and annual progress reports for submission to PCO in timely manner.
- Prepare consolidated ORMS tables and other data tables, and regular update of Log frame indicators within the province, to be submitted annually to IFAD.
- Identify implementation problems, bottlenecks or delays and inform Management about the need for corrective actions.
- Facilitate and Support in implementation of KM strategy and Plan for the documentation and sharing of knowledge, lessons learned and best practices.



3/2/26



127





Rajendra Prasad Mishra (Ph.D)
Secretary



Hon. Dr. Madan Prasad Puriyar
Minister

Programme Coordinator

- Ensure that lessons learned, and best practices are properly identified and documented through various means (studies, videos, case studies print and web articles) and regularly shared to the relevant audience through appropriate means (including the participation in relevant meetings and events).
- Organize and facilitate knowledge sharing workshops and events in the province and cluster.
- Other activities as directed by chief of the office.

9. Engineer

Syllabus

A. Structural Engineering

Center of gravity, moment of inertia, stresses and strains, torsion and flexure; analysis of determinate and indeterminate structures (beams, frames, arches); shear force, bending moment and deflection; energy methods, influence lines, slope deflection and moment distribution methods; plastic analysis.

B. Engineering Survey

Principles and classification of surveying; linear measurements; compass, plane table, leveling and contouring; theodolite traversing and tacheometry; total station and EDM; horizontal and vertical curves; area and volume computation including cut and fill.

C. Construction Materials

Properties and uses of stones, bricks, ceramics, cement, lime, metals, timber; asphaltic materials, paints, polymers; soil properties; local and modern construction materials used in Nepal.

D. Concrete Technology

Constituents and properties of concrete; water–cement ratio; grades, mix design and testing; mixing, placing and curing; admixtures; high-strength and prestressed concrete.

E. Geotechnical Engineering

Soil formation and classification; phase relationships and index properties; soil water and moisture relationships; rock types and geological structures; earthquakes and seismicity of Nepal; tunneling principles and methods.

F. Construction Management

Construction planning and scheduling (CPM, PERT); contract administration and procurement procedures; material management; cost, quality and time control; project management; occupational health and safety; monitoring and evaluation; variations and quality assurance.

G. Estimating, Costing, Specification and Valuation

Types of estimates; quantity calculation methods; rate analysis and estimating norms; bill of quantities; specifications; valuation principles and methods.

H. Engineering Drawing

Drawing standards and scales; site, working and structural drawings; projections; drafting tools and conventions; topographic, electrical and plumbing drawings; freehand drawing; basic building design considerations.

I. Engineering Economics

Time value of money; benefit–cost analysis; NPV and IRR; sensitivity analysis; cost classification; financial and economic evaluation.

128

Rajendra Prasad Mishra (Ph.D)
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Programme Coordinator

J. Professional Practices

Engineering ethics and professionalism; Nepal Engineering Council Act and regulations; public procurement practices; National Building Code and building bylaws; professional relations.

Terms of Reference

- Develop standards and guidelines for quality assurance check and quality control system for infrastructures construction, aligning with the existing ones and support for its implementation.
- Take overall responsibility for detail design, construction, supervision, and quality control of the infrastructures works supported by the programme ensuring climate smart design.
- Facilitate development of detailed drawings, specifications, and bill of quantities (BoQ) of community & market-led infrastructures of PMO/CO.
- Monitor and supervise the construction of infrastructures and ensure compliance with the drawings and specifications ensuring quality and required standard.
- Ensure sustainable operation and maintenance plans are in place prior to final approval of sub-projects, including institutional, technical and financial aspects.
- Review and recommend for approval the agreements for each sub-project, including verifiable payment milestones.
- Supervise and verify completion of the approved works by POs/MSMEs.
- Verify progress of each sub-project against payment milestones and recommend release of payments as contracted where such payment milestones have been met
- Provide technical assistance and capacity building as required to CO and PO/MSMEs.
- Accomplish other task as assigned by Chief of cost center.

10. Rural Finance Officer

Syllabus

A. Banking

Principles and functions of banking; banking institutions in Nepal (commercial, development, cooperative); banking sector development, opportunities and challenges; digital banking and client protection; customer service; deposit mobilization and credit creation; money and capital markets in Nepal; mergers and restructuring; prevention of banking crimes and frauds; international financial institutions (IMF, IFAD etc.).

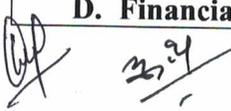
B. Banking and Financial Legal Framework

Nepal Rastra Bank Act; Bank and Financial Institutions Act (BAFIA); Banking Offense and Punishment Act; Anti-Money Laundering Act; Negotiable Instruments Act; Company Act; Income Tax and VAT Acts; Public Procurement Act.

C. Project Management Analysis

Principles of project management; project cycle; planning, implementation, monitoring and evaluation; project appraisal and risk analysis.

D. Financial Analysis and Evaluation


Programme Coordinator

129


Rajendra Prasad Mishra (Ph.D.)
Secretary


Hon. Dr. Madan Prasad Paudyal
Minister



Financial statement analysis; portfolio management; budgeting principles and practices; cost benefit analysis; sources and uses of funds; profitability, liquidity and asset–liability management; lending principles and interest rate determination; business environment analysis (SWOT, PEST).

E. Economic Policy

Fiscal, monetary, commercial and industrial policies; economic planning in Nepal; globalization and its impact on the Nepalese economy.

F. Accounting and Accounting Systems

Concepts, principles and importance of accounting; financial statements and their analysis; public financial management tools; NAS, NFRS, IAS, IFRS, IPSAS and NPSAS; government accounting system and comparison with commercial accounting; reconciliation, depreciation and base rate calculation; capital budgeting, profit planning and cost of capital.

G. Auditing

Concept, scope and types of auditing; audit principles, planning and techniques; internal control and risk-based audit; public sector auditing framework; ISSAIs, ISAs and NSAs; audit of public enterprises; audit reports; government audit system in Nepal; roles and responsibilities of the Auditor General.

Terms of Reference

- Facilitate the assessment of annual credit requirement plans of the contracted POs and MSMEs.
- Facilitate and monitor flow of credit in the contracted POs and MSMEs.
- Participate as a member of committees envisioned in different guidelines.
- Coordinate with banks and/or financial institutions, insurance companies and other stakeholders and facilitate their linkages with Programme beneficiaries.
- Participate in MSP consultations and understand and address issues related to credit and insurance.
- Contribute in organizing the FEBL-GALS-lite.
- Plan, supervise and monitor the trainings on business and financial literacy.
- Facilitate in gathering of data and information for effective M&E of financial support services provided under the Programme.
- Oversee the design and establishment of channels for regular information dissemination, sharing, and networking among stakeholders.
- Prepare reports and other necessary documents related to programme implemented activities.
- Other activities as directed by chief of the office.

11. Community, Farmer and Trade Liaison Officer

Syllabus

A. Programme Overview & Role of Liaison Officer

1. Introduction to RHVAP Nepal: objectives, target groups, and geographical scope
2. Understanding the position: bridge between community, farmers, traders, and programme
3. Linkages with Producer Groups, MSMEs, Service Providers (SPs), and local government
4. Ethical guidelines and code of conduct for field staff


30/2
Programme Coordinator



130




Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

B. Community Mobilization & Social Inclusion

1. Principles and methods of participatory community mobilization
2. Ensuring inclusion of women, youth, Dalits, and marginalized households
3. Group formation and strengthening of Farmer Groups/Producer Organizations (POs)
4. Conflict resolution and group dynamics management

C. Farmer Capacity Building & Extension Support

1. Basic agri-advisory and extension techniques
2. Facilitating farmer access to inputs, technology, and agro-ecological practices
3. Organizing and facilitating farmer field schools, demonstrations, and exchange visits
4. Use of participatory tools for needs assessment and planning

D. Trade Linkages & Local Market Facilitation

1. Basics of agricultural value chains and market players
2. Linking farmers with local traders, collection centers, and MSMEs
3. Facilitating transparent price information and fair-trading practices
4. Supporting informal/formal trade agreements and contractual farming

E. Coordination & Networking

1. Liaising with local government (municipalities), cooperatives, and private sector
2. Working with Service Provider (SP) staff and Social Mobilizers
3. Participating in local-level multi-stakeholder platforms (MSPs)
4. Synergy with other projects and programmes in the district

F. Data Collection, Reporting & MIS

1. Tools and methods for field data collection (surveys, focus groups, case stories)
2. Using programme MIS for recording farmer/trader information
3. Preparing and submitting field reports in prescribed formats
4. Maintaining records of meetings, trainings, and trade interactions

G. Communication, Facilitation & Interpersonal Skills

1. Effective communication in local language(s) and basic Nepali/English reporting
2. Facilitation skills for meetings, dialogues, and trainings
3. Negotiation and brokering skills between farmers and traders
4. Building trust and maintaining relationships with diverse stakeholders

H. Monitoring & Feedback Mechanisms

1. Tracking farmer and trader participation and benefits
2. Gathering field-level feedback for programme adaptation
3. Supporting M&E team in monitoring value chain activities
4. Documentation of success stories and field challenges

Terms of Reference


Programme Coordinator


Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

- Serve as the primary liaison between farmers, traders, buyers and market management.
- Facilitate communication and coordination between the market and community stakeholders.
- Coordinate in organizing stakeholder meetings and feedback forums.
- Support on boarding and registration of new farmers and traders into the market system.
- Disseminate information on pricing, quality standards and logistics.
- Facilitate in promoting local employment, inclusion and benefit-sharing where appropriate.
- Act as the contact point for local community concerns related to the market's operations.
- Provide guidance to farmers and traders on market access, trading regulations and procedures.
- Facilitate to address complaints, conflicts or disputes among market participants.
- Facilitate in the engagement of local leaders, civil society and other stakeholder in programme activities.
- Prepare reports and other necessary documents related to programme implemented activities.
- Other activities as directed by chief of the office.

