

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Ministry of Agriculture and Animal Welfare

Male', Republic of Maldives



Ministry of Agriculture and Animal Welfare

Terms of Reference for Consulting Services

for

Agriculture Officer

Ref No: MAP/CS/2022/16

Terms of Reference (ToR)
Agriculture Officer

1 Client

- The client for this assignment is Project Implementation Unit (PIU) under Ministry of Agriculture and Animal Welfare (MoAAW)

2 Background on Project

- The Government of Maldives (GoM) through the Ministry Agriculture and Animal Welfare (MoAAW) is implementing the Maldives Agribusiness Programme (MAP), which is jointly financed by GOM and International Fund for Agriculture Development (IFAD). The Project Implementation Unit (PIU) set-up within the MoAAW will manage the Programme in accordance with the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.
- The main aim of MAP is to enable small farmers in the Programme area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.
- The main Programme hubs for activities in regions 1-3 are Haa Alif Hoarafushi for Region 1. Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for Region 3. Each of these hubs will serve 8, 9 and 9 inhabited agriculture islands respectively, under different technical components: as follows;
- Component 1: Enabling policy, institutions and services will be nationwide in scope covering all 19 atolls, 21 regions covering 188 inhabited islands of these 98 are inhabited where agriculture is practiced on around 800 registered hectares. Also belonging to the Programme area are 50 uninhabited islands leased for commercial agricultural purposes, with a total of 956 hectares of land of which 24 islands are actively doing agriculture on 582 hectares of land.
- Component 2: Climate-smart production will initially focus on regions 1-3, covering 3 atolls and 40 inhabited islands. Of these, 26 are inhabited agricultural islands with 280 hectares of registered land cultivated by 2,150 registered farmers, and 85 hectares cultivated by 645 non-registered farmers. Within this production area, there are 6 active commercial islands cultivating 250 hectares.

- Component 3: Market connection will initially focus on regions 1-3 during the first two years and then expand to regions 4-7 and eventually cover the whole country.

3 Overall Objectives

- **The Programme's goal** is to sustainably increase the income, food security and nutrition status of small farmer households.
- **The development objective** is to strengthen and enable the environment for sustainable and climate-resilient agriculture. This objective will be achieved through policy refinement, strengthened institutions and services, enhanced agricultural technologies and better access to financing and markets for small farmer households.

4 Objectives of the Assignment

- The PIU wishes to contract an Agriculture Officer. The Agriculture Officer will provide agricultural technical support for the project's implementation. S/he will also provide Good Agricultural Practice related production training to the project and contributes to the development of a training program to strengthen the capacity of men and women beneficiary farmers, non-beneficiaries, and other stakeholders. And develop, document, and disseminate appropriate best-practices in community-based approaches to natural resource management.

5 Scope

The specialist pursues the successful execution of under Components. She/he reports to the Programme Director and works closely with other partner institutions and service providers.

Key tasks include:

- Liaise on a regular basis with the MoAAW related technical departments/divisions and Hanimaadhoo Agriculture Centre and other implementing agencies such as Agro-National Corporation (AgroNat) Small and Medium Enterprise Development Corporation (SDFC) involved in implementation of Component 2 activities for joint planning and monitoring;
- Assist to develop detailed work plans which identify, priorities and sequence the activities required for successful delivery of the Components, and contribute to the development of the Annual Work Plans and Budgets (AWPB);

