

Annex – 1: ToR of Proposed Positions

1. Terms of Reference for Financial Inclusion Officer (FIO)

Position:	Financial Inclusion Officer (FIO)
Number of Position:	1 (one)
Duration:	Project Period
Duty station:	Respective Corridor office / Hub Unit as designated by the project with at least 50% travel to the Project Districts ¹
Report to:	Corridor Coordinator/ Rural Finance Specialist
Mode of Contract:	Contracts will be made annually with a probation period of six months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project.

Roles and Purpose of the Assignment:

The **Financial Inclusion Officer (FIO)** will work in the **Corridor Office** with overall responsibility and leadership on the planning, implementation, and monitoring of the Financial Inclusion subcomponent in tandem with other components of the project. Under direct supervision of the Rural Finance Specialist and in coordination with thematic team members, S/he will work closely with Partner Financial Institutions (Banks, MFI & rural Cooperatives) in developing various financial products and capacity building of rural cooperatives to enhance access to financial services among project target beneficiaries.

Specific duties and responsibilities:

- Responsible for the coordination, supervision, management, and optimal mobilization of partner institutions as bank & non-bank institutions including S&C cooperatives in delivering financial literacy and financial services to project target group in particular poor, migrants and returnees' households;
- Work with Financial Institutions in coordination with Rural Finance Specialist to design / develop appropriate financial instruments / products to channelize deprived sector lending through gaining field insights on the requirements of the entrepreneurs, supply chain actors and migrants;
- Maintain a full list of all financial institutions (non-bank and bank) within the project area; update it regularly and obtain periodic progress reports from the partner institutions;
- Carry out due diligence, prepare the ToRs and develop partnership with financial institutions and insurance companies, capacity developers of cooperatives and training institutions;
- Facilitate & support wholesale lending institutions and banks for loan appraisal and supervision visit to rural cooperatives;
- Coordinate & work with partners in the field (banking and financial institutions, capacity developers of cooperatives and training institutions) to ensure that need based financial services are provided to the project beneficiaries including migrants and returnees;

¹Terhathum, Bhojpur, Dhankuta, Khotang, Udaypur, Saptari, Siraha, Sunsari, Morang, Bara, Rautahat, Dhanusa, Sarlahi, Mahottari, Sindhuli and Okhaldhunga

- Carry out periodic performance survey of project partner financial institutions and cooperatives and assess their performance while ensuring access to financial services at an affordable cost for supply chain stakeholders, entrepreneur, migrants' families & returnees;
- Identify capacity developers of cooperatives and support in strengthening their capacities, and work with them to carry out assessment of rural cooperatives to determine their quality of services, financial performance, governance, products and services as well as their procedures;
- Facilitate and support capacity developers to provide coaching, mentoring and capacity building services to rural cooperatives as execution of cooperatives capacity building plan and monitor & supervise their progress in line with the plan;
- Ensure participation of financial institutions in Multi stakeholder platforms (MSP) and understand the need and issues and work with them to address issues related to credit and insurance;
- Ensure that lessons from access to financial services and field activities are continually collected so as to inform strategic direction for project implementation and disseminate evidence for influencing policy and practice;
- Liaise with cooperatives, MFIs, TVET and SP in coordination with thematic team (Economic Empowerment, and Migration & Remittances) at corridor level, to ensure they have relevant data from field operations to enable the development and adaptation of financial products and others;
- Provide managerial support for the identification of Business Financial Literacy Facilitators (BLF) in coordination with Economic Inclusion & Migration officer and the optimal phasing of training and capacity building;
- Facilitate and coach the Business Financial Literacy Facilitators (BLF) to meet the inclusive targets as per the RERP GESI Strategy;
- Plan, supervise and monitor the trainings on business and financial literacy trainings for effective results;
- Coordinate all the training related to financial inclusion at corridor/district level and support in the delivery of those training with concerned stakeholders & staff;
- Coordinate and support Corridor team to maintain project's external relations and visibility, including coordination with like-minded organizations & projects perusing similar objectives in the target corridor and sharing of best practices for wider dissemination;
- Provide support and guidance for the gathering of data and information needed to undertake an effective monitoring and evaluation of all the activities included in the subcomponent;
- 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 with the support of RERP corridor teams;
- Ensure timely and regular reporting to Financial Inclusion Expert as per prescribed format, hard or electronic, or both;
- Other activities as directed by the Financial Inclusion Expert, Corridor Coordinator and PMO personnel;

Academic Qualifications and Work Experience

- Master's degree in Business studies, Rural/Finance, Economics or equivalent with at least 5 years' experience or Bachelor's degree in Business studies, Finance, Economics or equivalent with at least 7 years' experience in financial institutions in particular capacity building and access to finance /and or Supply Chain Financing.

