

TOR for engagement of State Technical Coordinator in State Project Management Unit of FAO-GEF assisted Green Agriculture Project in Uttarakhand

Required at Present

A) SPMU- State Technical Coordinator

1. Number of post : 1 (One)
2. Duty Station : SPMU Office
3. Pay : 70,000 INR per month (Negotiable) with annual performance incentives @ 0%, 5%, 8% of the base remuneration based on performance indicators
4. Contact Duration : 11 months contact, extended based on performance and availability of budget.

5. Essential Qualifications

5.1 Educational:

- Master's Degree in Natural Resource Management/ Forestry/ Agriculture / Agribusiness/ Allied Sciences.

5.2 Experience

Essential:

- At least 8 year of experience in Agricultural, Environmental Management or related fields.

Desirable:

- Phd. in Natural Resource Management/ Forestry/ Agriculture / Agribusiness/ Environment Science/Allied Sciences.
- Working with Govt. Agencies, International and Donor Organizations on development projects.
- Understanding of GEF function and procedures.
- Written, Analytical, Presentation and Reporting skills & demonstrated computing skills using MS Office software.
- Experienced in documentation and presentation using MS Office software.
- Working knowledge of English.
- Working knowledge of Hindi

6 Duties and Responsibilities: - Under the direct supervision of the State Project Director, and in regular consultation with the National Technical Coordinator, NPMU the State Technical Coordinator will undertake the following duties-

- 6.1 Compliment the technical skills of the State Nodal Agency to implement and meet the project objective in the particular state (Biodiversity/ sustainable forest management/ sustainable land management/ expert).
- 6.2 Represent the project in all meetings and fora, as required.
- 6.3 Assist the SPD in overall SPMU management.
- 6.4 Mobilize technical expertise as and when required.

- 6.5 Ensure strong technical quality assurance of project's reports outputs and outcomes based on global, national and state-level best practices.
- 6.6 Ensure strong linkages between different technical components and technical reports of the project.
- 6.7 Coordinate with FAO Lead Technical Officer (LTO), and other National Experts.
- 6.8 Prepare Project Implementation Report, mid-term and final evaluation reports.
- 6.9 Facilitate and ensure compliance of the project with the financial (including accounting and audit) and procurement rules and regulation of the OP in a transparent manner.
- 6.10 Facilitate all risk assurance and mitigation activities (including audits, monitoring, third party monitoring, etc.) of the project.
- 6.11 Facilitate landscape-level planning and document lessons learnt.
- 6.12 Coordinate with the District Collectors and the Technical Support Groups (TSGs).
- 6.13 Coordinate with, and guide and monitor the GLIU.
- 6.14 Support the preparation and implementation of State Annual Work Plans and Budget (S-AWP/B).
- 6.15 Support the implementation of project developed monitoring and evaluation system to monitor project outputs and outcomes.
- 6.16 Coordinate with the project M&E expert to assist in data collection for baseline, mid-term and end term evaluations and, reporting on the GEF tracking tool for the relevant project landscapes.
- 6.17 Facilitates capacity building for the project.
- 6.18 Prepare all documentation for recruiting, monitoring and administering GLIU.
- 6.19 Liaise with SBBs for coordination with BMCs and TSG.
- 6.20 Coordinate policy analysis at state-level.
- 6.21 Coordinate in the finalization of ToRs for hiring of subject matter experts

7 Key Performance Indicators:-

<u>Expected Outputs</u>	<u>Required Completion Dates</u>
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.
