

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

**Ministry of Agriculture and Animal Welfare**

Male', Republic of Maldives



# **Ministry of Agriculture and Animal Welfare**

## **Terms of Reference**

for

**Agriculture Field Officer**

Ref No: MAP/CS/2023/04

## **Terms of Reference (TOR)**

Agriculture Field Officer

### **A. BACKGROUND**

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is implementing the Maldives Agriculture Program (MAP) with financing from International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoAAW 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 selected area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

### **B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY**

The Project Implementation Unit (PIU) of MAP plans to recruit agriculture field officers, who will provide agricultural extension support to the project beneficiaries on the island. S/he will be responsible for agricultural extension and adopting innovation including good agricultural practices, technology packages, capacity strengthening of farmers on production, Integrated Pest Management (IPM), improve technology. S/he will be required to develop, document and disseminate appropriate best-practices of community-based approaches in natural resource management.

### **C. OVERALL RESPONSIBILITY**

The Agriculture Field Officer (AFO) will be directly responsible for implementation of the project through community mobilization, agricultural production and promotion of project activities among Informal Farmer Forum (IFF's) and farmers. S/he will report to the Programme Director (PD) and work closely with other PIU staff, partner institutions and service providers.

Key tasks include:

1. With the support of PIU technical team, AFO will develop detail field work plan
2. Will coordinate all activities related to the areas of community mobilization, cooperation with farmers, agriculture practices to support farmers and other related project activities
3. Mobilize interested farmers to form Informal Farmer Groups (IFG) and ensure equal participation of women and youth
4. Motivate farmers to be a part of Island Farmer Forums (IFFs) and implement capacity building plan for IFF's in close collaboration and support from technical staff of MAP, business development specialist and other PIU staff
5. On time informed project management on any issues, risk related to production of products, harvesting and post-harvest handling and business relation with market actors
6. Support Hanimaadhoo Agriculture Center (HAC) and AgroNational Corporation Ltd (AgroNat) during trainings, seminars and open field days
7. In close cooperation with technical team, establish demonstration plots in pilot area, in order to demonstrate new method/technologies of growing and adopting new variety of crops
8. Collects farmers data, based on prepared MIS data collection form
9. Collect case studies and success stories on best practices
10. Assist with preparation of reports and organizing meetings in collaboration with other colleagues;
11. Provide training and facilitate in training arrangements, necessary for farmers and farmer groups
12. If needed, assist the procurement of equipment and materials related to training and/or extension activities and on-farm demonstration trials;
13. Support Business Development Specialist (BDS) in conducting primary and secondary market research and analysis, data collection and filed work;

14. In collaboration with BDS support IFF's in improving their capacity on joint actions, management, business skills, access to the market and finance, financial literacy and family budgeting adopting new technologies
15. Support MAP team in the implementation of business capacity building programs and value chain development strategies for the agriculture businesses and IFFs;
16. Ensure that each member of the IFF's involved in project implementation activities, has a clear understanding of their role, responsibilities and short-term activities and goals;
17. Submit periodic progress reports as required;
18. Undertake any other function directly related to the efficient execution of the project as indicated by PD.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. Minimum GCSE Ordinary Level with 1 years' experience
2. Sound background and experience in good agricultural practices will be an added advantage
3. Practical knowledge and understanding of working with institutions, farmers and private sector;
4. Proven ability to constructively interact with teams of professionals from various stakeholders;
5. Creative, innovative system thinker, with ability to catalyze change
6. Demonstrates good oral and written communication skills
7. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
8. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
9. Should have strong and proactive interpersonal communicative skills, 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.

#### **E. REPORTING REQUIREMENT**

1. Report directly to the PD on all aspects of project management throughout the duration of the contract unless otherwise advised.
2. AFO shall be paid for working days for which the s/he has actually attended work and signed the attendance register provided by the program implementation
3. This position is based at MAP focused islands with travel to islands or field visits as required.
4. AFO shall provide all the necessary reports and updates to the PD to be presented at the Steering Committee and donor agencies whenever needed.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

1. Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in February 2024.
2. This position is based at MAP Focused Islands with travel to other islands or field visits as maybe required.

#### **G. RENUMERATION AND OTHER BENEFITS**

1. AFO will receive MVR 12,000.00, per calendar month depending on the qualification and experience as remuneration
2. The Agriculture Field Officer shall be paid for working days for which the s/he has actually attended work and signed the attendance register
3. Training and travel expenses under the PIU as budgeted under the project and approved by PD.

## **H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY**

1. Office equipment such as computers will be provided as required.
2. Local transport for official travel between islands; food, accommodation and allowance.