



<b>Functional Title</b>	:	<b>Food Security and Livelihoods Officer</b>
<b>Responsibility Level/Grade</b>	:	<b>Officer / Grade E</b>
<b>Department/Project/PN</b>	:	<b>EQ Response and Recovery Program</b>
<b>Work Station</b>	:	<b>Kathmandu</b>
<b>Incumbent's Name</b>	:	<b>Vacant</b>
<b>Supervisor/Principal Evaluator</b>	:	<b>Food Security and Livelihoods Manager</b>
<b>Co Evaluator/Title</b>	:	<b>Team Leader – EQ Response and Recovery</b>

**JOB SUMMARY**

The Food Security and Livelihood Officer will be responsible to assist in data base management, implementation of project activities, M&E plan, procurement process and documentation of CARE Nepal supported EQ Food Security, Livelihood and Cash program.

S/he will be responsible to support for drafting of TOR for the consultant, training package to field level activities related to food Security and livelihood like vegetable production, capacity building farmers groups/cooperative, agriculture related infrastructure like irrigation system, value chain actors and marketing and development of training manual. Furthermore, S/he will backstop partner organization in field level activities related to Livelihood and food Security like vegetable production, livestock rearing, farmers groups/cooperative capacity building, technology transfer like waste water collection and marketing. S/he will be performed this task under the supervision of Emergency Response Manager and in close coordination respective line agencies at district and other sectors staff. S/he is responsible to manage all field data and documentation of the activities implemented at field and support Manager for timely prepare and submit technical report to CO and donor. H/she will arrange at least 50% field visit to monitor field activities and provide coaching, training, backstopping to partner organization the field activities.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

**Major Responsibilities and Tasks:**

**R1. Monitoring, evaluation and Database Management**

- Support FSL Manager to manage data base system in coordination partner organization
- Collect field demand as per the approved plan and plan and implement the activities
- Collect field demand as per the approved plan and support FSLC Manager for PR and PO process
- Collect and compile field based data and activities implemented at field and report to FSLC Manager
- Support to analyze Gender and social inclusion in program implementation.
- Lead for the development of TOR and schedule for assessment, baseline survey, mid-term evaluation and final and impact evaluation.



- Support FSLC Manager for the development of TOR and schedule for assessment, baseline survey, mid-term evaluation and final and impact evaluation.

**R2. Capacity Building**

- Support partner organization to prepare training plan and schedule as per the field plan related to livelihood, food security like vegetable production, farmers group/cooperative capacity building, agri-infrastructure, value chain and market development related to fresh vegetable production and livestock production
- Field visit frequently in the districts to coach, train CARE Nepal field team and partner organization for the strengthening of value chain actors, agriculture cooperatives for input and output supply chain management the field activities

**R3. Coordination, Communication and Collaboration**

- Maintain close and regular contact with FSLOs/FSL Specialist at district and update field data and progress
- Collect and document case studies, success stories and best practices for dissemination
- Actively participate in training, workshop, and provide ideas, suggestion and feedback

**R4. Reporting**

- Provide and support with details for the FSLC Manager to prepare annual report and other periodic reports

**R5. Upholding CARE's Core values and ensuring its principles**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

**Key Indicators**

- Assist for timely collection and management of field data
- Assist for timely and properly implemented the procurement process as per field plan
- Assist for timely submission of quality progress report
- Best practices, lesson learned and success stories documented.
- Develop TOR for assessment, mid-line and end line survey
- Exist strong project data base and knowledge management

**Spending authority:** NA

**Working conditions:**

This position is based in CARE Nepal Central office in Kathmandu with frequent field visits.



**Qualifications and experience:**

Bachelor's degree in Agriculture Science from a recognized university with good knowledge of analysing seasonal and off season vegetable production and marketing, cooperative capacity building, database management, with enough value chain knowledge on fresh vegetable production and Livestock. The incumbent requires to have a minimum of 3 years of relevant experience.

**Skills and knowledge and competencies**

- Familiar with Nepalese Agriculture system specially in Vegetable (seasonal and off season) and Livestock production and its marketing system
- Have Knowledge of fresh vegetable production, post-harvest handling including value chain system
- Strong knowledge on data based management and analysis, coordination and communication
- Good knowledge of group mobilization and co-operative formation process
- Strong monitoring, documentation and report writing Knowledge.
- Strong knowledge on training schedule preparation and facilitation
- Good knowledge and skills on TOR preparation on assessment, mid-line and end line survey
- Strong knowledge on capacity building of actors of value chain, cooperative management and collection centre/market management