



Ministry of Agriculture and Animal Welfare

Male, Maldives

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**MALDIVES AGRIBUSINESS PROGRAM**  
**TERMS OF REFERENCE**  
**Extension Officer (Technical Field Officer)**

**A. BACKGROUND**

The Government of Maldives (GoM) through the Ministry Agriculture and Animal Welfare (MoAAW) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of 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 to 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 Program area to sustainably enhance their production levels, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

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

The Project Implementation Unit wishes to contract an Agriculture Officer (Technical Field Officer). The Extension Officer (Technical Field Officer) contributes to the development of training program to strengthen the capacity of men and women beneficiary farmers, non-beneficiaries, and other stakeholders. And also develop, document and disseminate appropriate best-practices in community-based approaches to natural resource management.

**C. OVERALL RESPONSIBILITY**

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

1. Liaise on a regular basis with the MoAAW related technical departments/divisions and HAC and other implementing agencies such as AgroNat, SDFC involved in implementation of Component 2 activities for joint planning and monitoring;

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2. 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);
3. Ensure that each member of the programme field team involved in Components activities has a clear understanding of their role, responsibilities and short-term activities and goals;
4. Establish and regularly update a training plan for the required capacity building measures linked to implementation of the component;
5. Assist in the establishment and update of the procurement plan for items linked, to the implementation of Components.
6. Facilitate in the formation of Island Farmer Forum Groups / Island Farmer Forum (IFF) Groups and ensure these groups follow the set guidelines.
7. Provide training and facilitate in training arrangements, necessary for farmers and Island Farmer Forum Groups.
8. Ensure that component outputs are delivered in a due manner without targeting deviation;
9. Assist in the design of an M&E system with regards to the activities, outputs, outcomes and impacts of Components activities;
10. Report to the Project Director as per agreed upon reporting schedules and formats and proactively raise issues of concern with program leadership
11. Prepare a training plan based on the above inventory and need assessment;
12. Supervise and train agricultural technicians and farm laborers.
13. Prepare and present agricultural demonstrations.
14. Deliver training programs according to the training plan.
15. 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;
16. Prepare a proposal for improvement of resources and technical capacities of the above Agriculture institutions and extension services;
17. Provide Good Agricultural Practices (GAP) Training to the selected farmers and project beneficiaries
18. Keeping an up-to-date knowledge of pests and diseases
19. Coordinate the implementation of training programmes;
20. Facilitate field days and demonstrations, and prepare relevant manuals to farmers on the best sustainable agriculture management practices;
21. 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;
22. Identify the resource persons to develop training manuals, leaflets, posters etc.;



23. Assist the procurement of equipment and materials related to training and/or extension activities and on-farm demonstration trials;
24. Submit periodic progress reports as required;
25. Undertake any other function directly related to the efficient execution of the project as indicated by Project Director.

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

1. A diploma in agronomy, agricultural extension, agricultural economics, or closely related field with minimum of 2 years' experience in the area of agriculture development;
2. Sound background and experience in good agricultural practices;
3. Practical knowledge and understanding of working with institutions, farmers and private sector;
4. Substantial experience in capacity building of public and private institutions;
5. Proven ability to constructively interact with teams of professionals from various stakeholders;
6. Creative, innovative system thinker, with ability to catalyze change
7. Demonstrates good oral and written communication skills in substantive and technical areas
8. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
9. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and CorelDraw are required.
10. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
11. Experience with the logical framework approach to monitoring as well as quantitative, qualitative and participatory monitoring approaches;
12. 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 Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.



2. Extension Specialist (Technical Field Officer) is expected to work on week days other than public holidays and provide services to the Client for an average of 35 hours a week. This position is based at the Hanimaadhoo Agriculture Centre in Hanimaadhoo with travel to Islands vessels or field visits as may be required.
3. Extension Specialist (Technical Field Officer) shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.
4. The Extension Specialist (Technical Field Officer) is required to report to work in official attire.

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

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 March 2024. This position is based at the Hanimaadhoo Agriculture Centre in Hanimaadhoo with travel to Islands vessels or field visits as may be required.

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

1. MVR 10,273.50 depending on qualifications and experience, per calendar month as remuneration for the services provided depending on qualifications and experience, for the services provided by the Extension Specialist (Technical Field Officer) except for unauthorized leave. The Extension Specialist (Technical Field Officer) shall be paid for Working Days for which the s/he has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PIU as budgeted under the Project and approved by implementing agency.

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

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

