



STANDARD TEMPLATE

STANDARD FORM OF AGREEMENT for Use by World Bank Borrowers

Provision of Technical Assistance by FAO under Bank-Financed Projects



v.1
May, 2017



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Foreword

1. This Technical Assistance Standard Form of Agreement is the result of cooperation between the World Bank (“the Bank”)¹ and the Food and Agriculture Organization of the United Nations (“FAO”). It should be **used when FAO is engaged by the Government to provide advisory services or technical assistance services**. When FAO assistance involves implementation of “technical cooperation programmes or projects”, an Output-based Standard Form of Agreement shall be used.
2. In the case of FAO’s previous involvement in upstream activities, including project design and/or appraisal under the World Bank–FAO Cooperative Programme (1964), the Government contracting of FAO for downstream activities may create a conflict of interest situation. The Bank’s prior review is required, prior to proceeding with the use of this Agreement.
3. The approval of this standard template was done by respective signatures of the World Bank Vice President for Operations Policy and Country Services and FAO Deputy Director-General on May 10, 2017.
4. The provisions in the General Conditions section of this Agreement related to financial management, audit, and fraud and corruption prevention derive from the Financial Management Framework Agreement (FMFA) and the Fiduciary Principles Accord concluded between UN Agencies (including the FAO) and the World Bank.
5. The completion date of the Agreement cannot exceed the Project closing date.
6. The text shown in *italics* is “Notes to Users”, which provide guidance to the implementing entity of the Borrower and to the FAO task team in preparing a specific Agreement. These *italicized Notes* should be deleted from the final version prior to signing of the Agreement.
7. Those wishing to submit comments or questions on this document, or obtain guidance on the use of this template, shall contact: unagencies@worldbank.org.
8. For questions or guidance concerning FAO, please contact:

Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy
e-mail: TCS-Director@fao.org

¹ References in this Agreement to the “World Bank” or “Bank” include both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA).



The Agreement form for use by Borrowers starts from the next page



**AGREEMENT
FOR PROVISION OF TECHNICAL ASSISTANCE**

**Project Name² FOOD AND NUTRITION SECURITY ENHANCEMENT
PROJECT (FANSEP)**

Loan/Credit/Grant No. TF0A8013

Reference No. [NP-MOAD-67656-CS-UN]

FAO Reference No.³ UTF/NEP/077/NEP

FAO NTE Date⁴ 30 June, 2023

Project Closing Date 30 September, 2023

Financing Agreement⁵ Closing Date: 31 December, 2023

between

THE GOVERNMENT OF NEPAL

and the

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
(FAO)**



² [Note to Users: "Project Name" refers to the project title as stated in the legal agreement (Financing Agreement) between the World Bank and the Government. It should not be confused with the name of the UN Agency's project or programme financed from other sources.]

³ For FAO, it refers to Unilateral Trust Fund ("UTF")

⁴ For FAO, it refers "Not To Exceed Date" (NTE Date)

⁵ [Note to Users: "Financing Agreement" is a legal agreement between the World Bank and the Government.]



FORM OF AGREEMENT

THIS AGREEMENT (together with all Annexes hereto, this "Agreement") is entered into between THE GOVERNMENT OF NEPAL by and through its Ministry of Agriculture and Livestock Development having its address at Singh Durbar, Kathmandu, Nepal (the "Government"), and the FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS, a specialized agency of the United Nations, having its headquarters at Viale delle Terme di Caracalla, 00153 Rome, Italy ("FAO", together with the Government, the "Parties" and each a "Party").

WHEREAS

- A. FAO, as is a specialized agency of the United Nations system established in 1945 to raise levels of nutrition and standards of living for all people in FAO member countries; to secure improvements in the efficiency of production and distribution of food and agricultural products; and to contribute towards expanding world economy and ensure humanity's freedom from hunger. FAO and the Government have agreed to cooperate respect of the formulation, adoption and implementation of the Government's agricultural, nutritional and food security policies of Nepal.
- B. The Government, working with its development partners, including FAO and the World Bank⁶ (the "Bank"), is implementing *Food and Nutrition Security Enhancement Project* (the "Project"). The Government has received funds from the Bank (the "Financing") towards the cost of the Project pursuant to a legal agreement for the Project (Grant no. TF0A8013).
- C. As part of Project implementation, the Government has asked FAO, and FAO has agreed, to provide the Technical Assistance, as set forth in Annex I to this Agreement ("Technical Assistance").

NOW, THEREFORE, the Parties agree as follows:

1. The Government intends to apply a portion of the proceeds of the Financing in the amount of United States Dollars [Four Million six hundred thousand only] [USD 4 600,000] (the "Total Funding Ceiling"), to eligible payments under this Agreement. The Total Funding Ceiling is the Parties' best estimate (as of the date of the signing of this Agreement) calculated in Annex II on the basis of deliverables and the timeline agreed by the Parties in Annex I.
2. This Agreement is signed and executed in English, and all communications, notices, modifications and amendments related to this Agreement shall be made in writing and in the same language.

⁶ References in this Agreement to the "World Bank" or "Bank" include both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA).



3. This Agreement becomes effective on the date of its last signature (the "Effective Date"), and will remain effective until **June 30, 2023** (the "Completion Date")⁷, unless otherwise agreed by the Parties in writing. Technical Assistance shall be operationally completed by the Completion Date and the financial closure completed not later than six (6) months thereafter.
4. The Government designates The Project Director, Project Management Unit, Food and Nutrition Security Enhancement Project (FANSEP), Ministry of Agriculture and Livestock Development and FAO designates FAO Representative in Nepal as their respective authorized representatives for the purpose of coordination of activities under this Agreement. The contact information for the authorized representatives is as following:
 - Achyut Prasad Dhakal, Project Director, Government representative:
Telephone: 977-1-5010108

Email Address: achyutprddhakal@yahoo.com
 - Somsak Pipoppinyo, FAO representative: Telephone: 977-1-5523990, Fax-977-1-5526358 Email Address: somsak.pipoppinyo@fao.org
5. For Project's coordination purposes, the Bank's staff contact information are as follows:
 - Bank Task Team Leader: Karishma Wasti, Telephone: 977-1-4236000, Fax: 977-1-4236000 Email address: kwasti1@worldbank.org
6. This Agreement shall be interpreted in a manner that ensures it is consistent with the provisions of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies (the "Convention"), provided, however, that if Nepal has not acceded to the Convention in respect of FAO, the Government agrees to apply to FAO, its Staff and assets, the provisions of said Convention. The Government shall grant the same privileges and immunities contained in the Convention to, Consultants and Contractors performing services for FAO in connection with the execution of the Agreement.
7. Nothing contained in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of FAO, including under the Convention or otherwise.
8. The Government confirms that no official of FAO has received or will be offered by the Government any benefit arising from this Agreement. FAO confirms the same to the Government. The Parties agree that any breach of this provision is a breach of an essential term of this Agreement.

⁷ The Completion Date is the date of operational completion, including the last deliverable (i.e. FAO Not To Exceed [NTE]), and it must be at least three months prior to the Bank Project's closing date in order to ensure that FAO has sufficient time for the financial closure and issuance of the Final Certified Statement prior to the Financing Agreement's closing date.







