



<b>Functional Title</b>	:	<b>Food Security and Livelihood 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>Aarughat, Dhading</b>
<b>Incumbent's Name</b>	:	<b>Vacant</b>
<b>Supervisor/Principal Evaluator</b>	:	<b>Emergency Response Coordinator</b>
<b>Co Evaluator / Title</b>	:	<b>Food Security and Livelihood Manager</b>

**JOB SUMMARY**

The Food Security and Livelihood Officer will be responsible to lead project activities implementation, M&E plan, and reporting and documentation of CARE Nepal supported EQ Food Security and Livelihood sector at Dhading.

S/he will be responsible to support partner team to implement field level activities related to food Security and Livelihood like beneficiaries selection, livelihood implementation plan preparation as well as implementation support, technical support for improved crop and animal husbandry, capacity building farmers groups/cooperative/partner staff, agriculture related infrastructure re/ construction and value chain development of vegetable and small livestock product. Furthermore, s/he will backstop partner organization to capacitate and mobilize groups, cooperative and users committee to provide effective support and service to extreme poor households. S/he will be performed this task under the supervision of Earthquake Response and Recovery Coordinator (ERRC) and in close coordination with local government and other sectors staff. S/he will be 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 at field level.

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

**Major Responsibilities and Tasks:**

**R1. Project activities planning and implementation**

- Provide sectoral leadership at district level in assessing need, activities planning and implementation timely manner.
- Support Food Security and Livelihood Manager in need assessment, activities design and PGA finalization.
- Ensure gender and social inclusion is fully considered throughout the project cycle with women being enabled to influence decision-making around livelihood, food security and nutrition issues.
- Ensure early and rigorous implementation of quality and accountability mechanisms at level of project implementation.



- Taking PGA and PIQSG in reference assist partner implementation team to prepare quarterly, monthly and weekly operational plan
- Ensure the proper implementation of the project activities as per PIQSG, PGA and M&E plan
- Ensure adherence to CARE policy at implementation

**R2. Monitoring, Evaluation and Database Management**

- Manage data base system working with partner project team.
- Ensure that project activates and outputs are implemented in a timely manner
- Assist M&E team in collecting data from the field , update project M&E universe and preparing reports
- Provide appropriate orientation and guidance to partners project team on M&E plan and maintain quality data base in project office
- Produce/document case studies, success stories and best practices of project for dissemination
- Ensure best managed of allocated budget with respective to the activities delivered in field.
- Timely prepare quality report (annual report and other periodic report) and submit in concern authorities

**R3. 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, agro-infrastructure, value chain and market development related to fresh vegetable production and livestock production
- Field visit frequently to coach, train partner FSL as well as team for quality field activities delivery.
- Capacity enhancement and guidance cooperative to provide input supply, output marketing and incubation support to producer and micro entrepreneur.

**R4. Coordination, Communication and Collaboration**

- Maintain close and regular contact with other sector at field level.
- Actively participate in training, workshop, and provide ideas, suggestion and feedback
- Facilitate regular progress sharing meeting with partner field team and update real status to FSL manager and EQRR Coordinator verbally as well as written form.
- Maintain good relation with local government and other stakeholder functioning in CARE working area.
- Establish transparent relationship with partners including its priorities, concerns and expectation in regards to FSL intervention

**R5. Reporting**

- Periodic report to FSLM with copy to EQRR coordinator
- Personal and administrative report to EQRR coordinator

**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**

- Responsible for project activity planning, implementation support and quality assurance
- Partner project team mobilization and capacity building
- Timely collection and management of field data
- Working with the partner team timely prepare quality progress report
- Best practices, lesson learned and success stories documentation.
- Exist strong project data base and knowledge management

**Spending authority:** NA

**Working conditions:**

This position is based in implementing partner’s office at Aarughat, Dhading. This position requires frequent field visit and work with partner team.

**Qualifications and experience:**

Bachelor’s degree in Agriculture Science or equivalent from a recognized university with good knowledge on Nepalese rural poverty context and developing extreme poor HHs’ agriculture and off farm base livelihoods. Prior experience of working with cooperatives and groups to promote vegetable and small livestock value chain will be an assets. The incumbent requires to have a minimum of 3 years of relevant experience.

**Skills and knowledge and competencies**

- Very good understanding in food security and livelihood programming
- Familiar with Nepalese agriculture and off farm base rural livelihoods
- Have Knowledge of fresh vegetable and small livestock husbandry practices, post-harvest handling including value chain system
- Strong knowledge on data based management and analysis, coordination and communication
- Good knowledge of group and co-operative mobilization
- Strong monitoring, documentation and report writing skill.
- Strong knowledge on training planning and facilitation
- Skillful to mobilize partner team as well as community institution.
- Strong knowledge on capacity building of value chain actors (input suppliers, farmers group, cooperatives, vendors, service providers etc.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_