12. Agroecology Crop Officer

Syllabus

A. Agriculture Sector in Nepal: History and Current Status

Evolution of agricultural research and development in Nepal; current status, scope and challenges of Nepalese agriculture; institutional arrangements for research, extension and education; Agriculture Perspective Plan (APP); devolution of agricultural extension and its impacts.

B. Agriculture Research, Extension and Education

Role and functions of agricultural research, extension and education; NARC and agricultural education systems in Nepal (AFU, TU, PU, CTEVT); research–extension–teaching linkages; participatory technology development, planning, monitoring and evaluation; roles of public, private, cooperative and civil society institutions.

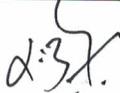
C. Natural Resources, Environment, Climate Change and Disaster Risk Management

Natural resource conservation and sustainable use; biodiversity and agro-biodiversity; fertilizers and pesticides and environmental implications; IPM, ICM, IPNM and GAP; organic agriculture and food safety; climate and weather systems of Nepal; climate change impacts, adaptation and mitigation; disaster risk management in agriculture; land-use change, urbanization and food security; crop insurance in Nepal.

D. Agricultural Policies, Legislations, Plans and Global Trade

Agriculture in the Constitution; periodic plans and project cycle management; local governance in agriculture; key national policies and strategies (ADS, Seed Vision, NTIS, Extension Strategy); major agricultural acts and regulations (seed, plant protection, pesticides, fertilizer,


Programme Coordinator



132



Rajendra Prasad Mishra (Ph.D.)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

food rights and safety, agro-forestry); WTO, SAFTA and SPS measures; commercialization comparative advantage and agricultural trade.

E. Agricultural Technology and Management

Technology generation and dissemination; seed quality assurance and variety release system; food and nutrition security; soil fertility and nutrient management (IPNS); IPM and plant protection including beneficial organisms and pollinators; crop diversification, agro-forestry and conservation agriculture; precision and protected agriculture; post-harvest management and value chain development; agricultural marketing and AMIS; role of ICT, cooperatives and agro-industries; farming systems, sustainability, GESI; basic agricultural research methodology.

Terms of Reference

- Facilitate development of crop interventions addressing the potential agroecological production clusters.
- Coordinate with PME and KM coordinator for developing the extension or knowledge materials and training related programmes to enhance the capacity of ATs, CMs and farmers in adopting agroecological practices.
- Coordinate with the Programme specialist and work in a team for designing and implementation of the programme activities.
- Participate as a member of committees envisioned in different guidelines.
- Mobilize ATs and CMs to create strong linkage and synergy in the programme with local governments, private sectors and other stakeholders.
- Guide, monitor, supervise and/or provide technical backstopping to the ATs, stakeholders and farmers including LFs on agroecological principles, soil fertility management, water conservation and integrated pest management.
- Facilitate and support to establish and manage demonstration farms, promote knowledge exchange and encourage farmers to adopt sustainable farming methods.
- Coordinate with private sector/cooperatives for the supply of bio-inputs to enable the agroecological production practices.
- Facilitate producer's group linkages with buyers or vendors.
- Aggregate data and information needed to undertake an effective M&E of agroecological production system.
- Facilitate and support documentation of experiences, lessons learned and good practices as part of knowledge development and facilitate exchange of information and knowledge.
- Coordinate and support to maintain project's external relations and visibility, including coordination with like-minded organizations and projects perusing similar objectives in the target areas and sharing of best practices for wider dissemination.
- Prepare reports and other necessary documents related to programme implemented activities.
- Other activities as directed by chief of the office.

13. Agroecology Livestock Officer

Syllabus

A. Livestock Sector in Nepal


Programme Coordinator


133


Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

History and current status of veterinary services and livestock production in Nepal; livestock and poultry production systems; indigenous and exotic breeds; roles of public and private sectors; national policies, plans and programs for livestock development including APP, Livestock Master Plan and Dairy Development Plan.

B. Clinical Veterinary Sciences

1. Veterinary Medicine

Concepts of health and disease; clinical examination and normal physiological parameters; systemic, metabolic, nutritional and production diseases; trans-boundary animal diseases and major infectious diseases; poultry diseases; parasitic diseases (endo- and ecto-parasites); poisonings and snake bites; vaccination practices and challenges in Nepal.

2. Veterinary Surgery

General surgical principles; pre- and post-operative care; antiseptics, sterilization and suturing; wound management; fractures, dislocations and burns; common surgical conditions; obstetrical and special surgeries; anesthesia techniques.

3. Veterinary Obstetrics and Gynecology

Reproductive physiology; breeding soundness; heat detection; artificial insemination; pregnancy diagnosis; infertility and reproductive disorders; dystocia and prolapse; use of hormones; abortion-causing diseases.

4. Epidemiology and Veterinary Public Health

Principles and applications of epidemiology; disease surveillance, outbreak investigation and risk analysis; zoonotic diseases; meat inspection and slaughterhouse management; milk hygiene; HACCP; public health roles of veterinary services.

5. Veterinary Extension and Diagnostics

Veterinary extension principles and methods; public-private partnership and social mobilization; clinical pathology, laboratory diagnostics, post-mortem examination; hematology, biochemistry, parasitology and serological tests including ELISA.

C. Para-Clinical Sciences

1. Microbiology and Immunology

Characteristics of bacteria, viruses and fungi; immunity and immunization; antimicrobial resistance; laboratory diagnostic techniques.

2. Parasitology

Host-parasite relationships; classification and life cycles of parasites; parasitic diseases of livestock and poultry; control strategies and anthelmintic resistance.

3. Pathology

Cell injury and inflammation; circulatory and metabolic disorders; neoplasia; immune reactions; system-wise pathology of infectious and non-infectious diseases.

4. Pharmacology and Toxicology

Principles of pharmacokinetics and pharmacodynamics; major drug groups; hormones and antibiotics; toxicity of drugs, chemicals, plants and environmental contaminants.

D. Pre-Clinical and Production Sciences

Veterinary anatomy, physiology and biochemistry; animal nutrition and feeding systems; livestock and poultry production, breeding, housing and management; dairy and poultry production systems.

E. Regulatory Functions and Animal Health Governance



23/2



134



Rajendra Prasad Mishra (PhD)
Secretary



Hon. Dr. Madan Prasad Pariyar
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WTO, SPS, TBT and OIE standards; international veterinary certification, quarantine and trade regulations; roles of official veterinary services; animal health-related acts and regulations of Nepal; professional ethics and legal duties of veterinarians; animal welfare; fraud and malicious poisoning detection.

Terms of Reference

- Facilitate development of livestock interventions addressing the potential agroecological production clusters.
- Coordinate with PME and KM coordinator for developing the extension or knowledge materials and training related programmes to enhance the capacity of ATs, CMs and farmers in adopting agroecological practices.
- Coordinate with the Programme specialist and work in a team for designing and implementation of the programme activities.
- Mobilize ATs and CMs to create strong linkage and synergy in the programme with local governments, private sectors and other stakeholders.
- Participate as a member of committees envisioned in different guidelines.
- Guide, monitor, supervise and/or provide technical backstopping to the ATs, stakeholders and farmers including LFs on agroecological principles, animal husbandry, fodder and pasture management and disease control.
- Facilitate and support to establish and manage demonstration farms, promote knowledge exchange and encourage farmers to adopt sustainable farming methods.
- Facilitate producer's group linkages with buyers or vendors.
- Aggregate data and information needed to undertake an effective M&E of agroecological production system.
- Facilitate and support documentation of experiences, lessons learned and good practices as part of knowledge development and facilitate exchange of information and knowledge.
- Coordinate and support to maintain programme's external relations and visibility, including coordination with like-minded organizations and projects perusing similar objectives in the target areas and sharing of best practices for wider dissemination.
- Prepare reports and other necessary documents related to programme implemented activities.
- Other activities as directed by chief of the office.

