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**Terms of Reference**

**Officer – Livelihood**

**Position:** Officer – Livelihood

**Location**: Project Office – Panchthar

**Application deadline**: 29th August 2019

**Starting Date**: 16th September 2019

**Duration of Contract**: 1 year with possibility of extension

**Gross Salary**: NRs. 649,992 – 687,072 per annum (commensurate upon qualification and experience)

**Reports to:**  Livelihood Manager

# Background:

GNI has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Good Neighbors International (GNI) Nepal has been implementing its activities in 20 districts.

Funded by GNI Nepal and King Baudouin Foundation, GNI Nepal is going to implement a Dairy Value Chain Development Project to increase the income of farmers through dairy value chain development in Panchthar District. The major aim of this project is to increase income of farmers through increasing milk production, improving marketing system and enhancing access of milk cooperatives to financial institutions. Project implementation started on 1st June 2019 and ends on 31st May 2021.

**Job Description**

The incumbent will be mainly focused on planning and implementation of the project. Major duties and responsibilities are as follows:

1. **Program Planning and Implementation:**
* Carry-out need assessment, plan dairy value chain related activities and incorporate these activities in the annual plan
* Develop business service packages for livelihood improvement and dairy enterprise development
* Support the field staff and cooperatives to prepare business plan of dairy enterprises and review them
* Prepare livelihood improvement plans for ultra-poor community members
* Explore and make plans for social enterprises, especially dairy enterprise at the community level
* Design and implement institutional development activities for cooperatives and groups
1. **Capacity Building/Training and Development:**
* Carry out capacity development training programs for entrepreneurs, service providers and cooperatives;
* Support for smooth operation of entrepreneurs and cooperatives
* Support cooperatives to disseminate information to the communities on the importance of cooperatives
* Help cooperatives members in elaborating business and strategic plans
* Plan, design, and implement workshops on available business services for the member co-operatives
* Organize entrepreneurship and dairy value chain development training programs for potential entrepreneurs
* Organize technical skills training/vocational training programs for selected entrepreneurs and assist them to have access to financial services, appropriate technology and marketing linkages
* Revise business plans of selected entrepreneurs from a business growth perspective
* Assist cooperatives to establish milk collection and processing centers and support them for establishing market linkages of products
* Assist cooperatives for establishing leveling and product packaging
* Regularly offer business counseling to micro-entrepreneurs
* Take help of partner organizations and support entrepreneurs to scale up their enterprises
* Plan and implement awareness-raising sessions on conducting market research for specific products
1. **Survey and Research:**
* Support to carry-out market assessment of potential products
* Support to prepare business plans of dairy businesses
* Conduct research and studies on various aspects of the cooperatives in the communities and provide recommendations on local economic development opportunities
* Carryout market survey for micro-entrepreneurs' product marketing
1. **Coordination:**
* Develop and strengthen coordination and networks with Rural Municipalities, Cottage and Small Industry Office (CSIO)/ Cottage and Small Industry Development Board (CSIDB), District Coordination Committee, Micro-finance Institutions (MFIs), I/NGOs, civil society, political parties, private sector and other stakeholders to create and develop dairy enterprises in the working areas
* Develop linkage with Business Development Service (BDS) providers and market actors for marketing dairy entrepreneurs' products
* Represent GNI Nepal among local organizations, entrepreneurs, and representatives of government
1. **Field Visit and Monitoring:**
* Engage in monitoring visits frequently, evaluate achievement versus targets, and prepare and share monitoring reports
* Plan, implement, monitor and evaluate the Project activities in targeted communities
1. **Reporting, Feedback and Documentation:**
* Prepare activity completion reports
* Prepare and submit the annual, quarterly and half yearly progress reports
* Keep record of production and sales data of the individual entrepreneur(s)
* Update Business Plan of the entrepreneurs periodically (annually) or as per need
* Analyze financial statements of the member co-operatives and make recommendations for improvement.

**Job Specification**

* At least Bachelors' Degree in Agriculture, Livestock, Dairy Science or any other relevant subject
* Minimum 3 years of work experience in the field of agriculture development, micro-enterprise development, business plan preparation, and cooperative management (preferably dairy value-chain)
* Strong coordination and communication skills
* Proven experience in training program facilitation
* Ability to produce quality reports both in English and Nepali
* Proficiency in MS Word, Excel, PowerPoint, email and internet is a must

 **NOTES:**

* Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position
* Applications received after the deadline will not be considered and only shortlisted candidates will be notified for the interview
* Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate