

GCP/PAK/115/EC

Terms of Reference

Post Name:	Crop Specialist
No. of Posts:	01
Duty Station	Islamabad
Qualification:	University Degree
Experience:	Minimum 7 years

Under the overall supervision of the Representative, Food and Agriculture Organization (FAO) of the United Nations in Pakistan and under the direct supervision and guidance of the Project Manager, the **Crop Specialist** will be responsible to perform the following tasks and duties, but not limited, under the project GCP/PAK/115/EC-Food Facility.

1. Supervise the agricultural support services provided by the project in collaboration with the relevant District Departments of Agriculture and FAO's implementing partners (Farmer's Association, Farmer Field Schools, NGOs and Government's Provincial Agricultural Research Directorates and District Agricultural Extension Services).
2. Work towards developing public-private partnerships for the effective and sustainable delivery of agricultural support services through a farmer field school approach.
3. Develop work breakdown plan and procurement plan in pursuance of deliverables (software and hardware) required by the project, ensure project deliverables completed within time and in accordance with the specification standards and quantity requirements.
4. In consultation with the Provincial Agricultural Department, work out the approval and recommendation of agriculture support services (formulating specifications and quantities for seeds, packaging, fertilizers and tools).
5. Co-ordinate and supervise inputs for those project activities concerned with the distribution of agricultural inputs, and the capacity building of farmers groups.
6. Monitor the performance of FAO's implementing partners (Farmer's Associations, Farmer Field Schools, NGOs and Government's Provincial Agricultural Research Directorates and District Agricultural Extension Services) for the distribution of agricultural inputs and the capacity building of farmers groups to ensure that they adhere to the terms and conditions of LoAs and MoUs signed between the parties, and advise the Area Coordinators on measures for rectification of problems.
7. Ensure respective M&E systems well in place, assist M&E staff in preparation of data protocols, devise data validation and verification mechanisms at project level; facilitate any project initiative taken by the M&E department.
8. Facilitate logistic and procurement staff in delivering any project specific outputs instructed through Area Coordinators.
9. Design training programmes for farmers groups in improved crop production, processing, value addition, storage and marketing of maize, wheat, lentils,

- vegetables, quality seeds etc. Assist implementing partners, including short term consultants, in implementation of training programmes.
10. Developing of guidelines for the distribution of agricultural inputs and criteria for the selection of beneficiaries, also responsible for preparing and improving process related to guidelines, SOPs and checklists.
 11. Keeping close liaison with Farmer Field Schools and provide assistance in the preparation of curriculum and monitor the implementation of activities.
 12. Assist in the preparation of agricultural extension training materials for publication by FAO when required.
 13. Ensure representation in the internal and external audits and preparation of documentation according to the Internal Audit Unit requirements.
 14. Ensure the submission of weekly/monthly work plan, monthly, quarterly, annual and final progress reports.
 15. Perform other related duties as required.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.