14. Business Development Officer

Syllabus

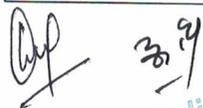
A. Agriculture Sector in Nepal

History and current status of Nepalese agriculture; institutional arrangements for research, extension and education; Agriculture Perspective Plan (APP); devolution of agricultural extension.

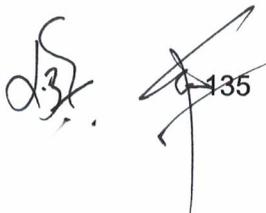
B. Basic Economics

Demand and supply; elasticity; consumer behavior; market structures and price determination; production theory and costs; comparative and competitive advantage.

C. Natural Resources, Environment, Climate Change and DRM


30/2

Programme Coordinator


135


Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Bariyar
Minister

Natural resource conservation; biodiversity and agro-biodiversity; fertilizer and pesticide impacts; IPM, IPNM and GAP; organic agriculture; climate and weather of Nepal; climate change impacts, adaptation and mitigation; disaster risk management; land-use change and crop insurance.

D. Agricultural Policies, Legislations and Global Trade

Agriculture in the Constitution; periodic plans and project cycle management; local governance; key agricultural policies and strategies (ADS, Seed Vision, NTIS, Extension Strategy); major agricultural acts and regulations; WTO, SAFTA and SPS measures; commercialization, comparative advantage and agricultural trade.

E. Program Planning & Agribusiness Management

Farm management and budgeting; cost–return analysis; farm planning and efficiency measures; time value of money; financial statements; agricultural marketing and AMIS; agriculture census; agro-industry linkage; cooperatives; research methodology; value chain development; feasibility studies (B/C ratio, NPV, IRR); risk and uncertainty; monitoring and evaluation; logical framework approach.

Terms of Reference

- Facilitate development of enabling institutions and services for scaling up the specific value chains of the agroecological products within the programme area.
- Facilitate identification and development of interventions for investments in coordination with agroecology crop officer and agroecology livestock officer addressing the potential agroecological production clusters.
- Coordinate with VCBDS to support POs and vendors to meet market requirements.
- Participate as a member of committees envisioned in different guidelines.
- Facilitate and support farmers, POs, MSMEs and service provider in developing investment/business plans for assessing co-investment within specific value chains.
- Coordinate and facilitate B2B and B2S linkages, contract arrangement and MSPs at cluster or corridor as per need in close coordination with concerned stakeholders.
- Facilitate and support POs and MSMEs for collective marketing and operation/strengthening of collection center within production clusters.
- Facilitate in gathering of data and information product transaction, value, market outreach, margin distributed along the chain, losses etc.
- Facilitate and support documentation of experiences, lessons learned, good practices and case studies as part of knowledge development and facilitate exchange of information and knowledge exchange.
- Prepare reports and other necessary documents related to programme implemented activities.
- Other activities as directed by chief of the office.

15. **Procurement Officer (PO)**

Syllabus

A. General Awareness & Contemporary Issues

Geography, demography, socio-cultural and economic features of Nepal; governance system and federal structure; government planning, budgeting and accounting system; banking and financial


Programme Coordinator

  136


Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

sector of Nepal; Nepal Rastra Bank—history, functions and role; current macro-economic situation of Nepal.

B. Laws and Regulations

Constitution of Nepal; Public Procurement Act and Regulations; National Civil (Code) Act (contract provisions); Labor Act; international procurement frameworks and guidelines (FIDIC, IFAD).

C. Procurement Management

1. Concept of Procurement: Definition, Public Procurement versus Private Procurement; Procurement Cycle; Overview of E-Procurement and E- Bidding.
2. Preparation of the Procurement Plan, Cost Estimate, and Procurement Proceedings; Procurement Audit.
3. Procurement of Works: Direct Purchase, Sealed Quotation (SQ), National Competitive Bidding (NCB), International Competitive Bidding (ICB) and Pre-Qualification (PQ)
4. Procurement of Goods: Direct Purchase, Catalogue Shopping, Sealed Quotation (SQ), National Competitive Bidding (NCB) and International Competitive Bidding (ICB)
5. Procurement of Consulting Services: Direct Purchase, Express of Interest (EOI) Document for Short Listing and Request for Proposal (RFP)
6. Contract Management: Contract Dispute, Causes and Resolutions, Extension of Contract, Termination of Contract and Closing of Contract; Identifying and Assessing Procurement Risks, Risk Mitigation Strategies, Compliance with Regulations and Policies
7. Assets and Auctions Management; Payment Procedure and Tax Laws.
8. Legal and Ethical Considerations: Overview of Procurement Regulations, Ethical Considerations in Procurement, Handling Conflicts of Interest.
9. Sustainable Procurement Practices, Global Procurement Strategies, Innovation in Procurement Practices, Impact of Economic and Geopolitical Factors on Procurement
10. Legal Provision and Overview of National E-GP System (Electronic Government Procedure); Issues on Public Procurement; Blacklisting in Public Procurement
11. National and International Bid Document Preparation and Evaluation; Assessment of Bids and Proposals.

Terms of Reference

- Facilitate the procurement of the goods, works, consulting and non-consulting services for the programme activities implementation based on the procedures specified in PPA/R of GoN and IFAD's procurement protocols.
- Prepare the annual PP and assist in preparation of AWPB in consultation of chief and respective personnel carrying out the procurement and/or planning activities of the office.
- Coordinate and facilitate Procurement Specialist for the developing and updating compiled annual PP of the programme and obtain IFAD's No Objection letter (NOL) and update it periodically.


Programme Coordinator


137


Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Bariyar
Minister

- Prepare bidding documents of the PMO and/or COs for the procurement of goods, works and services including drafting of tender invitations/bids notices, contract documents, specifications, bill of quantities, cost estimates, work schedules, evaluation criteria etc. in coordination with technical officers in the PMO.
- Provide support to procurement & evaluation committee for pre-qualification, short-listing, organization of pre-bid meetings, preparing answers/clarifications/modifications and bid opening.
- Facilitate technical evaluation committee to examine bids or proposals and prepare evaluation reports.
- Facilitate in overall procurement procedures and preparation of necessary documents according to existing procurement laws.
- Assist in documentation and reporting of procurement process.
- Support Programme in adhering GoN and IFAD rules, regulation, PIM and related guidelines.
- Facilitate in updating consolidated register of contracts and monitor contract on regular basis and support PMO and/or COs in contract management.
- Professionally discharge other tasks as directed by chief of the office.

16. Fund and Financial Management Officer

Syllabus

A. Microeconomics

Consumer behavior (demand, supply, elasticity; utility and indifference curve analysis); theory of production (law of variable proportions, returns to scale); product pricing and market equilibrium under perfect competition, monopoly and monopolistic competition; price discrimination and related practices; factor pricing (rent and wages); welfare economics including Pigouvian welfare, Pareto optimality and social welfare maximization.

B. Macroeconomics

National income accounting (concepts, measurement and limitations); income determination and Keynesian theories of consumption, investment and saving; multipliers; classical vs. Keynesian economics; economic growth and development (concepts, indicators, HDI, determinants and constraints); growth models (Harrod–Domar, Solow); development theories (Rostow, Lewis); macroeconomic issues and policies in Nepal including inflation, stabilization, monetary, fiscal, industrial, financial, investment and agricultural policies.

C. Economic Planning, Research and Statistics

Concepts, types and approaches to economic planning; perspective and periodic plans; macro, micro and regional planning; planning under capitalist, socialist and mixed economies; cost–benefit analysis, capital–output ratio and project appraisal; monitoring and evaluation; research methodology (proposal preparation, data collection, analysis and presentation); descriptive statistics; correlation and regression; sampling techniques; confidence intervals and hypothesis testing; report writing.

D. Nepalese Economy and Public Finance

Structure and foundations of the Nepalese economy (natural resources, human resources, agriculture and tourism); key economic issues (poverty, inequality and inclusion); economic

and social infrastructure; trade structure, diversification and competitiveness; trade facilitation and regional/international frameworks (WTO, SAFTA, BIMSTEC); remittance and service trade; public finance (revenue, expenditure, resource gap); budget characteristics and formulation process; development plans and current plan priorities; economic reforms including liberalization and privatization; economic diplomacy.

