

**Job Profile**  
**Senior Advisor (N2)**  
**Farmer Field School Management Unit**  
**Integrated Farm Management Component Phase II (IFMC II)**

**Bangladesh**

**Reference number: DK-04982-2018/BAN.02-W**

**1. Preliminary**

**1.1. Short background:**

Denmark and Bangladesh have a strong partnership in support of agriculture. Danida has been supporting rural development in broad terms since late 1970s and with a more specific focus on agriculture since 1989. The Bangladesh Country Programme 2016-2021 has been designed in line with the Denmark-Bangladesh Country Policy and supports the implementation of Bangladesh's seventh Five-Year Plan (2016-2021).

The Country Programme consists of three thematic programmes:

1. Agricultural Growth and Employment Programme;
2. Climate Resilience and Sustainable Energy; and
3. Governance and Rights

The Thematic Programmes on Agricultural Growth and Employment aim at improving skills and empowerment of poor landless and marginal male and female farmers. The Integrated Farm Management Component Phase II (IFMC II) is one of the two Engagements under the Agricultural Growth and Employment Programme. The Department of Agricultural Extension under the Ministry of Agriculture is the implementing agency of IFMC II. The implementation of IFMC II will start in January 2019. The other Engagement is the Agriculture and Food Security Project in the Chittagong Hill Tracts Phase III implemented by UNDP.

The objective(s) of IFMC II is *Empowerment of landless and marginal male and female poor farmers*. The position is stipulated in the IFMC II under the Agricultural Growth and Employment Programme of the Bangladesh Country Programme. IFMC II and with that the position of Senior Adviser cover the period from January 2019 to June 2021.

**1.2. Purpose of memo:**

This memo describes the main tasks involved in the position and the qualifications requested from candidates to the job.

**1.3. Expected composition of the selection committee:**

Applicants for the position will be selected for interview by the Danish and the national authorities. The company supporting the Danish and the national authorities in the recruitment (Mercuri Urval) will participate in the process by conducting personality tests and test interviews with the selected candidates, as well as taking part in the final interview. The final interview panel consists of the chief of operations/programme coordinator from The Danish Embassy in Dhaka, and a representative from the Department of Agriculture Extension as well as the consultant from Mercuri Urval in charge of the recruitment process.

## 2. The Programme

### 2.1. The programme in short:

IFMC II has following two outcomes:

- Outcome 1 (Farmer Field School): *Landless and marginal poor farming households apply new economic, personal and social skills*
- Outcome 2 (Market Linkages): *Poor farming households and producer/marketing groups access markets.*

The Outcome 1 aims to develop skills of 134,400 (at least 50% female) participants about improved farming practices including crops, livestock and homestead agro-forestry through 2668 Farmer Field Schools during the engagements two and half years of operations. Integrated Management Farmer Field School is a participatory and experiential learning approach in which farmers participate with their knowledge and experience to solve problems. Farmer Field Schools are about practical and field-oriented hands-on topics.

The Outcome 2 aims to empower poor landless and marginal male and female farmers through activities that help them into a better market position in terms of having suitable products of suitable scale and being linked up to favorable market arrangements and actors. This outcome will focus on the following major activities: establishing producer/marketing groups; developing small enterprises run by young female farmers and develop partnership between farmer groups and existing agri-business companies.

The theory of change for this engagement suggests:

If IFMC II is successful in its activities of carrying out Integrated Farm Management Farmer Field School and Market Linkage initiatives poor landless and marginal farming household will apply new skills. This will lead to improved farming practices and increased diversification, productivity and production. This will lead to marketable surplus; with increased marketable surplus, and through bulking and grading and with better price information, producer/marketing groups will have increased access to market. All these will make farmers self-assertive and confident and will empower (economic, personal and social) poor landless and marginal male and female farmers.

### 2.2. Management:

The Engagement will maintain management teams at different tiers from national to the Upazila (sub-district) level. It will have an IFMC II specific inter-ministerial Steering Committee in the Ministry of Agriculture. An Advisory Board with the participation of experienced national agricultural professionals, other international donors active in agricultural sector and the Embassy, will be established. Because of different natures and implementation methodologies of the outcomes there will be two autonomous management units, one for Outcome 1 and one for Outcome 2:

#### Outcome 1: Farmer Field School Management Unit:

The FFS Management Unit will facilitate, coordinate and supervise all the activities related to outcome 1 as well as liaise with EOD and other relevant stakeholders. The Outcome 1 Management Unit will be comprised of a Project Director, a Deputy Project Director, and one Assistant Project Director from the Government of Bangladesh's side and a Senior Advisor, National Advisors and number of Master Facilitators. The Senior Advisor will be responsible for the FFS Management Unit.