- Ensure that each member of the Programme’s field team involved in components activities has a clear understanding of their role, responsibilities and short-term activities and goals;
- Assist in the establishment and update of the procurement plan for items linked to the implementation of all components of the Programme.
- Assess the capacity of farmers and/or farmer associations in target areas to participate in the project, and propose capacity building measures for these stakeholders in areas such as soil conservation, nutrient management, and pest management;
- Establish and regularly update a training plan for the required capacity building measures linked to implementation of the component;
- Facilitate in the formation of Island Farmer Forum Groups / Island Farmer Forum (IFF) Groups and ensure these groups follow the set guidelines.
- Provide training and facilitate training arrangements, necessary for farmers and Island Farmer Forum Groups.
- Propose project activities (focused on conservation agriculture, climate smart agriculture etc.) to improve sustainable land management practices in agricultural areas, to reduce downstream impacts while improving incomes and food security.
- Propose project activities to improve market access / develop business plans for agricultural production;
- Ensure that component outputs are delivered in a due manner without targeting deviation;
- Assist in the design of a monitoring and evaluation system with regards to the activities, outputs, outcomes, and impacts of components activities;
- Assist in preparation of a training plan based on the above inventory and need assessment;
- Supervise and train agricultural Officers and farm laborers.
- Prepare and present agricultural demonstrations at Hanimaadhoo Agriculture Centre and other selected islands
- Coordinate the implementation of training programs;
- For each training event, identify targeted participants, identify trainers and ToR of required resource person(s), translation requirements, tentative agenda, required

resources, objectives and performance indicators, suggested location, and estimated cost

- Assist Good Agricultural Practices (GAP) Training to the selected farmers and project beneficiaries.
- Keeping an up-to-date knowledge of pests and diseases
- Facilitate field days and demonstrations, and prepare relevant manuals to farmers on the best sustainable agriculture management practices;
- Perform general nursery duties such as propagating standard varieties of plant materials, collecting and germinating seeds, maintaining cuttings of plants, and controlling environmental conditions.
- Identify, estimate the cost and ensure the development of appropriate training materials and training tool kits for target groups by resource person and respective departments;
- Assist the procurement of equipment and materials related to training and/or extension activities and on-farm demonstration trials;
- Submit periodic progress reports as required;
- Report to the Project Director as per agreed upon reporting schedules and formats and proactively raise issues of concern with program leadership
- Undertake any other function related to the project's efficient execution as indicated by Project Director.

6 Qualifications and Experience

- GCSE O level with minimum of 1 years' experience
- Experience in Agriculture area will be added advantage
- Practical knowledge and understanding of working with institutions, farmers and private sector;
- Substantial experience in capacity building of public and private institutions;
- Proven ability to constructively interact with teams of professionals from various stakeholders;
- Creative, innovative system thinker, with ability to catalyze change
- Demonstrates good oral and written communication skills in substantive and technical areas

- Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
- A prominent level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint, and CorelDraw are required.
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
- Experience with the logical framework approach to monitoring as well as quantitative, qualitative, and participatory monitoring approaches;
- Should have strong and proactive interpersonal communicative skills, and experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

7 Reporting Requirement

- Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
- The Agriculture Officer is expected to work on weekdays other than public holidays and provide services to the Client for an average of 20 hours a week. This position is based at the Hanimaadhoo Agriculture Centre with travel to islands or field visits as may be required.
- The Agriculture Officer shall provide all the necessary reports and updates to the Project Director to be presented to the Steering Committee and donor agencies whenever needed.
- The Agriculture Officer is required to report to work in official attire.

8 Schedule for the Assignment

- Duration of the assignment is 12 months from the commencement of the works with the potential extension based on performance and need. The successful candidate is expected to commence the services in September 2023.
- This position is based at the Hanimaadhoo Agriculture Centre in Hamimaadhoo Island, Haa Dhaalu Atoll, with extensive travel to islands or field visits as may be required.

9 Remuneration

- MVR 12,000.00 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Agriculture Officer.
- Training and travel expenses under the PIU as budgeted under the Programme and approved by the Project Director.

10 Selection Criteria

- The Agriculture Officer will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Experience in similar works/ assignments	30
Interview	30
Candidate must attain minimum of 50 Marks in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview.	

11 Project coordination

- Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.

12 Services and facilities to be provided by the client

- Office space and other office facilities such as computers will be provided as required.
- Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.
- The Agriculture Officer shall ensure that they always carry themselves in good behavior and maintain a cordial friendly atmosphere with other personnel including employees of MoAAW, MAP, Island Councils and other organizations.
- The Agriculture Officer shall provide professional, objective, and impartial advice, always holding the client’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work. The Agriculture Officer must disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the client's best interest.