Terms of Reference

- Overall responsible for setting up criteria, procedures, and processes for effective operation & management of programme co-investment funds in line with the programme objectives.
- Facilitate and support Programme team in processing and evaluation of sub project co-investment proposals and business plan including monitoring of fund utilization and assessment of outputs and impact.
- Facilitate and support Programme Management on drawing up and advertising tender documents, ensuring the rigorousness of tender evaluation, prepare contract documents and monitoring of the contract adherence.
- Supporting the Programme Coordinator and Accounts Officer at Province in financial management and procurement including development of procurement plan and follow up, financial management procedures and information flows.
- Work in close consultation with Accounts Officer and Programme Coordinator to establish and maintain essential financial recording, stock management and reporting systems for Programme operations according to the Programme Implementation Manual.
- Support FMS in preparing and submission Withdrawal Applications (WA) for replenishment in Designated Accounts in USD or reimbursement in GON treasury.
- Ensure that all programme consolidated reports are prepared and sent to PCO so as to meet the IFAD reporting requirement and deadline.
- Assist the Province and corridor office Team with the preparation of Results-Based Annual Work Plan and Budget (RB-AWPB)
- Ensure that the budgets as well as the actual expenditure are in accordance with the Financing Agreement between the GON and IFAD.
- Check and ensure all procurement functions are in accordance with IFAD/Government of Nepal procurement guidelines and procedures for implementation of proposed activities.
- Develop Procurement plan, execute, review as required and update according to progress.
- Provide orientation and necessary training to the Corridor and service providers' Accountants' and the staff involved in Project financial management.
- Undertake any other duties as requested as directed by PMO.

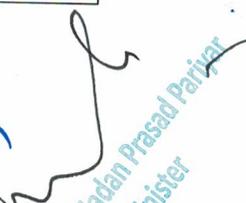

Programme Coordinator



139




Rajendra Prasad Mishra (Ph.D)
Secretary


Hon. Dr. Madan Prasad Pariyar
Minister

17. POs Strengthening Officer

Syllabus

A. Programme Context & Institutional Framework

1. Overview of the Rural Household Vulnerable Assistance Programme (RHVAP) – Nepal
2. IFAD's approach to rural transformation and smallholder empowerment
3. Nepal's policy landscape for cooperatives, producer groups, and agro-ecological transformation
4. Role of Provincial Programme Management Unit (PPMU) and partner service providers (SPs)

B. Producer Organization (PO) Graduation Strategy & Planning

1. Concept and stages of PO graduation: from informal groups to autonomous, market-ready cooperatives
2. Developing a PO graduation strategy aligned with RHVAP goals
3. Inclusive and gender-sensitive approaches in institutional development
4. Annual work plan development, implementation, and monitoring in coordination with programme staff

C. Capacity Assessment & Institutional Development

1. Tools and methods for capacity assessment of producer groups/cooperatives
2. Designing and implementing capacity development plans (CDPs)
3. Strengthening governance, leadership, and financial management in POs
4. Building resilience through agro-ecological practices and climate-smart agriculture

D. Social Mobilization & Inclusion

1. Social mobilization techniques for engaging marginalized and poorer households
2. Ensuring social inclusion in value chain opportunities
3. Gender and social equity integration in group formation and strengthening
4. Mentoring and coaching field staff (Social Mobilizers) in community engagement

E. Training Manual Development & Facilitation Skills

1. Developing training manuals, modules, and IEC materials on PO strengthening
2. Facilitation of Training of Trainers (ToT) for programme and SP staff
3. Adult learning principles and participatory training methodologies
4. Monitoring training effectiveness and impact on PO development

F. Market Linkages & Value Chain Integration

1. Role of Business Development Officers (BDOs) in fostering market linkages
2. Facilitating producer groups' access to agribusinesses, service providers, and financial institutions
3. Contract farming and fair business relationships
4. Value chain development approach in RHVAP

G. Monitoring, Evaluation & Knowledge Management

1. Data collection tools and methods for field monitoring
2. Using MIS for tracking PO graduation progress
3. Reporting formats (hard and electronic) and timely submission
4. Documentation of best practices, lessons learned, and knowledge sharing

Programme Coordinator

140

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H. Coordination, Leadership & Professional Skills

1. Working in multidisciplinary teams and coordinating with SPs, government bodies, and private sector
2. Leadership, coaching, and mentoring skills for field staff
3. Communication and report writing in English and Nepali
4. Conflict resolution and negotiation skills in group settings

I. Ethical Standards & Programme Compliance

1. RHVAP staff recruitment guidelines and contractual terms
2. Integrity, transparency, and accountability in programme implementation
3. Adherence to IFAD and Government of Nepal regulations
4. Professional conduct in rural and community-based settings

Terms of Reference

- Take overall responsibility and leadership for planning, implementation and monitoring of the producer organization graduation activities in accordance with the approved annual work plans in close coordination with programme staff.
- Assist in developing POs Graduation Strategy and enhance partnership with SP for effective implementation of the strategy and annual action plans.
- Assist in developing comprehensive related manuals and training materials as well as facilitating ToT for leadership development, community mobilisation and group development.
- Assist in the development of skills and competencies of field staffs.
- Facilitate in capacity assessment and development of plans of producer groups/cooperatives for enhancing market/business relationships and agro-ecological transformation.
- Coordinate with Business Development Officers to facilitate producer's group linkages with agribusiness and service providers through contractual arrangements for value chain development.
- Provide strategic support to Partner SP /Social mobilizer on social mobilization methods that support & ensure the inclusion of poorer households in programme value chain opportunities.
- Provide technical backstopping to SP/SM and liaise with m&e team to ensure optimal operation of mis towards programme objectives.
- Collection, analysis and interpretation of field data and its timely reporting to the concerned office.
- Undertake any other duties as directed by PMO.

18. MEAL Officer

Syllabus

A. Basic Concept of Sociology/Anthropology

Definition, scope and application of sociology/anthropology. Branches of sociology/anthropology. Relation with other social sciences. Concepts: Society, Culture,

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141

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Community, Associations, Group, Institutions, Social structure, social system, Status and Roles, Norms and Values.

B. Social and Cultural Institutions

Concepts and definitions. Marriage. Family system. Kinship system. Religion. Political institutions. Economic institutions.

C. Social Organization

Role of social organization in national development. Education. Socialization. Pressure groups.

D. Social and Cultural Change

Theories of social and cultural change. Process of social and cultural change. Agents of social and cultural change. Planned social and cultural change.

E. Social Processes

Socio-cultural adaptation. Cultural assimilation, amalgamation, multicultural model. Sanskritization. Westernization and globalization. Industrialization and urbanization. Integration and differentiation.

F. Social Problems

Internally displaced population and migration. Corruption. Human trafficking, drug abuse and rehabilitation. Unemployment.

G. Leadership and Group Dynamics

Theories of leadership. Leadership styles and quality. Role of leaders in social and cultural change. Primary and secondary groups. Structure of group.

H. Social Research

Types and methods of scientific research. Research design. Theory, hypothesis and variables. Research ethics.

I. Social Stratification

Theories of social stratification. Social differentiation and social mobility. Stratification by caste, class, gender, and caste/ethnicity.

J. Applied Sociology/Anthropology

Scope of applied sociology/anthropology. Social policy and planning. Sociology/anthropology in action.

Terms of Reference

- Support the PM&E Specialist in preparing AWPB and implementation of M & E strategy and plan for monitoring the project activities at Corridor level.
- Support PME team in conducting different types of studies.
- Facilitate in collection of data with strong verification mechanism ensuring its proper analysis and usefulness.
- Assist in organizing corridor level annual planning and periodic review meeting ensuring the involvement of all the stakeholders.
- Facilitate in preparation of monthly, trimester, annual and periodic progress report of the programme.
- Assist in identification and development of various types of knowledge products.
- Work closely with PM&E Specialist and the Data Management Officer to execute GIS-based mobile M&E and MIS System at the Corridor Level.


Programme Coordinator



142


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- Facilitate the processes for the documentation and sharing of knowledge, lessons learned and best practices.
- Facilitate in organizing knowledge sharing workshops and events.
- Any other tasks as directed by PMOs.

19. MIS and Data Management Officer

Syllabus

A. Computer Fundamentals

Overview of computers, types, generations, architecture, components, input/output devices, CPU, memory, storage devices. Basics of DOS, Windows, applications, emails, internet, intranet, networking, viruses, and antivirus.

B. Data Structure and Algorithms

Fundamentals of data structures and abstract data types. Lists, stacks, queues, trees, indexing, hashing. Algorithm analysis, recursion, searching, sorting, graph algorithms, and basic algorithm design methods (divide-and-conquer, dynamic programming, greedy, backtracking).

C. System Analysis and Design

System concepts, life cycle, roles of analysts and users. Joint Application Development (JAD), system design environment, requirements analysis, entity-relationship diagrams, data flow diagrams, object-oriented modeling, documentation, and design methods.

D. Operating Systems

Operating system concepts, functions, components, memory and process management, scheduling, deadlocks, parallel and distributed processing. Overview of DOS, Windows, Unix, Linux, networking, troubleshooting, security, and user management.