- Proven experiences in Capacity Building of financial institutions and financial linkages among cooperatives, supply chains stakeholders and RMSEs.
- Proven skills in enterprises promotion, supply chain & economic development and solid understanding of the theory and practice of inclusive development.
- Excellent inter-personal skills, proven networking, team-building, decision making, organizational and communication skills
- Demonstrated knowledge and sound understanding in issues relating to gender and social inclusion including economic development.
- Capable writer of reports with a wide range of computer skills.
- Good written English.

Preferences will be given to:

- Candidate with experience of cooperative promotion and management, Enterprises promotion, business facilitation, supply chain /Supply Chain development.
- Women candidates & Candidates from ethnic minorities.

Benefits and Remuneration:

- The total annual remuneration will be of NPR/- (Nrs 70000 - 90,000/ month) Inclusive of Insurance, medical Allowance, Unused leave, PF/CIT etc. as decided by RERP
- Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and the Daily Subsistence Allowance (DSA) will be as per the prevailing GoN rule as applied for the gazette III class officer while traveling out of the workstation for official purpose.
- The procedure of salary increment, leave and holiday will be as per the RERP-SAMRIDDI personnel policy and rules

Supervision and Administrative Control:

- The Financial Inclusion Officer will be administratively accountable to the Project Manager / Corridor Coordinator of RERP. S/He will be technically accountable to the Rural Finance Specialist.

Other Entitlements

- **Leave:** The Officer will be provided with 12 days of home leave and 6 days of casual leave annually, which will not be carried over to the next year. S/he will also be provided 12 days of sick leave per year, which if not consumed, will be carried over to the next year. The unspent sick leave will be compensated as per the existing salary scale at the time of termination of the contract or closing of the Project. In addition, s/he will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.
- **Insurance:** The Officer has to insure his/her life including accidental insurance. The Project will reimburse 50 % of the monthly premium for the period working with the Project, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts.

Performance Assessment:

- The performance assessment of the Financial Inclusion Officer will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the RERP. The RERP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The Terms of Reference are subject to revision/update annually per requirement of the RERP based on planning trajectory, modification in RERP project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.

2. Terms of Reference for Supply Chain Officer

Position:	Supply Chain Officer
Number of Positions:	2 (Two)
Duration:	Project Period
Duty station:	Respective Corridor/Hub office as designated by the project with at least 50% travel to the Project Districts ²
Supervise:	Economic Development Supervisors
Report to:	Corridor Coordinator, Supply Chain Lead
Mode of Contract:	Contracts will be made annually with a probation period of six months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project.

Roles and Purpose of the Assignment:

The **Supply Chain Officer**, under the direct supervision and guidance of **Supply Chain Lead**, will be responsible for implementation of the Supply Chain development interventions in the respective Corridor and to guide and coach Corridor mid-level staff to facilitate and support Supply Chain actors in strengthening linkages, business planning, investment analysis and other areas that lead to improved performance of the Supply Chain system.

Specific duties and responsibilities:

- Responsible for implementation and supervision of identified critical interventions for investments, enhancement of relationships, development of enabling institutions and services and stimulating actual scaling as part of focussed and actor driven project facilitation for the specific Supply chains in a continuous multi-stakeholder consultation process (MSP) within the corridor.
- Coordinate, coach and mentor district & field staff including Chambers of Commerce within the Corridor team for facilitation of supply chain development initiatives including supply chain planning, implementation, monitoring and reporting in specific supply chains;
- Facilitate and Support farmers, group, cooperatives, agribusiness, service provider in developing concept notes and investment/business plans for assessing matching grants /loans within specific supply chains;
- Ensure that the grants/loans disbursements are in proportionate in terms of targeting, gender and inclusion targets as in RERP GESI Strategy;
- Facilitate and support District staff & Field Facilitator for timely collection and assessment of business proposals / plans from technical, business, management, financial and inclusion perspective in the specific supply chains and micro enterprises;
- Facilitate and support producers organisation and agri-business to meet market requirements and strengthening technical, financial and business services providers/provision for specific supply chains in coordination with Financial Inclusion officer and Economic Inclusion Officer;

²Terhathum, Bhojpur, Dhankuta, Khotang, Udaypur, Saptari, Siraha, Sunsari, Morang, Bara, Rautahat, Dhanusa, Sarlahi, Mahottari, Sindhuli and Okhaldhunga

