

1. Terms of Reference for Supply Chain Officer

Position:	Supply Chain Officer
Number of Positions:	3 (Three)
Duration:	Project Period
Duty station:	Province Offices of ADBL as designated by the project with at least 75% travel to the Project area ¹
Report to:	Technical Coordinator/ Province Director/PMU
Mode of Contract:	Contracts will be made annually with a probation period of six months. The contract will be extendable up to the project period of VITA 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 **Technical Coordinator**, will be responsible for implementation of the Supply Chain development interventions in the respective Province and to guide and coach customers/ farmers to facilitate to avail banking products and services 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 focused and actor driven project facilitation for the specific Supply chains in a continuous multi-stakeholder consultation process (MSP) within the project area.
- Coordinate, coach and mentor province & branch staff within the project area 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 VITA project guidelines;
- Facilitate and support branch staff 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 organization and agri-business to meet market requirements and strengthening technical, financial and business services providers/provision for specific supply chains in coordination with Supply Chain Coordinator and Province Director;
- 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;

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- Contribute to the knowledge management in the relevant supply chains by undertaking case studies and document and promote learning in activities/investment following the knowledge agenda;
- Facilitate and support province 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 business 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 Province Office 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 Province office 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 Focal Person Coordinator and Province Office;
- Timely and regular reporting to Technical Coordinator as per prescribed format, hard or electronic, or both;
- Undertake any other duties as requested as directed by Technical Coordinator and PMU personnel.

Qualification, Experiences and Competencies:

- Master's degree in Agricultural Sciences, business administration, Agribusiness Development, Economics or equivalent with at least 3 year' experience or bachelor's degree with 5 years' experience on Supply chain development, business promotion, private sector development, social sector or NGOs/INGOs.
- 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:

- Previous work experience in financial inclusion in rural areas
- Ability to produce knowledge products
- Fluency in local language

Benefits and Remuneration:

- The total monthly remuneration will be of NPR 80,000/- (as per the Approved AWPB) Inclusive of medical Allowance, Unused leave, PF/CIT etc. as decided by VITA.
- Additional allowance equivalent to one month salary will be paid annually.
- 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 ADBL rule while traveling out of the workstation for official purpose.

Supervision and Administrative Control:

- The Supply Chain Officer will be administratively accountable to the Project Director. S/He will be technically accountable to the Technical Coordinator/Province Director.

Other Entitlements

- **Leave:** The Officer will be provided with 12 days of home leave and 6 days of casual leave annually.
- **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 VITA. The VITA 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 VITA based on planning trajectory, modification in VITA project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.

1. Terms of Reference for Assistant Finance Officer

Position: Assistant Finance Officer

Number of Positions: 1 (One)

Duration: Project Period

Duty station: Finance and Planning Department with field visit to the Project area¹

Report to: Project Management Unit (PMU)/Department Head, Finance and Planning Department

Mode of Contract: Contracts will be made annually with a probation period of six months. The contract will be extendable up to the project period of VITA based on satisfactory performance in the preceding contract assessed by the project.

Roles and Purpose of the Assignment:

The **Assistant Account Officer**, under the direct supervision and guidance of **Department Head of Finance and Planning Department**, will be responsible for supporting accounting and finance related activities for the project.

Specific duties and responsibilities:

- Preparing the budget of the project as per guidelines and budgeting procedures of the ADBL within specified period.
- Reviewing the supporting documents of the expenditures and recommending for approval.
- Ensuring timely payment to the contractors, suppliers, service providers, project consultants, beneficiaries and other implementation.
- Ensuring maintenance of accounts of the project properly, correctly and timely for preparation of financial statements.
- Monitoring fund utilization by the partner financial institutions, local government, implementing agencies and beneficiaries.
- Preparing periodical financial statements and submission of quarterly, half yearly and annual financial statements to the PMU.
- Ensuring the expenditure incurred for the project within the approved budget.
- Ensuring timely settlement of advances.
- Ensuring adherence of procurement policy of the ADBL and guidelines of IFAD.
- Ensuring maintenance of proper procurements records, fixed assets and project bank accounts.
- Submission of the financial statements in the format required for preparation of the withdrawal application to PMU.
- Ensuring compliance with legal covenants of the IFAD and prevailing Laws.
- Ensuring completion of internal and statutory audit as per program within deadline.
- Providing response on the internal audit report and external auditor's management letter to the PMU

¹ Madhesh, Bagmati and Lumbini Province

- Implementation of recommendations of the internal, external auditors and supervision of the IFAD missions as directed by the PMU.
- Perform physical verification of project fixed assets each year.
- Providing financial data required for preparation of a Project Completion Report.
- Any other task assigned by the Department Head of Finance and Planning Department and Project Director.

Qualification, Experiences and Competencies:

- Master's degree in Commerce/Accountancy/Business Management or equivalent with at least 1 year experience or bachelor's degree with 3 years' experience on financial accounting of project/company
- Computer literacy and proficiency in accounting software and use of spread sheets.
- Good knowledge of accounting.
- Working knowledge of audit requirements for financial compliances.

Benefits and Remuneration:

- The total monthly remuneration will be of NPR 70,000/- (as per the Approved AWPB) Inclusive of medical Allowance, Unused leave, PF/CIT etc. as decided by VITA
- Additional allowance equivalent to one month salary will be paid annually.
- 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 ADBL rule while traveling out of the workstation for official purpose.

Supervision and Administrative Control:

- The Assistant Finance Officer will be administratively accountable to the Project Director. S/He will be technically accountable to the Department Head of Finance and Planning Department.

Other Entitlements

- **Leave:** The Officer will be provided with 12 days of home leave and 6 days of casual leave annually.
- **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 Assistant Finance 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 VITA. The VITA 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 VITA based on planning trajectory, modification in VITA project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.