E. Database Management System and Design

RDBMS concepts, SQL, querying, functions, joins, subqueries, views, database design, normalization (1NF-5NF, BCNF, DKNF), architecture, integrity, backup, recovery, and overview of major DBMS products (Oracle, SQL Server, DB2).

F. Programming Language

Programming paradigms, procedural, structural, and object-oriented programming. Overview of C, C++, Java, code optimization, modularity, and storage management.

G. Networking

Network theory, OSI and TCP/IP models, LAN/WAN, protocols, IP routing, VLANs, VPN, remote networking, network security, disaster recovery, advanced storage, troubleshooting, and network tools.

H. Computer Architecture & Organization

Computer evaluation, design methodology, MIPS ISA, ALU, datapath, pipelining, memory hierarchy, I/O systems.

I. Compiler Design

Compilation process, lexical, syntax and semantic analysis, intermediate code, optimization, runtime environment, and compiler tools.

J. E-Commerce Technology

E-commerce concepts, strategies, security, e-governance models, B2B/B2C/B2E/C2C/G2G, electronic payment, e-marketing, e-banking, encryption, XML.

K. MIS and Web Engineering

143


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Information systems, client-server computing, decision support, data mining, data warehousing, knowledge management, reengineering, ERP, security, multimedia, website design, CBSE, group decision support.

L. IT in Nepal

History, IT policy, electronic transaction act, copyright act, software development, Nepali Unicode and fonts, licensing issues.

Terms of Reference

- Support the M&E Specialist to establish the project MIS and GIS systems (MIS) as per the M & E Plan.
- Assist in managing and updating of the MIS system within the PMOs including related COs.
- Prepare specification of the IT software, hardware and equipment required for smooth operation of the IT system within the programme and assist the Procurement officer in procuring these goods and services.
- Extend support to the team members to navigate through the MIS system and feed in necessary data to the MIS database.
- Ensure the regular operation of the IT equipment's and IT system including maintenance and repairing as required.
- Facilitate and support in identifying potential competent website developer in developing programme functional websites and its maintenance.
- Prepare the ToR for external service providers providing services in the field of IT.
- Undertake any other works as assigned by PMOs.

20. Financial Management Assistants

Syllabus

A. Banking and Related Laws

Fundamentals of banking principles, functions, types of banks (commercial, development, cooperative), digital banking, client protection, KYC, deposits, loans, loan classification and provisions, remittance, payments, cheques, bills, cards.

B. Banking and Financial Laws

Key legislation Banks and Financial Institutions Act, Banking Offense and Punishment Act, Anti-Money Laundering Act, Negotiable Instruments Act, and Cooperative Act.

C. Accounting System

Concept and importance of accounting, double entry system, cash and petty cash books, trial balance, profit and loss account, balance sheet, auditing, and financial statements of commercial banks.

D. Financial Management

Inventory and fixed asset management, depreciation, capital and funds in banks and financial institutions, provisions under banking laws for financial management.

E. Computer and IT Knowledge

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144

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Basics of operating systems (Windows, DOS, Linux, Unix), word processing, Excel, database concepts and security, IT policies, internet, intranet, extranet, and email systems.

F. Management

Principles and functions of management, motivation, conflict management, coordination, control, planning, decision-making, implementation, supervision, leadership, and communication.

G. Office Management

Letter writing, correspondence, note drafting, record management, filing, indexing, office layout, and communication in office management.

H. Human Resource Management

Objectives of HR management, job analysis, recruitment and selection, training, performance evaluation, leadership, and employee relations.

I. Arithmetic

Simple interest, percentage, ratio and proportion, unitary method, average, profit and loss.

J. General Knowledge

Current affairs, local and national governance, role of public institutions, national and international developments, Nepal's development plans, macroeconomic indicators (GDP, GNP, HDI, per capita income, BOP, price index, public debt), and global and national development issues.

Terms of Reference

- Preparing payment and adjustment vouchers and supporting documents of the Programme expenditures.
- Maintaining the Programme accounts and preparing monthly bank reconciliation statements of the designated and Programme bank accounts.
- Making timely payment of expenditures incurred for Programme activities and preparing financial reports and statements regularly.
- Compilation of monthly statements of the implementation partners within the stipulated time.
- Support preparation of contract registers and maintain the record of fixed assets and contract monitoring forms.
- Providing accounts, statements and other documents as may be required by internal and external auditors.
- Perform day-to-day finance and bookkeeping works including physical verification of fixed assets.
- Other office related functions as assigned by chief of cost center.

21. **Overseer (Sub-Engineer)**

Syllabus

A. Surveying

Fundamentals and classifications of surveying, principles, scales, maps, field book entries, levelling methods and instruments, plane tabling, theodolite and traverse surveying, contouring, and setting out for farm buildings, warehouses, and small irrigation structures.


Programme Coordinator



145




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B. Construction Materials

Properties, types, and uses of stone, cement, bricks, clay products, paints, varnishes, and bitumen relevant to agricultural and rural constructions, including selection, storage, and construction techniques.

C. Mechanics of Materials and Structure

Internal effects of loading, ultimate and working stress, shear force and bending moment in beams, thrust diagrams, and simple strut theory for farm structures, storage units, and water tanks.

D. Hydraulics

Fluid properties, pressure, hydrostatics, hydro-kinematics, measurement of discharge using weirs and notches, pipe flow, and open channel flow for small irrigation channels and water conveyance structures.

E. Soil Mechanics

Soil types, classification, compaction, unit weight, permeability, Terzaghi's principle, shear strength (Mohr-Coulomb), earth pressures, and foundation engineering for farm buildings, silos, and irrigation structures.

F. Structural Design

Design and analysis of reinforced concrete elements for small buildings, warehouses, silos, tanks, and irrigation structures; axial loads, shear, bond, and detailing for farm-related constructions.

G. Agricultural Building Construction Technology

Construction of farm buildings, storage warehouses, silos, irrigation control structures, small water tanks, drainage channels, walls, damp proofing, concrete mixes, curing, and finishing relevant to rural/agricultural structures.

H. Water Supply, Sanitation, and Irrigation Engineering

Design of small gravity water supply systems, storage tanks, pipe selection, small irrigation canals, headworks, weirs, duty and crop water requirements, seepage control, excreta disposal (pit latrines, septic tanks), and farm water management.

I. Estimating and Costing

Measurement and payment units, standard estimate formats for agricultural buildings, warehouses, irrigation channels, small water tanks, rate analysis, specifications, and valuation methods.

J. Construction Management

Site organization, labor management, efficiency improvement, accident prevention, contract procedures, tendering, agreements, accounts, scheduling, equipment and materials planning, and supervision of farm-related works.

Terms of Reference

- Carry out prefeasibility and feasibility study of physical infrastructural activities supported through Programme
- Carry out detailed survey, prepare detailed design report with cost estimates and quantities of work and submit to the Project/Civil Engineer for review
- Ensure quality of construction materials procured/collected and provide adequate support during construction of the physical infrastructure

146

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Programme Coordinator

- Provide technical support and backstopping to POs/MSMEs on preparing feasible investment sub-projects, design and estimate of physical infrastructural activities based on their business plans.
- Advise POs/MSMEs for the effective implementation of physical infrastructure activities.
- Assist and work closely with the other team members in overall implementation.
- Monitor, supervise, quality check-up, verify physical infrastructural activities, which are supported from project funds.
- Assess and recommend the feasible sub-projects that can be supported through programme's funds.
- Assist the field staff for the planning and implementation of physical infrastructural activities.
- Facilitate in periodic progress reporting and perform other jobs as directed by chief of cost Center.

22. Assistant Sub-engineers/Sub-Overseers

Syllabus

A. Surveying

Fundamentals and classifications of surveying, principles, scales, maps, field book entries, levelling methods and instruments, plane tabling, theodolite and traverse surveying, contouring, and setting out for farm buildings, warehouses, and small irrigation structures.

B. Construction Materials

Properties, types, and uses of stone, cement, bricks, clay products, paints, varnishes, and bitumen relevant to agricultural and rural constructions, including selection, storage, and construction techniques.

C. Mechanics of Materials and Structure

Internal effects of loading, ultimate and working stress, shear force and bending moment in beams, thrust diagrams, and simple strut theory for farm structures, storage units, and water tanks.

D. Hydraulics

Fluid properties, pressure, hydrostatics, hydro-kinematics, measurement of discharge using weirs and notches, pipe flow, and open channel flow for small irrigation channels and water conveyance structures.

E. Soil Mechanics

Soil types, classification, compaction, unit weight, permeability, Terzaghi's principle, shear strength (Mohr-Coulomb), earth pressures, and foundation engineering for farm buildings, silos, and irrigation structures.

F. Structural Design

Design and analysis of reinforced concrete elements for small buildings, warehouses, silos, tanks, and irrigation structures; axial loads, shear, bond, and detailing for farm-related constructions.

G. Agricultural Building Construction Technology

Construction of farm buildings, storage warehouses, silos, irrigation control structures, small water tanks, drainage channels, walls, damp proofing, concrete mixes, curing, and finishing relevant to rural/agricultural structures.

H. Water Supply, Sanitation, and Irrigation Engineering

Design of small gravity water supply systems, storage tanks, pipe selection, small irrigation canals, headworks, weirs, duty and crop water requirements, seepage control, excreta disposal (pit latrines, septic tanks), and farm water management.

I. Estimating and Costing

Measurement and payment units, standard estimate formats for agricultural buildings, warehouses, irrigation channels, small water tanks, rate analysis, specifications, and valuation methods.

J. Construction Management

Site organization, labor management, efficiency improvement, accident prevention, contract procedures, tendering, agreements, accounts, scheduling, equipment and materials planning, and supervision of farm-related works.

Terms of Reference

- Carry out prefeasibility and feasibility study of physical infrastructural activities to be supported through project.
- Provide technical support and backstopping to POs/MSMEs on preparing feasible investment sub-projects, design and estimate of physical infrastructural activities based on their business plans.
- Facilitate POs/MSMEs in procurement of quality construction materials and support them for the timely and effective implementation of physical infrastructure activities.
- Provide adequate support to POs/MSMEs to ensure quality of the construction work and construction monitoring.
- Ensure climate smart design principles in all sub-project designs and construction.
- Facilitate drafting of the co-investment and infrastructure development agreements incorporating verifiable payment milestones.
- Monitor, supervise, quality check-up, verify physical infrastructural activities, which are supported from project funds.
- Perform other jobs as directed by the chief of cost Center.

23. Agriculture Technician (AT) (Plant Science)

Syllabus

A. Agriculture (General)

1. National agricultural policies and strategies
2. Periodic plans and agriculture development strategy
3. Structure of agriculture sector and institutions
4. Climate change impacts and adaptation in agriculture
5. Commercialization and modernization of agriculture
6. Post-harvest losses and management
7. Organic and sustainable agriculture practices

Programme Coordinator

148

Rajendra Prasad Mishra (Ph.D)
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Minister

8. Crop insurance and risk management
9. Role of government, cooperative and private sector
- B. Horticulture**
 1. Climatic zones of Nepal and suitable crops
 2. Vegetable production technology (potato, cole crops, cucurbits, legumes, roots, bulbs)
 3. Fruit crops production (mango, citrus, apple, litchi, banana, kiwi, guava etc.)
 4. Nursery establishment and management
 5. Propagation methods (sexual and vegetative)
 6. Orchard establishment, pruning and training
 7. Off-season vegetable production
 8. Post-harvest handling, grading, storage and cold chain
 9. Citrus decline and its management
 10. Spices, tea, coffee and medicinal crops
- C. Agricultural Extension**
 1. Concept and importance of agricultural extension
 2. Extension methods and approaches in Nepal
 3. Farmer group formation and mobilization
 4. Innovation, diffusion and adopter categories
 5. ICT tools, mobile apps and farmer call centers
 6. Training needs assessment and farmer training
- C. Crop Science**
 1. Major cereal, pulse and oilseed crops of Nepal
 2. Recommended varieties, duration and yield potential
 3. Cropping systems and crop rotation
 4. Seed classification, certification and quality control
 5. Improved cultivation practices of major crops
- D. Plant Protection**
 1. Major pests, diseases and weeds of crops
 2. Identification, symptoms and control measures
 3. Integrated Pest Management (IPM)
 4. Surveillance and pest forecasting
 5. Plant clinic concept and operation
 6. Pesticide safety, regulation and RBPR
 7. Plant quarantine and biosecurity
- E. Agricultural Economics**
 1. Demand and supply concepts
 2. Production cost and comparative advantage
 3. Market types and agricultural marketing system
 4. Value chain development
 5. Primary and secondary data collection
 6. Agribusiness and entrepreneurship basics
 7. Food and nutrition security
- F. Soil Management**


Programme Coordinator

149


Rajendra Prasad Mishra (Ph.D)
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1. Soil formation, classification and properties
2. Physical, chemical and biological properties of soil
3. Essential plant nutrients and deficiency symptoms
4. Organic and inorganic fertilizers
5. Fertilizer calculation and application methods
6. Soil sampling, soil testing and kit box
7. Soil erosion causes and control measures.

Terms of Reference

- Support in identification of Agro-ecological clusters and preparation of cluster plans.
- Facilitate identification of households interested to join Programme activities, carry out PO formulation and strengthening ensuring gender & social inclusion.
- Create awareness among POs about agro-ecological farming system and agro-ecological cluster plans
- Facilitate needs assessment among POs as well as collection of EOI for co-investment support.
- Provide necessary support to POs to develop investment plans and implementation of programme activities.
- Facilitate and support POs to develop market led production plans and its implementation.
- Support POs by providing technical and extension services, linkages with service providers, regular monitoring, field data entry/management and feedback.
- Conduct and facilitate field level trainings, field surveys and other monitoring and supervision works
- Facilitate and support FEBL facilitator to conduct on farm technical sessions in effective manner.
- Gather and collect information of participating households and update in the project MIS in coordination with M & E team;
- Coordinate with local governments, respective line agencies and seek local contribution in Programme activities.
- Take responsibility for field level activities implemented within own command areas.

24. Agriculture Technician (AT) (Animal Sciences)

Syllabus

A. Livestock Sector in Nepal

1. Status, scope and importance of livestock sector
2. National livestock policies, strategies and plans
3. Role of livestock in food security and nutrition
4. Livestock development institutions in Nepal
5. Climate change impacts on livestock

B. Animal Anatomy & Physiology (Basic)

150

Programme Coordinator

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1. External body parts of farm animals
2. Digestive, respiratory, circulatory and reproductive systems
3. Body temperature, pulse and respiration
4. Growth and development of animals
- C. Animal Nutrition**
 1. Classification of feeds and fodders
 2. Nutrients: carbohydrates, proteins, fats, vitamins and minerals
 3. Balanced ration concept
 4. Fodder production and conservation (hay, silage)
 5. Feeding practices of cattle, buffalo, goat, sheep and poultry
- D. Animal Breeding**
 1. Indigenous and improved breeds of livestock
 2. Principles of breeding and selection
 3. Reproductive cycle and heat detection
 4. Artificial insemination (basic concept)
 5. Crossbreeding and grading up
- E. Animal Health (Veterinary Care)**
 1. Common diseases of cattle, buffalo, goat, sheep and poultry
 2. Symptoms, prevention and control measures
 3. Vaccination schedule
 4. Parasites (internal and external) and control
 5. Zoonotic diseases
 6. First aid and basic animal handling
- F. Livestock Management**
 1. Housing systems and sanitation
 2. Clean milk production
 3. Calf, kid and lamb management
 4. Pregnant and lactating animal care
 5. Poultry management (broiler and layer)
 6. Waste management and biosecurity
- G. Dairy Science**
 1. Milk composition and quality
 2. Milk hygiene and handling
 3. Common milk adulteration
 4. Milk collection, storage and transportation
 5. Small-scale dairy processing
- H. Meat & Livestock Products**
 1. Slaughtering principles and meat hygiene
 2. Meat quality and preservation
 3. Hides, skins and by-products
 4. Cold chain concept
- I. Livestock Extension**
 1. Livestock extension concept and importance



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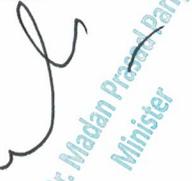




151




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2. Farmer group formation and mobilization
3. Training and demonstration methods
4. Record keeping at farm level
5. Role of cooperatives and private sector

J. Livestock Economics

1. Cost of production and profitability
2. Livestock marketing system
3. Value chain of milk, meat and eggs
4. Entrepreneurship and small livestock enterprises
5. Insurance and risk management

Terms of Reference

- Support in identification of Agro-ecological clusters and preparation of cluster plans.
- Facilitate identification of households interested to join Programme activities, carry out PO formulation and strengthening ensuring gender & social inclusion.
- Create awareness among POs about agro-ecological farming system and agro-ecological cluster plans
- Facilitate needs assessment among POs as well as collection of EOI for co-investment support.
- Provide necessary support to POs to develop investment plans and implementation of programme activities.
- Facilitate and support POs to develop market led production plans and its implementation.
- Support POs by providing technical and extension services, linkages with service providers, regular monitoring, field data entry/management and feedback.
- Conduct and facilitate field level trainings, field surveys and other monitoring and supervision works
- Facilitate and support FEBL facilitator to conduct on farm technical sessions in effective manner.
- Gather and collect information of participating households and update in the project MIS in coordination with M&E team.
- Coordinate with local governments, respective line agencies and seek local contribution in Programme activities.
- Take responsibility for field level activities implemented within own command areas.