### Outcome 2: Market Linkage Management Unit:

The Market Linkage Management Unit will facilitate, coordinate and supervise all activities related to outcome 2 as well as liaise with the Danish Embassy and other relevant stakeholders.

## 3. The Position

3.1. Title: Senior Adviser (N2).

3.2. Place of service: The Senior Adviser will be placed in the Department of Agriculture Extension under the Ministry of Agriculture, Dhaka. The duties will comprise frequent field travels to the rural areas in the project area.

3.3. Terms of Employment:

Contract period: 1 January 2019 – 30 June 2021. The contract will be for **maximum 30 months** (from the date of joining till 30 June 2021).

The position has an attractive remuneration package reflecting family status, contribution to a pension scheme, health insurance and reimbursement of school fees. The Embassy will supply unfurnished housing free of rental charge. Free removal of household goods.

3.4. Area of responsibility/tasks:

Key work areas and responsibilities of the Senior Adviser are, but not limited to:

- Together with the Project Director (PD) co-manage the FFS Management Unit which has the responsibility for overseeing the day-to-day management of the Engagement
- Together with PD lead and supervise financial and human resource management and administration
- As co-manager of FFS Management Unit coordinate the preparation and approval of annual work plans and budgets of the Engagement for approval by the Steering Committee
- As co-manager approve work plans and budgets for the Upazillas and ensure disbursements to Upazilas
- Oversee the preparation of the monitoring and evaluation plan for the Outcome 1
- Be responsible for monitoring the Outcome 1 implementation and the preparation of physical and financial progress reports and timely submission to concerned authorities
- Prepare annual progress reports and short issue-oriented reports as required for discussion of specific issues for the Steering Committee and the Danish Embassy
- Coordinate with Outcome 2 Management Unit and arrange quarterly coordination meetings
- Be responsible to the Danish Embassy for proper utilization and management of financial and material resources provided by Danida for implementation of the IFMC activities
- Together with the PD and other relevant persons/institutions identify technical assistance needs for Outcome 1 implementation. This would include the drafting of TOR, as well as contracting and supervising international and national short-term consultants
- Together with PD ensure annual assessment of all staff on Danida contract
- Maintain contact to other projects within and outside DAE relevant to IFMC II activities in order to explore possibilities for coordination and harmonisation of strategies and procedures
- Maintain contact and coordination with other projects under agriculture thematic programmes.

- Ensure that social development, gender, human rights and climate change issues are effectively monitored, evaluated and reported

#### 4. Requirements profile/qualifications

##### *Key competences*

Requirements and expectations concerning the candidates' formal qualifications:

- Education at university level (Masters) in Management/Social Science, Development Economics or a closely related field that supports the areas of responsibilities
- Extensive experience in programme management including organisational, human resource and financial management is a must
- Experience in designing and implementing M&E Framework for development projects
- Working experience with government institutions in developing countries is necessary
- Capacity to manage and facilitate work possesses in a complex environment
- Fluency in spoken and written English is necessary
- Knowledge of Bangla will be an advantage

Requirements and expectations concerning the personal qualifications of the candidates:

- Action-oriented and committed to results
- Openness towards and understanding of different cultures and capacity to work in different cultural settings
- Proactive and flexible attitude, adaptability and social sensitivity with respect for other cultures
- Capacity to manage and facilitate work processes involving actors at different levels

#### 5. Recruitment Procedures

##### 5.1 How do you apply:

Information about the mandatory application procedure can be found at: [www.danidajob.um.dk](http://www.danidajob.um.dk). Reference number DK-04982-2018/BAN.02-W should be stated in the application.

5.2 Deadline for applications: 14 August 2018 at 12 noon (CEST).

5.3 Preliminary interviews and personal evaluation: 27-29 August 2018. Mercuri Urval will conduct a personal evaluation of selected candidates.

5.4 Language test: The Ministry of Foreign Affairs has decided that all candidates called in for interview - except for those to whom the relevant language is mother tongue - shall be language tested in Denmark in the working languages of the duty station (i.e. English).

5.5 Presentation to the appointments committee: 6 September 2018 2017.

5.6 Decision: A decision is expected 6 September 2018 or shortly thereafter.

5.7 Expected commencement: 1 November 2018 or soon thereafter