9. The following documents form an integral part of this Agreement:

- (a) General Conditions of Agreement
- (b) Annexes:
 - Annex I: Description of Technical Assistance and Work Plan
 - Annex II: Total Funding Ceiling and Payment Schedule
 - Annex III: Reporting Requirements
 - Annex IV: Counterpart Staff, Services, Facilities and Property to Be Provided by the Government
 - Annex V: Cost of FAO Services

10. FAO payment details are as follows:

By bank wire transfer: FAO Reference: [Nepal]-TA Agreement [NP-MOAD-67656-CS-UN]	
ACCOUNT NAME:	Food Agr Org – TF USD
CURRENCY	USD
BANK NAME	Citibank
BANK ADDRESS	399 Park Avenue New York, NY, USA, 10022
ACCOUNT NUMBER	36352577
SWIFT/BIC	CITIUS 33
ABA/BANK CODE	021000089

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

<p>The Government of Nepal</p> <p>By: </p> <p></p> <p>Name: Tej Bahadur Subedi</p> <p>Title: Joint Secretary</p> <p>Date: July 18, 2019</p>	<p>FAO</p> <p>By: </p> <p></p> <p>Name: Ayshanie Labé</p> <p>Title: Resident Representative (UNDP) for FAO RR a.i.</p> <p>Date: 18/07/2019</p>
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The text of the clauses in these General Conditions of Agreement shall not be modified

GENERAL CONDITIONS OF AGREEMENT

DEFINITIONS

1. Unless expressly indicated otherwise, the following terms whenever used in this Agreement have the following meanings:
 - (a) “Staff” means an individual who holds a letter of appointment with the FAO or is on loan to the FAO by another UN organization or specialized agency under the terms of the *Inter-organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations* applying the UN Common System of Salaries and Allowances;
 - (b) “Consultant” means an individual who has signed an individual service agreement with the FAO;
 - (c) “Contractor” means a legal entity supplying goods or services to the FAO under a contract concluded according to the FAO’s regulations, rules, policies and procedures. When applicable, the term includes “implementing partners” or “partner organizations” as defined and/or used in the FAO’s regulations, rules, policies and procedures;
 - (d) “Day” means business day, unless otherwise stated;
 - (e) “Direct Cost” means the actual cost of the FAO that can be directly traced to the deliverables set forth in **Annex I**;
 - (f) “Indirect Cost” means the costs incurred by the FAO as a function of and in support of the Technical Assistance, which cannot be traced unequivocally to the Technical Assistance. The rate applicable to this Agreement is stated in **Annex V**; and
 - (g) “Technical Assistance” means the advisory services and related activities, including training, to be carried out by the FAO pursuant to this Agreement and as described in **Annex I**.



SCOPE AND GENERAL OBLIGATIONS OF THE PARTIES

2. The FAO agrees to:
 - (a) provide the Technical Assistance within the scope and in accordance with the timetable and such level of input as detailed in Annex I (the "Work Plan"); and
 - (b) keep the Government informed on the progress towards achieving the required deliverables by timely submission of the reports, in accordance with this Agreement (the "Progress Reports").
3. The Government agrees to:
 - (a) make timely and complete payment to the FAO of all amounts (either directly or by authorizing the Bank to pay on the Government's behalf) due under this Agreement and within the Total Funding Ceiling and in accordance with the payment schedule set out in Annex II (the "Payment Schedule");
 - (b) provide all required support to the FAO for the purpose of implementing the activities under this Agreement, including the granting, obtaining or assisting with obtaining all permits, licenses, import approvals, and other official approvals related to any supplies; furnishing powers of attorney or authorizations to the FAO and cooperating with the FAO in a timely and expeditious manner; and
 - (c) deal with any claim arising from the execution of this Agreement, which may be brought by third parties against the FAO or its Staff, Consultants, and Contractors, and shall hold them harmless in respect of any such claim or liability, unless the Government and the FAO should agree that the claim or liability arises from gross negligence or willful misconduct on the part of said Staff, Consultants or Contractors.
4. The Parties acknowledge the Government's commitment to the successful implementation of this Agreement and to that end the Government will provide qualified staff and other required inputs as agreed by the Parties in Annex IV.
5. The Parties acknowledge that the Technical Assistance and/or the Work Plan may need to be adjusted, with the agreement of both Parties, during the course of the implementation of this Agreement.

TOTAL FUNDING CEILING AND PAYMENTS

6. Calculations of the Total Funding Ceiling are provided in Annex II. The Total Funding Ceiling includes Direct Costs and Indirect Costs of the FAO, explained in Annex V.
7. Cumulative payments under this Agreement shall not exceed the Total Funding Ceiling unless it is revised through a written amendment approved by the Bank in response to



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the Government's request. The FAO takes note that the Government's disbursements under this Agreement are subject, in all respect, to the terms and conditions of the Financing Agreement and no party other than the Government shall derive any rights from the Financing Agreement or have any claim to the Financing proceeds.

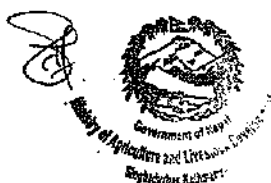
8. The payments under this Agreement shall be made in accordance with the Payment Schedule.
9. The Government will make payments (either directly or by authorizing the Bank to pay on the Government's behalf) to the FAO account, by wire transfer, within ten (10) days of receiving the payment request from the FAO. All payments will be made in United States dollars.
10. The FAO will administer the funds received under this Agreement in accordance with the FAO's financial regulations, rules, policies and procedures. Any interest derived by the FAO from the funds received under this Agreement will be dealt with in accordance with the FAO's regulations, rules, policies and procedures.
11. The FAO will maintain a separate identifiable fund code (ledger account or "Account") to which all FAO receipts and disbursements for the purposes of this Agreement will be recorded. The ledger account shall be subject exclusively to the FAO's internal and external audit in accordance with the FAO's financial regulations and rules. The Parties acknowledge that the FAO's financial books and records are routinely audited in accordance with the internal and external auditing procedures laid down in the FAO's financial regulations and rules, and that the External Auditors of the FAO are appointed by and report to the FAO's policy-making organ, of which the Government is member. Throughout the term of this Agreement, the FAO will ensure that its audited accounts and the External Auditors' Report are posted on its website within ten (10) days of their becoming public documents by reason of being presented to the FAO's policy-making organ.
12. In the event that the final certified financial statement to be provided under **Annex III** (the "Final Certified Financial Statement") indicates a balance of funds in favor of the Government, the Government will consult with the Bank and provide relevant payment instructions to the FAO to process the refund. The FAO shall transfer the refund within thirty (30) calendar days of its receipt of the payment instructions.
13. The FAO shall not be required to commence or continue the provision of the Technical Assistance until the FAO has received the payments due in accordance with the payment schedule and it shall not be required to assume any liability in excess of such payments.

STAFF, CONSULTANTS AND CONTRACTORS

14. The FAO will put together a team of qualified Staff, Consultants and Contractors as, in the FAO's judgment, are required to carry out the Technical Assistance.