25. Community Mobilizer (CM)

Syllabus

A. Geography of Nepal

1. Physical features of Nepal
2. Natural resources (types, availability and status)


Programme Coordinator

152


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3. Geographical diversity and livelihood
4. Climatic zones of Nepal
- B. Social & Cultural Aspects of Nepal**
 1. Religion, culture, language and ethnic groups
 2. Social customs and values
 3. Cultural heritage (types and importance)
- C. Science, Technology & Health**
 1. Role of science and technology in daily life
 2. Alternative energy, ICT and biotechnology
 3. Health, diseases, vaccination and nutrition
 4. Sanitation and hygiene
 5. Daily-use materials (soap, plastic, fertilizer, pesticides)
- D. Gender Concepts**
 1. Sex and gender
 2. Gender roles and relations
 3. Gender discrimination and inequality
 4. Constitutional provisions on women's rights
 5. National laws related to women
 6. Gender-Based Violence
 7. Gender-responsive planning and budgeting
 8. Gender-based monitoring and evaluation
- E. Agriculture (General)**
 1. National agricultural policies and strategies
 2. Periodic plans and agriculture development strategy
 3. Structure of agriculture sector and institutions
 4. Climate change impacts and adaptation in agriculture
 5. Commercialization and modernization of agriculture
 6. Post-harvest losses and management
 7. Organic and sustainable agriculture practices
 8. Crop insurance and risk management
 9. Role of government, cooperative and private sector
- F. Agricultural Extension**
 1. Concept and importance of agricultural extension
 2. Extension methods and approaches in Nepal
 3. Farmer group formation and mobilization
 4. Innovation, diffusion and adopter categories
 5. ICT tools, mobile apps and farmer call centers
 6. Training needs assessment and farmer training
- G. Livestock Sector in Nepal**
 1. Status, scope and importance of livestock sector
 2. National livestock policies, strategies and plans
 3. Role of livestock in food security and nutrition
 4. Livestock development institutions in Nepal

5. Climate change impacts on livestock

Terms of Reference

- Facilitate rapid mapping and cluster identification for respective value chain in respective clusters /Municipalities.
 - Identification of households interested to join Programme activities and facilitate formation and strengthening of POs.
 - Mentoring/coaching POs to interact with each other, other actors & service providers for negotiation of their interests;
 - Aware and facilitate POs to access Programme services and co-investment support and support from private service providers.
 - Facilitate and support POs through needs assessment, collection of application, EoI, field verification and Business Plan preparation, development of market led production plans and its implementation;
 - Support POs for implementation of sub projects by providing technical and extension services, linkages with service providers, regular monitoring, field data entry/management and feedback;
 - Facilitate & support available service providers including MSMEs and financial institutions to disseminate information about products and services to enhance access of POs;
 - Facilitate field level training, surveys, monitoring and supervision missions;
 - Play key role in gender and social inclusion, inclusion of risk averse groups by mentoring and coaching them through meetings, interactions and informal discussions;
 - Identify, coach and mentor FEBL Facilitator to conduct FEBL classes and ensure inclusion of women, youths, poor households and disadvantaged groups during PO formation and strengthening;
 - Gather and collect information of participating households and update in the project MIS in coordination with M & E team;
 - Coordinate with local governments, respective line agencies and seek local contribution in Programme activities.
 - Timely and regular reporting to respective PMO/CO as per prescribed format;
 - Take responsibility for field level activities implemented within own command areas;
- Other tasks/ activities as directed by respective PMO/CO.



Programme Coordinator



154



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Sub-annex-2.4
Eligibility criteria for different positions
(Related to the Sub-section-4)

S.N.	Position	Qualification & Experience
1	PME & KM coordinator	Masters' degree in Agriculture, Veterinary and Animal Sciences, Development, Communication, Social Sciences or equivalent with at least 10 years of professional experience in relevant field.
2	Financial management specialist	Master's degree in Finance, Financial Accounting, Economics, Business Administration or equivalent with at least 7 years experiences related to financial operations in foreign aid funded projects.
3	Procurement specialist	Master's degree with more than 7 years of professional work experiences in procurement of goods, works and services with foreign aid funded projects.
4	GESI and Targeting Specialist	Master's degree in Gender studies, Sociology, Rural development or related subject with at least 7 years of relevant work experience.
5	Agro ecology Specialist	Master's degree in Agro-ecology, Sustainable agriculture, or Sustainable animal husbandry or regenerative agriculture with at least 7 years' experience in relevant field.
6	VC & Business Development Specialist	Master's degree in Business administration, Agribusiness, Economics, Marketing or equivalent with at least 7 years of experience in value chain and business development.
7	Env. & Social Safeguard Specialist	Master's degree in Social, Environmental science, Climate change, or related subject with at least 7 years of relevant work experiences.
8	ME and KM Specialist	Master's degree in Agriculture, Veterinary and Animal Sciences, Development, Communication, Social Sciences or equivalent with at least 7 years of professional experience in relevant field.
9	Engineer	Bachelor degree in Civil engineering with at least 5 years of professional experience.
10	Rural Finance Officer	Bachelor degree in Business administration, Finance, or equivalent with 5 years of professional experience.
11	Community, Farmer & Trader Liaison Officer	Bachelor's degree in Finance, Financial Accounting, Agribusiness, Economics, Business administration, or equivalent with at least 5 years of relevant experience.
12	Agroecology Crops Officer	Bachelor's degree in Agriculture with at least 5 years' experience in relevant field.
13	Agroecology Livestock Officer	Bachelor's degree in Veterinary Science or Animal Science, Animal Husbandry or Agriculture with specialization in Animal Science or Animal Husbandry with at least 5 years of experience in relevant field.


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S.N.	Position	Qualification & Experience
14	Business Development Officer	Bachelor's degree in Business administration, Agribusiness, Economics or equivalent with at least 5 years of experience.
15	Procurement Officer	Bachelor's degree with at least 5 years of professional work experiences in procurement of goods, works and services with foreign aid funded projects
16	Fund & Financial Management Officer	Bachelor's degree in Finance, Financial Accounting, Economics, Business administration, or equivalent with at least 5 years of relevant experience.
17	POs Strengthening Officer	Bachelor's degree in Agriculture, Veterinary and Animal Sciences, Development, Communication, Social Sciences or equivalent with at least 5 years of professional experience in relevant field.
18	MEAL Officer	Bachelor's degree in Agriculture, Veterinary and Animal Sciences, Development, Communication, Social Sciences or equivalent with at least 5 years of professional experience in relevant field.
19	MIS & Data Management Officer	Bachelor's degree in Information management, Computer software application, Computer engineering or any other field related to Information technology with at least 5 years' relevant experiences.
20	Financial Management Assistant	Intermediate/+2 in Commerce, Accounting or Business management with at least 3 years of relevant experience.
21	Sub-engineer / Overseer	Intermediate/Diploma in Civil engineering with at least 3 years of relevant experience.
22	Agricultural Technicians / JT (Plant Science)	Intermediate/Diploma in Plant Science with at least 3 years of relevant experience
23	Agricultural Technicians / JT (Animal Science)	Intermediate/Diploma in Animal Science with at least 3 years of relevant experience.
24	Asst. Sub-engineer / Sub-Overseer	TSLC or equivalent in Civil engineering with at least 3 years of relevant experience.
25	Community Mobilizer	JTA course in Agriculture or Animal science with minimum 3 years of relevant experience or intermediate in any subject with at least 5 years of experience in social mobilization in agriculture related projects.

Note: In the case of work experience, only permanent or contract-based experience of one year or more, obtained at an authorized level in the following bodies, shall be considered, subject to submission of a certificate from the concerned institution verifying the period of service. Experience of less than one year shall not be considered:

- Civil Service and other government bodies


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156



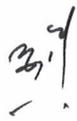

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- Organized institutions operated under full or partial ownership of the Government of Nepal
- Development Committees established under the Development Committee Act, 2013
- Institutions or bodies established by law
- The United Nations, its organs, and specialized agencies
- Intergovernmental international organizations
- Constituent (affiliated) campuses of universities/Community schools or campuses
- INGOs/NGOs registered in SWC (Additional details of organizational structure, recruitment procedure and other documents to verify the job tenure should be included)



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Sub-annex-2.5
Application format
(Related to Sub-section-7.2)

1. Details of applied post

Advertisement number:		Name of the post:	
Recruitment office applied for:	Province:		
	Office:		

2. Personal details

Applicants	Name					
	In Nepali					
	Citizenship no.:	Issuing district:		Gender:	Inclusion group:	
Permanent address	Province:	District:		Municipality:		
	Ward:	Tole:		House no.:		
Contact:	E-mail:			Mobile no.:		
Father's name:			Mother's name:			
Grandfather's name:			Spouse's name:			
Date of birth:			Current age: Years... Months			

3. Educational qualifications (Indicate minimum required qualification and above)

Qualification	Name of institution	Degree	Faculty	Division/Grade	Main subject	Attached document

4. Experience details

Office	Post	Level	Employment Period		Duration (Year/Month/Days)	Attached document
			From	To		
Total Experiences						

5. Self-declaration

I hereby declare that all the details provided in this application are true. I have not been disqualified or punished for the post advertised in this vacancy. If found guilty of providing false or misleading information, I shall be liable for action in accordance with the prevailing laws. I voluntarily agree to abide by the prevailing laws and all the terms and conditions mentioned in this application form.

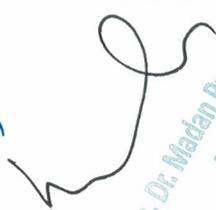
Thumb impressions of applicant		Signature of applicant Date:	Recommended and approved by:
Right	Left		Name: Designation: Office: Mobile number: Date: Seal of office (If Applicable)


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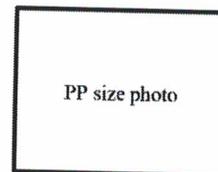

58


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Government of Nepal
Ministry of Agriculture and Livestock Development
Resilient High Value Agricultural Programme (R-HVAP)
Programme Coordination Office
Kirtipur, Kathmandu



Admit Card

Advertisement number:	
Full name of the candidate (in block letters):	
Citizenship number:	
Roll number:	
Post:	
Level:	
Recruitment office applied for	Province:
	Office:

.....
Signature of candidate

.....
Signature of authorized personnel





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Sub-annex-2.7
Format of answer sheet
(Related to Sub-section-7.4.1.ii)

Resilient High Value Agricultural Programme Office Answer Sheet		Resilient High Value Agricultural Programme Office Answer Sheet					
Code: <input style="width: 100%;" type="text"/>		Code: <input style="width: 100%;" type="text"/>					
Signature of Center Chief							
Advertisement Number:		Q.No.	Answer	Q.No.	Answer	Q.No.	Answer
Subject:		1		26		51	
Roll Number:		2		27		52	
Name:		3		28		53	
Father's Name:		4		29		54	
Mother's Name:		5		30		55	
Grandfather's Name:		6		31		56	
Exam Center:		7		32		57	
Date:		8		33		58	
Signature:		9		34		59	
		10		35		60	
		11		36		61	
		12		37		62	
		13		38		63	
		14		39		64	
		15		40		65	
		16		41		66	
		17		42		67	
		18		43		68	
		19		44		69	
		20		45		70	
		21		46		71	
		22		47		72	
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 3/21
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161

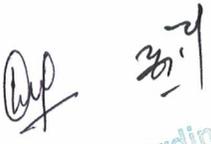

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Sub-annex-2.8
Number of applicants to be selected for interview
(Related to Sub-section-7.4.1.viii)

S.N.	Total vacant seats	Minimum number of applicants to be selected
1	1 to 5	Number of vacant seats plus 3
2	6 to 10	Number of vacant seats plus 5
3	11 to 15	Number of vacant seats plus 7
4	16 to 20	Number of vacant seats plus 9
5	20 or more	Number of vacant seats plus 11

Note: In case of selection for multiple application if same candidate is selected in different posts, the minimum number of applicants to be selected will be increased accordingly.


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162


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Sub-annex-2.10
Average score of second stage evaluation
(Related to Sub-section-7.5)

S.N.	Name of interviewee	Score of interviewers				Average	In words
		1	2	3	4		

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Sub-annex-2.11
Combined final score
(Related to Sub-section-7.5)

S.N.	Name of interviewee	Score		Aggregate score	In words	Merit position	Result
		First stage evaluation	Second stage evaluation				


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Sub-annex-2.12
Format for final recommendation of candidates
(Related to Sub-section-7.5)

Date:

Announcement number:
Date of vacancy announcement:
Name of position:
Number of applicants that appeared in interview:

Recommended candidate

S.N.	Roll Number	Name	Address	Father's name	Appointed office

Waiting List candidate

Merit	Name	Address	Father's name	Remarks

The selected applicants are requested to contact on for the purpose of appointment and written contract.


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Sub-annex-2.13
Format for performance assessment of contracted staffs
(Related to Sub-section-8.2)

Employee name: Position: Submitted Office:
Evaluation period: From..... to Submitted date:Registration number:..
Details of work performance:

Major tasks done during evaluation period	Indicator of performance
1.	
2.	
3.	
..	
Signature of employee:	Date:

Note: This format should be filled in two copies and submitted to supervisor two times a year. Half yearly evaluation will be submitted from 1st to 7th date of Poush and from 1st to 7th Ashad for the remaining period.

Evaluation of work performance			
Basis of Evaluation	Evaluation of supervisor	Evaluation of reviewer	Remarks
1. Knowledge about subject matter (10)			
a. Basic knowledge about ToR (2.5)			
b. Innovative knowledge related to ToR (2.5)			
c. Skills regarding subject (2.5)			
d. Respect for local knowledge (2.5)			
2. Discipline and Obedience (10)			
a. General discipline (2.5)			
b. Follow office time and dress code (2.5)			
c. Follow instructions of superior (2.5)			
d. Behavior with clients (2.5)			
3. Regularity and timeliness (10)			
a. Regular Presence (2.5)			
b. Timely presence (2.5)			
c. Prior notification & approval of absence (2.5)			
d. Efforts outside the office time (2.5)			
4. Work culture and results (10)			
a. Prioritize to office work (2.5)			
b. Maintain office secrecy (2.5)			
c. Timely work completion (2.5)			
d. Protection and care of office property (2.5)			
Total Score			
Reasons for score more than 95% and less than 75%:	Name of supervisor: Signature: Date	Name of reviewer: Signature: Date	

Note: <70%= Unsatisfactory

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167

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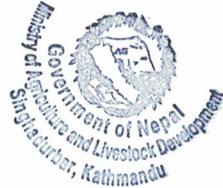
Sub-annex-2.14
Salary of contracted staffs
(Related to Sub-section-9.1)

S.N.	Position	Level	Salary (NPR/Month)	Travel and DSA
1	PME & KM Coordinator	Expert	Salary calculated through the procurement process, within the cost tab limits.	As per GoN/ provincial rules applied for Gaz II Class Officer/9 th or 10 th Level Officer
2	Financial Management Specialist			
3	Procurement Specialist			
4	GESI and Targeting Specialist			
5	Agroecological Specialist			
6	VC & Business Development Specialist			
7	Env. & Social Safeguard Specialist			
8	ME and KM Specialist			
9	Engineer	Officer	55,000-1,30,000	As per GoN/ provincial rules applied for Gaz III Class Officer/7 th or 8 th Level Officer
10	Rural Finance Officer			
11	Community, Farmer and Trader Liaison Officer			
12	Agroecology Crop Officer			
13	Agroecology Livestock Officer			
14	Business Development Officer			
15	Procurement Officer			
16	Fund and Financial Management Officer			
17	POs Strengthening Officer			
18	MEAL Officer			
19	MIS & Data Management Officer			
20	Financial Management Assistant	Senior assistant	48,000-58,500	As per provincial rules applied for 5 th Level.
21	Sub-engineer / Overseer			
22	Agricultural Technicians / JT (Plant Science)			
23	Agricultural Technicians / JT (Animal Science)	Assistant	38,000-52,000	As per provincial rules applied for 5 th Level.
24	Asst Sub-engineer / Sub-Overseer			
25	Community Mobilizer /JTA level			


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Sub-annex-2.15
Allowance of contracted staffs
(Related to Sub-section-9.1)



S.N.	District	Allowances for the different positions in NPR/Month		
		Assistant	Senior Assistant	Officer
1	Dailekh	12,000	14,500	-
2	Jajarkot	12,000	14,500	20,000
3	Jumla	15,500	19,500	20,000
4	Kalikot	15,500	19,500	-
5	Mugu	19,500	24,500	-
6	Rukum West	13,500	17,500	-
7	Salyan	9,500	9,500	-
8	Surkhet	5,000	5,000	15,000
9	Accham	8,500	11,500	-
10	Baitadi	6,500	6,500	-
11	Bajhang	10,500	14,500	-
12	Dadeldhura	6,500	6,500	20,000
13	Doti	6,500	6,500	-
14	Palpa	5,000	5,000	-
15	Pyuthan	5,000	5,000	15,000
16	Rolpa	5,000	5,000	-
17	Rukum East	9,500	14,500	-
18	Gulmi	5,000	5,000	-
19	Dang	5,000	5,000	-
20	Arghakhanchi	5,000	5,000	-
21	Butwal	-	5,000	15,000


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