

### **3. Training Specialist**

Under the direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, in close consultation with technical experts of the project and in coordination with the Government of Nepal's designated technical officer in the PMU as well as Training, Capacity Building and Knowledge Management units in the counterpart departments and NARC, the Training Specialist will have the overall responsibility of supporting and supervising the design, implementation and management of ToTs, FFSs and other capacity building trainings corresponding to the outputs of the relevant project components following gender sensitive and social inclusive approach.. He/she will supervise the activities of and provide guidance and support to the district-level officers and field teams in the need identification, planning, implementation, monitoring and reporting of field-level FFS trainings and follow up programs as well as other capacity building activities. He/she will undertake training needs assessment of the staff working at different levels, covering different disciplines related to the project and design training programs in line with the needs of District Agriculture Development Officers, District Livestock Development Support Officers, production groups, grain bank members, women's groups, other field teams and private entrepreneurs. He/she will also assist in identifying suitable institutions that offer training programs in line with the needs of the project and support in the organization of progress review meetings, workshops, seminars and issue-based working group meetings as necessary.

Specifically, his/her tasks will include the following:

- In line with the project components, prepare work plans and a plan of operation on different capacity-building training (ToT, refresher courses, FFS, other training and follow-up support programs) to be implemented at different layers of the project.
- Work closely with the technical staff of the project and assess their implementation capacity in view of their respective roles, in order to identify knowledge and skill gaps.
- Develop training needs assessment tools for training to be covered under project components and identify training needs at all levels of project operation for all stakeholders.
- In collaboration with project technical experts/consultants, develop curricula and lesson plans for ToT, refresher courses, FFS and other capacity-building trainings with reference to the training needs..
- Develop criteria and procedures for the selection of participants for trainings at different layers.
- Prepare programme implementation guidelines/procedures and resource requirements for each training (ToT, refresher courses, FFS and other training) in line with project components, ensure their inclusion in the annual plans of the respective DADO and DLSO and provide backstopping support for their timely and quality implementation.

- Assist in preparing and ensuring the quality of the training materials/guidelines/manuals and other reference documents to be developed for training facilitators and targeted beneficiaries including gender- and disadvantaged people-sensitive/friendly training materials.
- Facilitate participation of public and private-sector institutions, including NGOs, in developing and delivering training services.
- Facilitate in establishing an institutional network among the training institutions, offering courses related to the subject areas of the project and review methodologies being applied in the training programs and suggest improvements as necessary.
- In consultation with the Monitoring and Evaluation (M&E) Specialist, develop appropriate tools and reporting formats for the effective monitoring of different kinds of trainings (ToT, refresher courses, FFS and other training) and follow-up programs implemented by the project and collaborating partners.
- Monitor coverage and quality of the training programs and capacity building activities conducted by the project at different layers and provide feedback.
- Evaluate training proposals received from the implementing partners in cooperation with the Training and Extension Directorate and in consultation with projects' technical experts.
- Assess implementation competence of potential training institutions in the context of identifying appropriate organizations for the delivery of training programs required by the project.
- Advise effective ways for mainstreaming prioritized training activities at the central, regional, district and service centre levels.
- Develop participatory training needs assessment tools and design methodology to assist the Training Directorates for design and implementation of need based trainings and review the course structure and training methodology to incorporate gender- and disadvantaged people-sensitive cross-cutting issues as relevant.
- Assist in the preparation of training reports, cost analysis and inventory of training activities in the project area/districts.
- Assess emerging needs of the project during its implementation and design post-training follow-up mechanisms as well as suggest backstopping services to be provided by the project staff.
- Organize consultative meetings at the central, regional, district and service centre levels to discuss emerging issues and opportunities related to the project
- Submit a work plan and monthly progress report as per the format developed by the project.
- Undertake any other tasks as assigned by the Project Director and TA Team Leader.

In the course of undertaking the above-mentioned tasks, he/she will be accountable to the PMU and FAO.

**Qualification and Experience:**

Masters' degree in Agricultural Sciences or in any discipline of social or development studies with seven years of experience in the design of curriculum, training materials and the application of participatory methods of training with working experience in training management, sessions facilitation and institutional networking. Related training and experience in design and implementation of season long ToT, refresher courses to different target groups (farmers, entrepreneurs, field level technicians and technical officers) on agriculture and livestock development in agricultural project and proven experience in design, implementation and facilitation of Farmer Field School (FFS) is compulsory. He/she should have basic computer knowledge of MS word, MS excel and MS PowerPoint. The candidate should have adequate competence in communication, planning and reporting in English and Nepali languages. Experience with similar internationally funded development project will be an advantage