

Annex A: Terms of Reference for Economic Development Facilitator (EDF)

Position:	Economic Development Facilitator (EDF)
Duration:	Project Period*
Duty station:	Respective cluster /Municipalities of Project District as designated by Project (With frequent travel to project areas)
Report to:	M & E Officer /Economic Development / Supply Chain Development Supervisor
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 **Economic Development Facilitator (EDF)** will work under the **Corridor Unit** to support the implementation of the project's field activities in particular social mobilization (inclusion of poorer households, migrants' families and returnees' households) in project various component and sub component activities for intended results. S/He will also work as field facilitator in coordination with various thematic teams at field level **under the direct supervision of respective corridor coordinator.**

Specific duties and responsibilities:

- Carry out rapid mapping and cluster identification for respective supply chain to support the project team in respective clusters/district with the Corridor Office;
- Identify households interested to join economic activities, carry out producer group formation, and /or strengthening, and ensure gender & social inclusion as well as inclusion of poorer households, migrants families and returnees;
- Ensure that the all the activities of the RERP meets the inclusion targets as RERP GESI Strategy;
- Mentoring/coaching producer groups/Cooperatives to interact with other actors & service providers and negotiate their interests in pursuit of commercial economic initiatives;
- Facilitate access of project target group/members to project co investment support & financial institutions (S & C Cooperatives, MFIs, Banks) through needs assessment, collection of application, Expression of Interest (EOI), field verification and Business Plan preparation;
- Facilitate and support producer organizations and participating households to develop market led production plans (Product calendar) in specific supply chains and its implementation;
- Facilitate & support migrant's families and returnees to get establish and expand microenterprises and supply chain based enterprises through proper utilization of remittances, disseminate products and services delivery information of partner financial institutions to enhance access to financial service to community and project beneficiaries.;
- Support the implementation of project financed investments /sub projects / enterprises through technical assistance, regular monitoring field data entry/management and feedback;
- Conduct and facilitate field level training to farmers, communities, entrepreneurs as per training module prescribed from the project;
- Identify, Coach and Mentor Financial Business Literacy Facilitator (FBF) to conduct Financial Education and Business Literacy (FBL) classes to participating households including migrants and returnees as per training module prescribed by RERP;

- Facilitate & Support FBL training receiving migrants, returnees and prospective migrants for their involvement in project facilitated economic initiatives and create bank A/C so as to manage income and loan for improving family livelihood;
- Gather and collect information of participating households and update the data and information in the project MIS through tablets;
- Timely and regular reporting to PME officer, Economic/Supply Chain Development Supervisor and Thematic team (Rural Finance, Migration) as per prescribed format, hard or electronic, or both;
- Take responsibility for field level activities implemented within own command areas;
- Other tasks/ activities as directed by thematic component/Supply chain Lead and Project Management Office (PMO).

Supervision and Administrative Control:

The Economic Development facilitator will be administratively (such as approval of leave and travel, evaluation of performance etc) accountable to Corridor Coordinator of RERP. S/He will be technically accountable to Economic Development Supervisor / Supply Chain Development Supervisor and thematic/supply chain team.

Annex A: **Terms of Reference for Economic Development Facilitator (EDF) - GALs**

Position:	Economic Development Facilitator - GALs
Duration:	Project Period
Duty station:	Respective cluster /Municipalities within the Project District as designated by Project
Report to:	GALs Supervisor and Economic Development / Supply chain Development Supervisor
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 **Economic Development Facilitator (EDF) - GALs** will work under the **Corridor Unit** to support the implementation of the project's field activities: 75% of time for GALs related activities in particular and 25% for social mobilization of supply chain producers group for economic activities. She will work as field facilitator under **direct supervision of Economic Inclusion Officer (EIO) from the project's Janakpur corridor unit** and Component I coordinator of Project Management Unit (PMO) for identification of groups, high-risk families and vulnerable households eligible for GALs and counseling and mentoring of those HHs to be part of project economic opportunities in achieving their goals in coordination with other thematic team.

Specific duties and responsibilities:

- Carry out rapid mapping and cluster identification for respective supply chain, to support the project team in the Corridor Office;
- Identify households interested to join economic activities, carry out producer group formation, and /or strengthening, and ensure gender & social inclusion as well as inclusion of poorer households, migrants families and returnees;
- Facilitate and support in identification of groups, high-risk families with the Supply chain group or beyond within the clusters eligible for GALs implementation, in support and coordination with the FEEK-2 Facilitator, supply chain team and MRC/MID staffs and also carry out rapid mapping if required.
- Handholding, close monitoring and supervision to mentors' for counseling, mentoring, and peer-learning of identified high-risk families as per the action plan.
- Facilitate and support GALs households to be part of project economic opportunities including dream support facilities in achieving their goals in coordination with other thematic team.
- Facilitate and support producer organizations and GALs participating households in particular to develop market-led production plans (Product calendar) in specific supply chains and its implementation;
- Mentoring/coaching GALs households within producer groups/Cooperatives to interact with other actors & service providers and negotiate their interests in pursuit of commercial economic initiatives;
- Provide technical and strategic support to Social Mentors/ GALs Champions and enable effective communication with other thematic team (Rural Finance, Migration, Planning Monitoring) in Corridor Offices;

- Assist Economic Inclusion Officer/ GALs Supervisor in conducting training, workshop and assessments as required and facilitate field-level events.
- Regular field visits among the high-risk families to monitor the effectiveness of the approach and also collect notable stories for case elaboration.
- Support the implementation of project financed investments /sub projects/enterprises through technical assistance, regular monitoring field data entry/management and feedback;
- Facilitate and support FEEK 2 training receiving migrants, returnees and prospective migrants for their involvement in a project facilitated economic initiatives and create bank A/C to manage income and loan for improving family livelihood.
- Gather and collect information of participating GALs households and update the data and information in the project MIS through tablets.
- Coordinate with local authorities and agencies and like-minded organizations and seek contribution in maximizing project benefits.
- Take responsibility for field level activities implemented within own command areas in particular GALs households;
- Timely and regular reporting of participating households in coordination with Social Mentors to GALs Supervisor /Ecoas per prescribed format, hard or electronic, or both..
- Coordination and networking with local authorities and agencies in utilizing GALs learning and sharing.
- Take up responsibility for field level activities implemented within your own command areas.
- Other tasks/activities need to performed as directed by the GALs Supervisor in guidance of Economic Inclusion Officer , Component I Manager and Project Manager

Supervision and Administrative Control:

The Economic Development facilitator- GALs **will report to and be administratively accountable (such as approval of leave and travel, evaluation of performance, etc.) to Economic Inclusion Officer (EIO) in support from Component I Manager.** She will be technically accountable to the GALs Supervisor/ Economic Inclusion Officer and thematic/supply chain team.