- Brokering “win-win” and trust based business and/or service relationships among supply chain actors and work towards reliable, fair and long-term relationships and or buyer or service contracts including improvement in business enabling environment;
- Provide strategic support to Corridor team for inclusion of poorer households in developing respective supply chains investment proposals and ensure that the inclusion targets are met as per RERP GESI Strategy
- Contribute to the knowledge development in the relevant supply chains by undertaking case studies and document and promote learning in activities/investment following the knowledge agenda;
- Provide support to ESC in collection /assessment of proposals from service providers as appropriate within clusters and facilitate linkages with potential entrepreneurs and supply chain actors including monitoring and supervision;
- Facilitate and support ESC staff in conducting meetings among project partners, concerned stakeholders and service providers, develop plan and execute accordingly as per needs, concerns, and project objectives addressing potential economic opportunities;
- Coordinate and facilitate all business-related training /workshop including B2B , B2S linkages, contract arrangement and MSPs at cluster/district/corridor as per need in close coordination with thematic team members and concerned stakeholders;
- Facilitate and support group/cooperatives for collective marketing and operation /strengthening of collection Centre within production clusters & districts involving private sector/Agribusiness;
- Coordinate and support Corridor team to maintain project's external relations and visibility, including coordination with like-minded organizations & projects perusing similar objectives in the target corridor and sharing of best practices for wider dissemination;
- Provide support and guidance for the gathering of data and information product transaction, value, market outreach, margin distributed along the chain, loss etc. to undertake an effective monitoring and evaluation of supply chain development;
- 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 with the support of RERP corridor teams;
- Timely and regular reporting to Supply chain specialist as per prescribed format, hard or electronic, or both;
- Undertake any other duties as requested as directed by Supply Chain Specialist and PMO personnel.

Academic Qualifications and Work Experience

- Master’s degree in business administration, Agribusiness Development, Economics or equivalent with at least 5 year’ experience or bachelor’s degree with 7 years’ experience on Supply chain development, business promotion and private sector development.
- Sound experience in business development, service provision and supply chain development.
- Experiences with management and market analysis, grant fund proposal/plan development, appraisal, monitoring and evaluation, and feasibility analysis.
- Knowledge and experience in building capacity of stakeholders and facilitation of multi-stakeholder consultation workshops and training.
- Experiences that demonstrate creativeness, innovativeness and entrepreneurial skills.
- Excellent spoken and written English.

- Good inter-personal skills and capacity to work effectively as part of a team.

Preferences will be given to:

- Candidate having experience in Supply chains /value chain upgrading and up-scaling approaches, multi-stakeholder consultation processes, service market development and grant fund proposal/plan development.

Benefits and Remuneration:

- The total annual remuneration will be of NPR/- (Nrs 70000 - 90,000/ month) Inclusive of Insurance, medical Allowance, Unused leave, PF/CIT etc. as decided by RERP
- Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and the Daily Subsistence Allowance (DSA) will be as per the prevailing GoN rule as applied for the gazette III class staff while traveling out of the workstation for official purpose.
- The procedure of salary increment leave, and holiday will be as per the RERP-SAMRIDDHI personnel policy and rules.

Supervision and Administrative Control:

- The Supply chain Officer will be administratively accountable to the Project Manager/Corridor Coordinator of RERP and S/He will be technically accountable to the Supply Chain Specialist Lead.
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Other Entitlements

- **Leave:** The Officer will be provided with 12 days of home leave and 6 days of casual leave annually, which will not be carried over to the next year. S/he will also be provided 12 days of sick leave per year, which if not consumed, will be carried over to the next year. The unspent sick leave will be compensated as per the existing salary scale at the time of termination of the contract or closing of the Project. In addition, s/he will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.
- **Insurance:** The Officer has to insure his/her life including accidental insurance. The Project will reimburse 50 % of the monthly premium for the period working with the Project, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts.

Performance Assessment:

- The performance assessment of the Supply chain Officer will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the RERP. The RERP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The Terms of Reference are subject to revision/update annually per requirement of the RERP based on planning trajectory, modification in RERP project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.

3. Terms of Reference for Planning, Monitoring & Evaluation (PME) Officer

Position:	Planning, Monitoring and Evaluation Officer
Number of Positions:	1 (One)
Duration:	Project Period
Duty station:	Respective Corridor/Hub office as designated by the project with at least 50% travel to the Project Districts ³
Report to:	Corridor Coordinator and PME coordinator
Mode of Contract:	Contracts will be made annually with a probation period of six months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project.

Roles and Purpose of the Assignment:

The **PM&E Officer**, under the direct supervision and guidance of **PME Coordinator**, will be responsible for implementation of M & E related activities within the respective corridor, thereby maintaining the data/records, measuring the achievements and ensuring the effective operation of Project MIS and also prepare annual plan and progress reports. S/he will work in close coordination with concerned thematic staff, stakeholders, project beneficiaries and field staff to feed the information as required in M&E system of the Project as well as support for necessary adaption and correction of the plan and ensures that the outcomes and impacts envisaged in the project document are achieved.

Specific duties and responsibilities:

- Support the PM&E Specialist to develop the overall framework and plan for Project PM&E in accordance with the Project document, with focus on both qualitative and quantitative measures
- Support the PM&E Specialist in preparing Planning and M&E manual; prepare Corridor Level calendar and M&E plan for monitoring the project activities
- Provide support in review of the Project log-frame including revision of performance indicators, defining intermediate and end-of-Project targets, conducting baseline study, identify sources of data, collection methods, who collects data, how often, cost of collection and who analyses it, with strong verification mechanisms
- Review the quality of existing social and economic data from the project area, the methods of collecting it and the degree to which they provide good baseline information for impact evaluation
- Prepare Corridor Level annual work plan and budget (AWPB) in consultation with local community, relevant stakeholders and the project team and assist the PM&E Specialist in preparing the final AWPB of the Project; foster participatory planning and monitoring processes
- Organize Corridor Level annual planning and periodic review meeting; collect feedback for further improvement in the process;
- Prepare trimester, annual and periodic progress report emphasizing on results and impacts

³Terhathum, Bhojpur, Dhankuta, Khotang, Udaypur, Saptari, Siraha, Sunsari, Morang, Bara, Rautahat, Dhanusa, Sarlahi, Mahottari, Sindhuli and Okhaldhunga

- Support the PM&E Specialist to develop GIS-based MIS (Management Information System; work closely with the Data Management Officer in setting up of a data management system at the Corridor Level)
- Support the KM Specialist to identify best practices, lessons generated through implementation; capture, distil and produce various types of KM products
- Undertake regular field visits to support implementation of M&E and to identify where consolidations might be needed;
- Work closely with PM&E Specialist and the Data Management Officer to design an GIS-based mobile M&E and MIS System (SMS, electronic tablet)
- Follow up on the implementation of recommendations/agreed actions from various studies/ missions and provide an update to the Corridor Coordinator on a monthly basis
- Suggest specific studies/assessments, special surveys required for evaluating Project outcomes and impacts; support implementation of such activities
- Organize/provide refresher/training in PM&E for relevant project staff and implementing partners, service providers in view of developing local PM&E capacity
- Focus on simplification of e-M&E and reporting tools to achieve effectiveness and efficiency
- Consider the need for comparative M&E of pilot activities (GIS, geo-referencing, and others) to develop strong rationale for scaling up proven practices within RERP as well as other GoN initiatives
- Support in the assessment of national as well as project policies and processes, providing recommendations to improve project performance, and to make field implementation practical and effective
- Undertake any other duties as requested as directed by PMO personnel.

Qualification, Experiences and Competencies:

- Masters' degree in monitoring and evaluation, development studies, management, or related discipline
- At least five (5) years of professional work experiences with three (3) years' in the field of P M&E
- Knowledge of the logical framework approach and other M&E approaches including quantitative, qualitative, and participatory methods;
- Proven ability of development and implementation and/or facilitating learning-oriented analysis of M&E data;
- GIS working knowledge and experience;
- Proven capacity to use Computer based data processing and information analysis;
- Excellent report writing and dissemination skills.
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Proficiency in computer, information and communication technology
- Proficiency in MS Office suite including MS Project, Power point, Excel and Word.
- Fluency in written and spoken English and Nepali

Preferences will be given to:

- Previous work experience in donor funded project
- Ability to produce knowledge products

Benefits and Remuneration:

- The total annual remuneration will be of NPR/- (Nrs 70000 - 90,000/ month) Inclusive of Insurance, medical Allowance, Unused leave, PF/CIT etc. as decided by RERP
- Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and the Daily Subsistence Allowance (DSA) will be as per the prevailing GoN rule as applied for the gazette III class staff while traveling out of the workstation for official purpose.
- The procedure of salary increment leave, and holiday will be as per the RERP-SAMRIDDHI personnel policy and rules.

Supervision and Administrative Control:

- The PME Officer will be administratively accountable to the Project Manager/ Corridor Coordinator of RERP and S/He will be technically accountable to the PME Specialist/ Coordinator.

Other Entitlements

- **Leave:** The Specialist/Officer will be provided with 12 days of home leave and 6 days of casual leave annually, which will not be carried over to the next year. S/he will also be provided 12 days of sick leave per year, which if not consumed, will be carried over to the next year. The unspent sick leave will be compensated as per the existing salary scale at the time of termination of the contract or closing of the Project. In addition, s/he will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.
- **Insurance:** The Specialist/Officer has to insure his/her life including accidental insurance. The Project will reimburse 50 % of the monthly premium for the period working with the Project, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts.

Performance Assessment

- The performance assessment of the PME Officer will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the RERP. The RERP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The Terms of Reference are subject to revision/update annually per requirement of the RERP based on planning trajectory, modification in RERP project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.