15. The Parties acknowledge that at the time of the signing of this Agreement, the FAO may not have been able to identify and/or contract Consultants and Contractors. In such case, the FAO will promptly provide names of the key Contractors and summary Curriculum Vitae (CVs) of the key Consultants to the Government once they are contracted by the FAO.
16. The FAO shall remain fully responsible for the performance of the Technical Assistance by its assigned team in accordance with this Agreement. The hiring and contracting of any Staff, Consultant or Contractor by the FAO in connection with this Agreement will be done according to the FAO's regulations, rules, policies and procedures, and bearing in mind the considerations and requirements of the Bank that are listed below:
- (a) Prohibition of Conflicting Activities. The Staff, Consultant or Contractor shall not engage, either directly or indirectly, in any business or professional activities which could conflict with the activities performed under their respective contract with the FAO.
 - (b) Disqualification from Related Contracts. During the term of this Agreement and after its Early Termination or Completion, the Government will disqualify the former Staff, Consultants and Contractors and any party affiliated with any of them from providing goods, works, or services (other than consulting services to be provided by former Staff or Consultants) resulting from, or directly related to, the activities under this Agreement, and shall not hire them for any assignment that, by its nature, may be in conflict with this Agreement.
 - (c) Hiring Government Institutions or Government Officials. The FAO shall not hire any official or civil servant of the Government's country as a Consultant or a Government institution or any Government-owned enterprise as a Contractor under this Agreement, unless it has been established by the Government to the Bank's satisfaction that such hiring or contracting meets the Bank's eligibility requirements under applicable procurement rules.
17. **Standard of performance.** The FAO will carry out its obligations under this Agreement with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices.
18. **Removal and/or replacement of Staff, Consultants, Contractors.** If, for any reason beyond the reasonable control of the FAO, it becomes necessary to substitute any member of the team as included in Annex I, the FAO shall promptly replace such member with another having the required or better qualifications. For substitution of Consultants or Contractors' personnel, where relevant, the FAO will submit to the Government a copy of the replacement's summary CV for information.
19. If the Government reasonably concludes that: (i) any member of the FAO's team as included in Annex I has engaged in serious misconduct; or (ii) the performance of any



of the team members is unsatisfactory, then the Government shall promptly share the sufficiently detailed information with the FAO specifying the grounds therefore. If, after receiving the Government's written request, the FAO investigates the alleged misconduct or reviews the alleged unsatisfactory performance and concludes that the misconduct and/or the dissatisfaction with the performance of the team member justifies his/her replacement, the FAO will proceed with a replacement within the timeframe that is in line with the implementation schedule of this Agreement, subject to the FAO's regulations, rules, policies and procedures.

INTELLECTUAL PROPERTY AND PROPRIETARY RIGHTS

20. Each Party shall retain full and sole ownership of its preexisting copyright, patent rights and other proprietary rights. All copyright, patent rights and other proprietary rights in plans, drawings, specifications, designs, reports, other documents and discoveries developed or prepared by the FAO under this Agreement shall belong to the FAO. The FAO herewith grants to the Government a perpetual, non-revocable, royalty-free, transferable (including the right to sublicense), fully paid-up, non-exclusive license to copy, distribute and use any such copyright, patent rights and other proprietary rights

MATERIALS AND EQUIPMENT

21. The purchase by the FAO of any supplies and equipment that are necessary for the FAO's team to provide the Technical Assistance and using the funds provided by the Government under this Agreement will be done according to the FAO's established regulations, rules, policies and procedures. The cost of such supplies and equipment shall not exceed twenty-five (25) percent of the Total Funding Ceiling. Any increase above twenty-five (25) percent shall be subject to prior approval of the Bank, to be obtained by the Government.
22. When relevant, the Parties shall agree on the timing and modality of the ownership and warranties transfer of any equipment, including vehicles, at the completion of this Agreement. Any equipment made available to the FAO by the Government during this Agreement shall remain the property of the Government.

INSURANCE

23. The Parties note that the FAO is self-insured. Without prejudice to the foregoing, throughout the execution of this Agreement the FAO shall:
- (a) maintain appropriate insurance coverage with respect to third-party motor vehicle liability insurance;
 - (b) maintain appropriate cargo insurance against loss of or damage to supplies and equipment, if any, purchased in whole or in part with funds provided under this Agreement until transferred to the Government;



- (c) with regard to Staff and Consultants, maintain appropriate health insurance; provide for compensation in respect of injury, sickness or death while performing official duties of the FAO; and maintain malicious acts insurance.

24. The cost of insurance is deemed included in the Total Funding Ceiling.

REPORTING

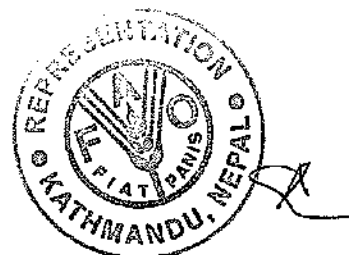
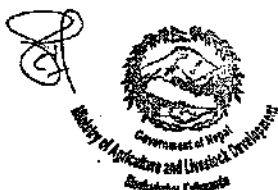
25. The FAO will keep accurate accounts and records in respect of the funds made available under this Agreement, in accordance with the FAO's financial regulations and rules and in such form and detail as will clearly identify all relevant charges and costs for corresponding deliverables.
26. The FAO will provide written Progress and Financial Reports to assist the Government in monitoring implementation progress towards provision of the Technical Assistance, and the remaining balance under the Total Funding Ceiling. The frequency of the reporting and the reporting template is set out in **Annex III**.
27. Upon request from the Government and following consultations between the FAO and the Government, the FAO may, subject to the UN single audit principle, furnish supplemental information or documentation to provide additional details.

FORCE MAJEURE

28. Either Party prevented by force majeure from fulfilling its obligations shall not be deemed in breach of such obligations. The said Party shall use all reasonable efforts to mitigate the consequences of force majeure. At the same time, the Parties shall consult with each other on modalities of further execution of the Agreement. Force majeure as used in this Agreement is defined as natural catastrophes such as but not limited to earthquakes, floods, cyclonic or volcanic activity; war (whether declared or not), invasion, act of foreign enemies, rebellion, terrorism, revolution, insurrection, military or usurped power, civil war, riot, commotion, disorder; ionizing radiation or contaminations by radio-activity; and other acts of a similar nature or force.

FRAUD AND CORRUPTION PREVENTION

29. In the event that the Government, the FAO, or the Bank becomes aware of information that indicates the need for further scrutiny of the implementation of the Technical Assistance or use of the funds provided by the Government pursuant to this Agreement (including non-frivolous allegations that indicate the possibility that corrupt, fraudulent, coercive or collusive practices may have occurred), the entity that has become aware of such information will promptly notify the other two.
30. In such case, this information will be brought promptly to the attention of the appropriate official or officials at the Government, the FAO, and the Bank.



31. After consultation with the Government and the Bank, the FAO will, to the extent the information relates to actions within the authority or accountability of the FAO, take timely and appropriate action in accordance with its regulations, rules, policies and procedures to investigate this information. The Parties agree and acknowledge that the FAO shall have no authority to investigate information relating to possible corrupt, fraudulent, coercive or collusive practices by Government officials or by officials or consultants of the Bank.
32. To the extent that such an investigation confirms corrupt, fraudulent, collusive or coercive practices have occurred and to the extent that remedial action is within the authority of the FAO, the FAO will take timely and appropriate action in response to the findings of such an investigation, in accordance with its accountability and oversight framework, including its regulations, rules, policies and procedures.
33. To the extent consistent with the FAO's accountability and oversight framework and including its regulations, rules, policies and procedures, the FAO will keep the Government and the Bank regularly informed by agreed means of actions taken, and the results of the implementation of such actions, including where relevant, details of any recovered amounts. Such recovered amounts, if any, shall be applied in the calculation of the final balances in the budget code (Account), or if such amounts are recovered after the date of the calculation and transfer of such final balances, the Government will consult with the Bank and provide payment instructions to the FAO with respect to such amounts.
34. For the purposes of this Agreement, the following definitions shall apply:
- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
35. In the event that the Government or the Bank reasonably believes that the FAO has not complied with the requirements of this section, the Government or the Bank may request direct consultations at a senior level between the Bank, the Government and the FAO in order to obtain assurances, in a manner consistent with the FAO's oversight



and accountability framework and respecting appropriate confidentiality, that the FAO's oversight and accountability mechanisms have been or will be fully applied. Such direct consultations may result in an understanding between the Government, the Bank, and the FAO, on any further actions to be taken and the timeframe for such actions. The Parties take note of the relevant provisions in the financial regulations and rules of the FAO.

36. The Parties agree and acknowledge that nothing in this section shall be deemed to waive or otherwise limit any right or authority of the Bank or any other entity of the World Bank Group under the Financing Agreement or otherwise, to investigate allegations or other information relating to possible corrupt, fraudulent, coercive, collusive or obstructive practices by any third party, or to sanction or take remedial action against any such party which the World Bank Group has determined to have engaged in such practices; provided however that in this section "Fraud and Corruption Prevention", "third party" does not include the FAO. To the extent consistent with the FAO's oversight framework, including regulations, rules, policies and procedures, and if requested by the Bank, the FAO shall cooperate with the Bank or such other entity in the conduct of such investigations.

37. (a) The FAO requires any party with which it has a long-term arrangement or to which it intends to issue a purchase order or a contract in connection with this Agreement to disclose to the FAO whether it is subject to any sanction or temporary suspension imposed by any organization within the World Bank Group⁸. The FAO will give due regard to such sanctions and temporary suspensions, as disclosed to it when issuing contracts in connection with the provision of the Technical Assistance under this Agreement.

(b) If the FAO intends to issue a contract in connection with the provision of any of the Technical Assistance activities under this Agreement with a party which has disclosed to the FAO that it is under sanction or temporary suspension by the World Bank Group, the following procedure will apply: (i) the FAO will so inform the Government, with a copy to the Bank, before signing such contract; (ii) the Government and the Bank then may request direct consultations at a senior level, if required, between the Bank, the Government and the FAO to discuss the FAO's decision; and (iii) if after such consultation, the FAO elects to proceed with the issuance of the contract, the Bank may inform the FAO by notice, with a copy to the Government, that the proceeds of the Financing may not be used to fund such contract.

(c) Any funds received by the FAO under this Agreement that were to be used to fund a contract in respect of which the Bank has exercised its rights under Paragraph 37 (b) (iii), shall be used to defray the amounts requested by the FAO in any subsequent Payment Request, if any, or will be treated as a balance in favor of the Government in the calculation of the final balances upon Completion or Early Termination of this Agreement.

⁸ www.worldbank.org/debar.



SETTLEMENT OF DISPUTES BETWEEN THE PARTIES

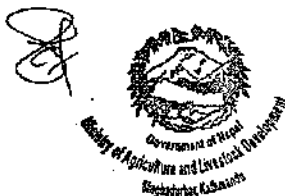
38. This Agreement shall be governed by general principles of international law, which shall be deemed to include the International Institute for the Unification of Private Law (UNIDROIT) Principles of International Commercial Contracts (2010). Any dispute, controversy or claim arising out of or relating to this Agreement, if not settled by negotiation or other agreed mode of settlement, shall be subject, at the request of either Party, to arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules as presently in force. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the Parties as the final adjudication of the dispute. The arbitration panel shall have no authority to award punitive damages. The Parties may request arbitration during the execution of the Agreement and anyway not later than twelve (12) months after the Completion date or the Termination of the Agreement.

EARLY TERMINATION

39. This Agreement may be terminated prior to the Completion Date ("Early Termination") by either Party upon thirty (30) calendar days' written notice to the other in the following circumstances:

- (a) The FAO is unable to perform a material portion of the Agreement for a period of sixty (60) calendar days as the result of force majeure; or if the FAO determines that under the prevailing circumstances related to the worsened security situation in the country it can no longer implement the activities under the Agreement;
- (b) The FAO does not receive payment of the full amount set forth in the invoice submitted in accordance with **Annex II** and that is not disputed by the Government, within thirty (30) calendar days of the date of such invoice;
- (c) Either Party is in breach of any of its material obligations under this Agreement and has not remedied the same within sixty (60) calendar days (or such longer period as the other Party may have subsequently agreed to in writing) following the receipt of the notice specifying such breach.

40. The obligations assumed by the Parties under this Agreement will survive Early Termination to the extent necessary to permit an orderly conclusion of all activities and settlement of accounts between the Parties. Upon receipt by one Party of the other Party's written notice of Early Termination of this Agreement, the Parties shall agree on the exit strategy to minimize any negative impact that can arise from an Early Termination of this Agreement and take all reasonable and necessary measures to complete as much of the activities as possible. In the case of Early Termination, the Parties shall agree on the deadline for the FAO to submit the final Progress Report and the Final Certified Financial Statement, and settle any outstanding payments by not later than the Financing Agreement Closing Date.

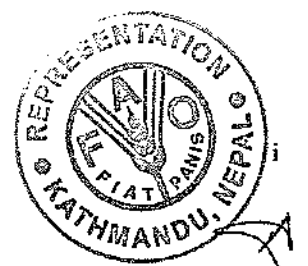


MISCELLANEOUS

41. **Records keeping.** The FAO shall retain all records (contracts, reports, invoices, bills, receipts and other documentation) relating to this Agreement in accordance with the FAO's documents retention policy.
42. **Relationship between the Parties.** Nothing contained in this Agreement will be construed as establishing a relation of principal and agent between the Government and the FAO. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
43. **Headings.** The headings contained in this Agreement are for reference purposes only, and will not limit, alter or affect the meaning or interpretation of this Agreement.
44. **Notices.** Notices will be deemed "received" as follows:
- (a) in the case of personal delivery, on delivery as per date of the written acknowledgement;
 - (b) in the case of registered mail, fourteen (14) days after being sent; and
 - (c) in the case of facsimiles or other electronic communications, forty-eight (48) hours following confirmed transmission.
45. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the Form of Agreement.
46. **Modifications.** Modifications to this Agreement may be done for immaterial revisions or clarifications through a written exchange of correspondence between the Parties.
47. **Amendments.** Substantial revisions regarding: (a) the key deliverables (outputs) as set forth in **Annex I**; or (b) extension of the Completion Date or Early Termination, or (c) the Total Funding Ceiling, may be done only by a signed written amendment by the Parties. Such amendment becomes effective only upon notification by the Government to the FAO that the Bank, as the case may be, has approved the amendment.



Project Title:	Technical Assistance to Food and Nutrition Security Enhancement Project [FAO TA TO FANSEP]
Project symbol:	UTF/NEP/077/NEP
Recipient Country(ies):	Federal Democratic Republic of Nepal
Government(s)/other counterpart(s):	<ul style="list-style-type: none"> • Ministry of Agriculture and Livestock Development • Ministry of Health and Population
Expected EOD (Starting Date):	1 June, 2019
Expected NTE (End Date):	30 June, 2023
Contribution to FAO's Strategic Framework: (Indicate as appropriate)	<p>Strategic Program/Organizational Outcome:</p> <ul style="list-style-type: none"> - SPI (Contribute to the eradication of hunger, food insecurity and malnutrition) - SP3 (Reduce rural poverty) <ul style="list-style-type: none"> • Country Outcome(s): • UNDAF Outcome(s): • Country Programming Framework(s) Output(s): <p>CPF Priority Area 1: Food and Nutrition Security</p> <p>Outcome 1.1: Crop, Livestock and Fishery Production and productivity increased through strengthened capacity of the delivery institutions and producers</p> <p>Outcome 1.2: Strengthened institutional and governance capacity that ensures inclusive access to nutritious and safe food of vulnerable communities</p> <ul style="list-style-type: none"> • Regional Initiative/Priority Area: N/A
Environmental and Social Risk Classification	low risk <input checked="" type="checkbox"/> moderate risk <input type="checkbox"/> high risk <input type="checkbox"/>
Gender Marker	G0 <input type="checkbox"/> G1 <input type="checkbox"/> G2a <input checked="" type="checkbox"/> G2b <input type="checkbox"/>
Total Budget:	USD 4,600,000



Executive Summary

The Government of Nepal has identified FAO as the main provider of Technical Assistance to the Food and Nutrition Security Enhancement Project (FANSEP) financed by the Global Agriculture and Food Security Programme (GAFSP), building on the successful collaboration under the Agriculture and Food Security Project (AFSP).

The FANSEP is proposed to be implemented for a duration of five-year having funding of 22.7 million USD as grant from GAFSP and USD 6.0 million as co-financing from the Government of Nepal. The project development objective is to enhance climate resilience, improve agricultural productivity and nutrition practices of targeted smallholder farming communities in selected areas of Nepal. There are four interrelated components: (a) Climate and Nutrition Smart Technology Adaptation and Dissemination, (b) Income Generation and Diversification; (c) Improving Nutrition Security; and (d) Project Management, Communication, and M&E. These components will enhance the role of the agriculture sector in contributing to socioeconomic development, including sustained improvement in the key dimensions of food and nutrition security (that is, availability and stability of food supply), accessibility, and food safety. Gender equity, social inclusion and citizen engagement, and building resilience to climate and other risks will be crosscutting themes across all components.

The project will focus on eight vulnerable rural municipality clusters (corresponding to the old 'districts') of Nepal, in the (mid-) hills and terai. The project will target four districts in the (mid-) hills - Dhading, Gorkha, Dolakha, and Sindhupalchok and four in terai - Saptari, Siraha, Mahottari, and Dhanusha. The project will primarily target vulnerable (earthquake affected, acute food insecure, disadvantaged, marginalized, and women headed) households and aims to reach approximately 65,000 direct beneficiaries. Smallholder and marginal farmers who constitute the majority of the vulnerable poor will be prime beneficiaries. The nutrition interventions will mainly target households with young children, adolescent girls, and pregnant and lactating women. At least 65 percent of the direct beneficiaries are expected to be female.

This Unilateral Trust Fund (UTF) project entitled "Technical Assistance to Food and Nutrition Security Enhancement Project" to be undertaken by FAO is geared toward improving project performance, incorporating best practices and lessons learned from the past AFSP. Four specific areas have been identified for the FAO TA based on its comparative advantage. Technical expertise and experiences: (a) support for the further development of the extension services and dissemination of improved technology packages through Farmer's Field School; (b) development of market linkages for the targeted smallholder farmers; (c) support for the rollout of Nutrition Field Schools; and (d) quality assurance in the project interventions. The TA activities are designed to strengthen the capacities of the public service providers and targeted beneficiaries of the project and to enhance the effectiveness of the project interventions.

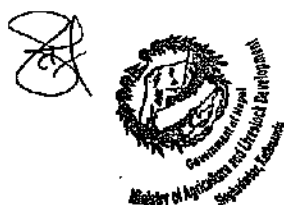


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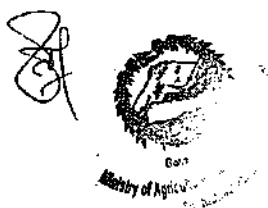
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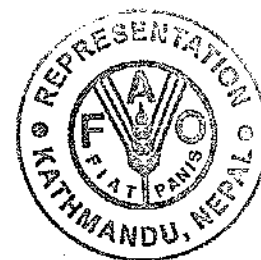
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ANNEX V: COST OF FAO's SERVICES 62



Abbreviations

ADS	Agriculture Development Strategy
BCC	Behaviour Change Communication
CPF	Country Programming Framework
DFTQC	Department of Food Technology and Quality Control
DoHS	Department of Health Services
DP	Development Partner
EVI	Economic Vulnerability Index
FANSEP	Food and Nutrition Security Enhancement Project
FAO	Food and Agriculture Organization of the United Nations
FAO TA	FAO Technical Assistance
FBS	Farm Business School
FFS	Farmer Field School
FPPP	Food Processing, Preservation and Preparation
GAFSP	Global Agriculture and Food Security Program
GDP	Gross Domestic Product
GoN	Government of Nepal
HDI	Human Development Index
HH	Household
ICT	Information Communication Technology
IEC	Information Education Communication
LDC	Least Developed Country
LTU	Lead Technical Unit
MCPSUs	Municipality Cluster Project Support Unit
MIS	Management Information System
MIYCN	Maternal, Infant and Young Child Nutrition
MoALD	Ministry of Agriculture and Livestock Development
MSNP	Multi-Sector Nutrition Plan
NAPA	National Adaptation Programmes of Action
NARC	Nepal Agricultural Research Council
NDC	Nationally Determined Contribution
NFS	Nutrition Field School
NPC	National Planning Commission
NSA	Non-State Actor
PAD	Project Appraisal Document
PCN	Project Concept Note
PDO	Project Development Objective
PG	Producer Group
PIP	Project Implementation Plan
PMIS	Project Management Information System
PMU	Project Management Unit
PSC	Project Steering Committee
RAP	Regional Office for Asia Pacific
SDG	Sustainable Development Goal
SLCC	State Level Coordination Committee
TCC	Technical Coordination Committee
TCP	Technical Cooperation Programme
TL	Team Leader
ToT	Training of Trainers
UN	United Nations
UNDAF	United Nations Development Assistance Framework
UNFCCC	United Nations Framework Convention for Climate Change
USD	United States Dollar
UTF	Unilateral Trust Fund



ANNEX I: DESCRIPTION OF THE TECHNICAL ASSISTANCE AND WORK PLAN

1. Background

1.1 General Context

Nepal is among the least developed countries in the world with about 21.6% of its population living below the poverty line on less than USD 0.50 per day. With per capita income of USD 1004 in 2017/18, Nepal ranks 197th in terms of Gross Domestic Product (GDP) per capita and 149th out of 189 countries in terms of Human Development Index (HDI) despite the increase of HDI value from 0.446 in year 2000 to 0.574 in 2018⁹.

Geographically, Nepal is a country blessed with diverse agricultural development potential in its varied ecological belts represented by Mountains, Hills and lowland (Terai region). As a predominantly agrarian country, 80 percent of the population live in rural areas and 66 percent of them are engaged in agriculture. Agriculture is the mainstay of Nepal's economy and the dominant source of employment. During the last two-decade, agricultural growth has been instrumental for reducing poverty providing a livelihood for almost two-thirds of the population. However, it only accounts for 27.6 percentage of the GDP in 2017/18, and agriculture sector alone is also insufficient to ameliorate people's nutritional status in Nepal. Approximately 5 million people are undernourished in Nepal, 41 percent of children under five are stunted and 29 percent are underweight. Nepal's vulnerability to high food prices, especially in remote mountain areas where average food prices are over 100 percent higher than in other location, drives hunger.

Poverty is overwhelmingly rural phenomenon and most of the country's poor are small-scale farmers with low nutritional status. Around 21.6 percent people in Nepal live below the poverty line. It is the highest proportion among the South-Asian countries. Country's poor belong to the category of smallholder farmers, agricultural labours, ethnic minorities, women, persons with impaired abilities and dwellers of the remote areas. The country's Economic Vulnerability Index (EVI) reveals a score of 26.8. A recent government report shows that 28.6 percent of population is multi-dimensionally poor contributed mostly by under nutrition and insufficient primary schooling¹⁰. In view of these, reducing exposure to multi-dimensional extremes of food insecurity and hunger in a sustainable manner has become a priority for improved livelihood the poor and vulnerable households.

Despite some increase in GDP over the years, Nepal is the slowest growing economy in South Asia. Since the devastating earthquake of 2015, the economic development was even set back from damaged or destroyed infrastructure and complete disruption of external trade. As a result, the country registered a budget deficit of -2.5 percent of the GDP and current growth levels are heavily dependent on remittances. Remittances have become one of the foremost sources of income in Nepal amounting to as much as 30 percent of the GDP in 2016.

In April 2015, Nepal faced devastating earthquake, and this was followed by massive landslides and floods in August 2017. These events created significant setback in the country's development momentum adding more challenges. The problem is compounding further with the increase of adverse effects of climate change and disasters. The slowdown of the economy due to the earthquake also revealed Nepal's vulnerability to climate change. It has threatened the food and nutrition security situation of the vulnerable households furthermore.

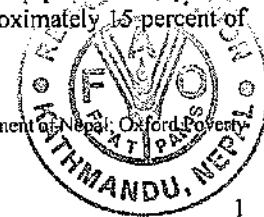
The national, provincial and local elections in 2017 marked a successful shift to new federal administrative structure. It is expected that state restructuring will result in improved governance, effective service delivery and inclusive growth. The Government of Nepal has targeted a 7.2 percent annual economic growth during current 14th Development Plan.

1.2 Sectoral Context

The agriculture sector provides employment for more than two-third of the population but contributes to only one-third of the GDP. The economy has historically been agrarian in nature but its share in GDP has continuously been reduced since the 1980s. Nepal's agriculture is typically characterized by small holder, traditional and subsistence farming. Majority of farmers are smallholders with average farm size of 0.68 hectares. Traditional methods lead to limited use of improved livestock breeds, crops varieties and management practices with an excessive dependence on weather outcomes. Crop dominates the production where rice, maize, wheat, and potatoes are the major products. Due to youth migration from the rural areas, women contribute 60 percent of the labor force in crop production, and the proportion is much higher in livestock and poultry production with around 70 percent. Approximately 15 percent of

⁹ Human Development Report, UNDP, 2018

¹⁰ Nepal's Multidimensional Poverty Index: Analysis Towards Action 2018. National Planning Commission, Government of Nepal; Oxford Poverty and Human Development Initiative, University of Oxford



the population still suffers from inadequacy of food in Nepal where subsistence farmers and female headed households are the most food insecure¹¹. In the livestock sector, the productivity is too low to meet the ever-increasing demand for livestock and its products, and this is leading to rely on imports. In addition, the inadequate institutional capacity with poor extension services for the crop and livestock practices affects adversely for the effective service delivery at the field level.

The devastating earthquake of April 2015 had a significant damage to the agriculture sector with approximately 1 million small and vulnerable households were affected in 24 districts. Small and female-headed households with average landholding of less than 0.7 hectares suffered the most. Cattle and poultry suffered losses and damages with high cases of abortion, stress syndromes and less milk production due to death and injury, risk of zoonotic diseases, insufficient feeds, fodders. Damage to poultry farms affected supply of chicken to local markets. Damage to district and outreach service centres affected access to crop and livestock services. The natural disaster was not limited to earthquake, a prolonged drought followed by severe flooding in Terai did substantial damage to the crop and livestock sector with an estimation of USD 69.5 million for crop and USD 102.7 million¹² for livestock.

A global index of country's vulnerability to climate change and its readiness to improve resilience has ranked Nepal as 46th most vulnerable country and 58th least developed country with great need for investment and innovations to improve readiness. More strikingly, the index has put Nepal's food system as highly vulnerable in terms of its agriculture capacity¹³. Nepal's agriculture sector is highly vulnerable to climate-change due to its complex topography, subsistence-based practices, limited use of technologies and poor development of post-harvest storage infrastructure making rural areas and smallholder farmers more vulnerable to its impact. A climate vulnerability assessment in 2010 found that almost 2 million people were vulnerable to climate change¹². It was evident from the destructive earthquake in 2015 and severe flooding in 2017, which damaged crop and livestock services and hit the rural areas with heavy losses of crop and livestock stock and post-harvest storage infrastructure. The situation became worse with the complete disruption of external trade by prolonged border blockade. All these events slowed the agriculture growth to less than 1 percent in 2015. A country profile on Climate Smart Agriculture in Nepal in 2017 has projected increase in mean annual temperature and change in precipitation during monsoon period, which could have an adverse impact on the largely monsoon-rain dependent agriculture production, food security and quality of major food commodities¹⁴. The report warned that this changing climate will increase the frequency of droughts and floods affecting croplands and yields. It is expected that climate variability will have a profound economic impact affecting 1.5-2 percent of country's total GDP.

The underperformance of the traditional systems stresses the need to modernize and make the agriculture sector more responsive to both market requirements and the nutritional needs of the domestic population. Increasing productivity of traditional crop and animal husbandry practices, diversifying agriculture enterprises by customizing them to be more efficient and nutritionally sensitive, and having better access to market outlets will help achieve agricultural development in Nepal.

The low agricultural productivity is even worse in the remote areas of Nepal. Continued food insecurity and lack of economic opportunities has triggered male farmers to move out of agriculture and migrate to urban areas and abroad in search for remunerative employment opportunities. Women have significant role to play in the Nepalese agriculture development including production and the management of food and nutrition security. In the recent years, the feminization trend is increasing due to increasing male migration from the rural areas. According to the Census data of 2011, about 77 percent of economically active women (age 10 and above), as compared to 55 percent of economically active men, were engaged in agriculture, including the forestry and fisheries, with an increase *vis-à-vis* 2001 data. More than three-quarters (76.4 percent) of women were found engaged in the agricultural work as unpaid family labour, while 10.4 percent had received in-kind payment, and the remaining 13.2 percent had received cash and in-kind payments.¹⁵ Despite women's increasing interaction in agriculture, discrimination remains in terms of ownership over assets, access to resources, taking part in decision-making processes, benefit from capacity building, and economic gains.

¹¹ Nepal Earthquake 2015; Post Disaster Need Assessment Report- Sector Reports

¹² Nepal Flood 2017; Post Flood Recovery Needs Assessment Report

¹³ <https://gain-new.crc.nd.edu/country/nepal>

¹⁴ CIAT; World Bank; CCAFS and LI-BIRD 2017. Climate-Smart Agriculture in Nepal.

¹⁵ MoHP. 2012. Nepal Demographic and Health Survey, 2011. Population Division. Ministry of Health and Population.

Government of Nepal, Kathmandu.



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Nepal remains highly vulnerable to nutrition insecurity especially for women and children where more than one-third of the children under the age of 5 years are stunted; 10 percent of the children are wasted; 53 percent of the children are anaemic; 17 percent women are under-nourished; and 41 percent of women anaemic¹⁶. In terms of the nutritional adequacy, Nepal ranks 118 out of 162 in the world with average daily dietary energy consumption of 2340 kilocalories per day¹⁷. Approximately 5 million people are under-nourished in Nepal. Only 36 percent of the children meet the WHO criteria of recommended minimum acceptable diet while only 30 percent of women met the minimum dietary diversity. The post-earthquake and post-flood assessment showed the food consumption practices worsened in those areas with children, pregnant and lactating women being the most vulnerable.

The GAFSP financed FANSEP project is well aligned with FAO's country priorities. In particular, the project is well aligned with the indicative priority areas indicated in FAO Nepal's draft Country Programming Framework (CPF) (2018-2022), including: *Priority Area 1: Sustainable agricultural production and productivity, marketing and consumption for the eradication of hunger and malnutrition; Priority Area 2: Enhanced natural resource management and agricultural production system resilience to climate change and disasters; Priority Area 3: Inclusive and gender responsive livelihoods enhancement and poverty reduction*; The FAO Nepal CPF (2018-2022) is in the process of being formulated, as a joint plan, it will be implemented by the Government of Nepal (GoN) with technical support of FAO. FAO CPF will cover medium-term activities related to the pursuit of Nepal's national development priorities, to the extent they are compatible with the strategic objectives and comparative advantage of FAO to support and activities proposed will be synchronized with the GoN's annual planning cycle.

1.3 Country-Led Food and Nutrition Security Policy and Plans

Nepal's Constitution states the rights to food as one of the fundamental privilege of people in the country. It has prepared Zero Hunger Challenge, National Plan of Action (2016-2025) with an objective of ending hunger and malnutrition based on people's access to adequate, nutritious and affordable food all year round. It aims to bring the number of stunted children of below 2 years down to zero. It intends to promote sustainable food system with 100 percent increase in the productivity and income of smallholders. It also aims to bring the level of food loss down to zero. The 2030 Agenda on SDGs plans integration of these aspects into the national development policy and plan targets.

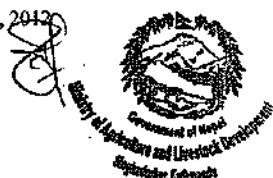
Nepal's Agricultural Development Strategy (ADS) (2015-2035) and Multi-Sector Nutrition Plan (MSNP) (2018-2022) provide the main policy framework for the food and nutrition security. Nepal's plan for agricultural development is currently guided by the 20-year Strategy, which provides importance to improved agribusiness opportunities; enhanced production and productivity; and the food security and safety. The Fourteenth National Development Plan (2016-2019) has aligned its priorities with SDGs, ADS and MSNP. It intends to promote sustainable development, increased employment opportunities, effective management of natural resources, inclusiveness, gender equality and environmental protection.

The 2nd Multi-Sector Nutrition Plan (MSNP) aims to reduce all forms of malnutrition so that it no longer becomes an impeding factor towards enhancement of human capital and for overall socio-economic development. The goal over the next five years is 'Improved maternal, adolescents and child nutrition'. Key strategies for MSNP-II is to scale up both essential nutrition specific and sensitive interventions as well as nutrition enabling environment. The nutrition specific interventions will largely be delivered through the health sector while nutrition sensitive interventions will be mostly by non-health sectors including education, agriculture (crop and livestock), water and sanitation, women and children in collaboration with the local government. The MoALD has focused on increasing access and availability of food, including the animal proteins, among the vulnerable groups through its Food and Nutrition Security Plan of Action (2015-2020). These priorities complement to the spirit of National Nutrition Policy and Strategy 2004 and Health Sector Strategy (2015 - 2020).

As a party to the Paris Agreement, Nepal is committed to climate change resilience. It has submitted Nationally Determined Contribution (NDC) Plan to UNFCCC considering the need for enhancing efficient management and utilization of natural resources contributing to build resilience. National Adaptation Programmes of Action (NAPA) is prepared for adaptation to climate change and disasters.

¹⁶ MoHP. 2017. Nepal Demographic and Health Survey, 2016. Population Division. Ministry of Health and Population, Government of Nepal, Kathmandu.

¹⁷ Hunger Portal, FAO, 2012



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1.4 United Nations Development Assistance Framework (UNDAF)

The UNDAF has set the following priority areas for Nepal: (a) Sustainable and inclusive economic growth, (b) Social development, (c) Resilience, disaster risk reduction and climate change, and (d) Governance, rule of law, and human rights.

The sustainable and inclusive economic growth priority of UNDAF is consistent with Strategy 1 of the Fourteenth National Development Plan (2016-2019). It gives priority for economic growth based on the transformation of agriculture sector emphasizing infrastructure development and gender equity. UNDAF also aims to provide increased access to sustainable livelihoods opportunities for the benefit of vulnerable, unemployed and under-employed groups by 2022. Improved and equitable access, availability and utilization of quality services is emphasized under the context of social development. Strengthening the national statistical system for well-informed planning and implementation of development interventions has remained its priority concern in the context of supporting Multi-Sector Nutrition Plan II (2018-2022).

Under the priority of increasing resilience, reducing disaster risk and climate change, strengthening environmental management process is recognized as important to attempt sustainable recovery of the losses occurred including the reconstruction of damaged facilities to combat climate change effects with immediate response.

UNDAF emphasizes the importance of implementing the SDGs, and it supports the Government of Nepal to graduate from the Least-Developed Country (LDC) status and eradication of hunger through National Action Plan on Zero Hunger Challenge (2016 – 2025).



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2 Rationale

2.1 Problems and Issues to be addressed

The Government of Nepal has identified an agriculture sector development as the basis for poverty alleviation, food and nutrition security and the end of unemployment. Meanwhile, the sector depends heavily on the annual rains and traditional extension practices with less focus on post-production potential. The contribution of agricultural sector (agriculture, forest and fisheries) in total Gross Domestic Product is estimated to be 27.6 percent in the current FY 2017/18 which was 28.8 percent in the FY 2016/17. The annual growth rate of agriculture in the basic price level is estimated to be 2.7 percent in FY 2018/19. In the past two decades, the production of Nepalese agricultural sector has been increased by 3.2 percent. This growth has been 3.2 percent of India, 3.9 of both China and Bangladesh during this period. Smallholder farmers constitutes the dominant share of agriculture workforce in Nepal with traditional practices and lack of awareness on climate smart technologies and adoption of new and smart technologies for crop and livestock development.

Constraints in agriculture production and productivity growth are attributed to various challenges, including low availability of good quality seeds and animal breeds, a lack of coordinated extension services, low availability of related infrastructure (e.g., irrigation), and a low resilience to climate and market shocks. Moreover, the traditional manual practices are common for post-harvest product storage, handling, food processing and preservation. Due to the poor linkage to market and limited infrastructure development, the smallholder farmers' produce often cannot compete with products that are marketed from a more sophisticated system of product handling and management. In terms of nutrition, food insecurity, lack of care, poor and inappropriate feeding practices and limited access to quality health and nutrition services result into high prevalence of under-nutrition and micronutrient deficiencies in rural areas. With limited diversity of the produce and inability to afford to buy diverse and nutritious foods, the dietary diversity among children and women are poor as evidenced by the recent DoHS survey. In addition, the wider inequities and unhealthy socio-cultural practices also contribute to poor feeding and caring practices to women and children.

Nepal is currently going through systematic changes in the government, transitioning to adopt a federal government system. The change is also a quite challenging additional factor, and a lack of institutional capacity could have a risk of implementing field operations effectively. The Government of Nepal recognizes the insufficient organizational and human capacities to implement a full cycle management of a large investment project, and the Government identifies that developing capacities in project planning, designing, implementation, monitoring and evaluation of results at the local level as one of the priorities in the country's agricultural development strategy. The capacity enhancement in the government is also highly required to realize the smooth transition from the old governing system to the new federal system.

In addition, Nepal is highly vulnerable to climate change, hydro-meteorological disasters and the extreme events such as drought, storm, flood, inundation, landslide, debris flow and soil erosion. Building resilience to these environmental shocks by restoring ecosystem with sustainable management of natural resources is one of the priorities in the country.

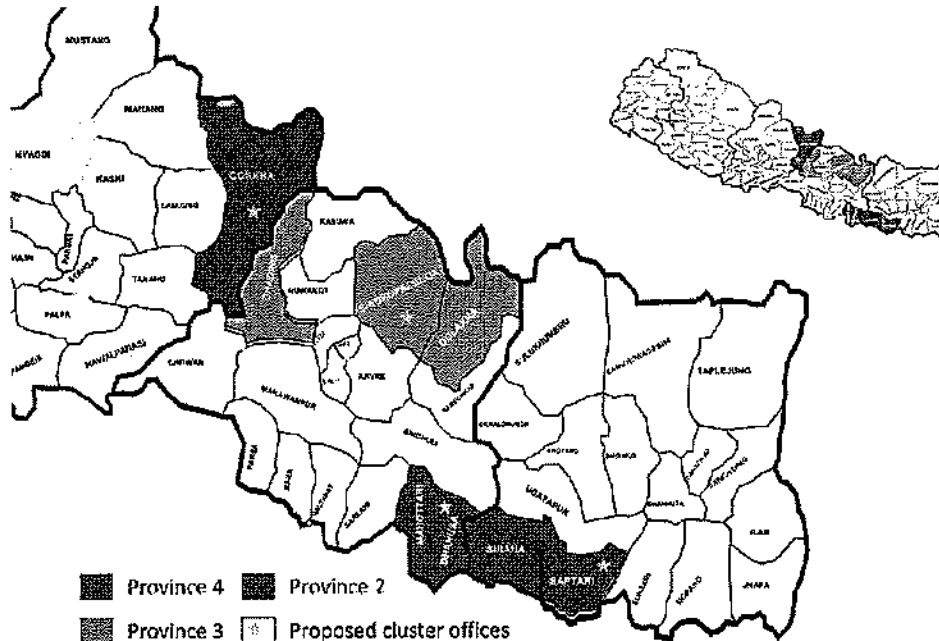
2.2 Project Area, Stakeholders, and Target Beneficiaries

Project Area: The proposed project is expected to primarily focus on 8 districts. In each district, two rural municipalities (gaun palikas) will be covered. A total of four cluster-offices (each cluster comprising of two districts) will be established. As can be seen from the figure 1, the districts include four in the hills of north-central Nepal – Dhading, Gorkha, Dolakha, and Sindhupalchowk, and four in the Terai region – Saptari, Siraha, Mahottari, and Dhanusha.

Four of the eight districts have been affected by the two consecutive earthquakes in recent years, resulting in the loss of economic and livelihood opportunities for the vulnerable populations. The remaining 4 districts are vulnerable to natural disasters such as flood and drought frequently impacting agricultural production activities, eventually leading to a risk of food and nutrition insecurity, high rate of under-nutrition and micro-nutrient deficiencies and limited livelihood opportunities for vulnerable and disadvantaged populations. An estimated 40-60 percent of the population in these districts is unable to meet the minimum daily per capita intake of 2,144 kcal.



Figure 1: Map showing FANSEP project districts and cluster offices



Given the distinctive geographical and agro-ecological contexts as well as the contiguity of the Hill and Terai target area clusters, a landscape approach will be adopted for planning and implementing TA interventions in both areas in order to deliver and leverage extended ecosystems benefits in the target areas.

Project Stakeholders and Beneficiaries: The project as a whole is estimated to directly benefit 65,000 vulnerable households (at least 65% of the beneficiaries are expected to be females). The vulnerable beneficiary groups include mainly households who were affected by the earthquakes and flood, marginalized and disadvantaged groups, and women headed households. The primary target group of this project will thus be food insecure households- small and marginal farmers, landless households, *Dalits*¹⁸, indigenous and other vulnerable groups of population like infant and young children, adolescent girls, pregnant and lactating women, young mother and the households that were severely affected by the earthquake and floods. The nutrition interventions will primarily target households with infant and young children, adolescent girls, pregnant and lactating women.

Based on the need assessment conducted by FAO, the direct recipient of the FAO TA capacity development activities includes mainly the targeted farmers, women groups, government managerial and technical staff and the other stakeholders, including farmer producer organizations, civil society organizations, and agri-business enterprises.

Under TA Component, the project will support the same beneficiaries as targeted by the FANSEP. Under component A, the TA project plans to support 39750 farmers to access technologies disseminated. Under component B, the TA will support 1590 producer-based organizations. The TA will reach to 57500 targeted beneficiaries with improved nutrition services.

2.3 Project Justification

The Government of Nepal identified FAO as the sole technical assistance provider to FANSEP in its bid for the GAFSP funding due to its demonstrable and successful collaboration during the AFSP implementation (2013 to 2017). The government of Nepal has identified distinct but crucial areas for the FAO technical assistance to the project. These are: (i) support to the further development of the extension services and dissemination of improved technology packages through FFSs, On-farm testing of technologies (ii) assist targeted smallholder farmers and their organizations for capacity building to develop and strengthen market linkages (iii) support the rollout of the Nutrition

¹⁸ Dalit is the term used for untouchable caste in Nepal, which constitutes 13.6 percent of the total population as per the 2011 census.

Field Schools and Home Nutrition Gardens; and (iv) quality assurance of the service delivery including assistance in the upgrade and operation of the web-based Project Management Information System (PMIS).

FANSEP design has four distinct yet interlinked components to be implemented by a number of collaborating partners. FAO TA has been well embedded in the project to ensure the effective integration and implementation of the activities in a coordinated and harmonised way. Moreover, the key approach to the service delivery under the FANSEP is the Farmer Field School (FFS) which will disseminate the extension, appropriate climate smart and nutrition sensitive agricultural technologies and practices and build the capacity of frontline workers, farmers, producer groups, women groups and vulnerable households. FAO has a proven track record of successfully mainstreaming FFS into government programmes across more than 90 countries, including Nepal. In partnership with the Government of Nepal, FAO has contributed in building the capacity of government institutions and service providers on FFS. In the recently completed AFSP, FAO TA was crucial in developing and adopting the FFS curriculum with an objective to enhance the food and nutrition security in difficult geographical and topographical locations.

Having a global presence, FAO will bring the global experience, lessons learned and best practices of implementing similar projects in all areas of the work envisaged under the FANSEP as well as from the in-country ongoing projects. FAO is one of the lead agencies to address climate change adaptation, disaster risk mitigation, livelihood promotion and nutrition sensitive agriculture through its current work programmes in Nepal. Moreover, FAO is uniquely placed to provide the required TA, from the point of view of its involvement since the conception of the original proposal submitted to the GAFSP and subsequent project development efforts of the government for FANSEP.

2.4 Past and Related Work

This project largely builds on the FAO Nepal Office's work in Nepal and also its TA Support to the GAFSP supported Agriculture and Food Security Project (GAFSP TF 013719).

FAO is the first UN organization established in Nepal in 1977. Since then, it has supported the country in the areas of its comparative advantage blending with the national priorities. By now, it has supported implementation of over 200 projects in the field of agriculture and livestock development, food security, nutrition, rural income generation, agro-based value chains, and adaptation to climate change effects emphasizing sustainable development and has helped Nepal in (a) strengthening of policies and programmes related to food and nutrition security; (b) fostering agricultural production and rural development; (c) sustainable management and utilization of natural resources; (d) enabling capacity of the development actors to respond to the food insecurity threats and emergency situations; and (e) developing capacities to cope with the impact of climate change on agriculture and food security.

FAO's role has been instrumental in accomplishing the objective of the Agriculture and Food Security Project. Under the TA project, it strengthened the capacity of government functionaries at all levels (central, regional, district, service centers/health facilities and community) including the targeted beneficiaries, by providing package of services as envisaged by the project. FAO, through a comprehensive review and systematic need assessment for training under the crop and livestock, adopted the FFS curriculum, training materials and approach aligned with the project objective of enhancing food security. For the first time, nutrition was well integrated into the FFS curriculum in Nepal and different context-specific technical guidelines and Behaviour Change Communication (BCC) materials on Maternal Infant and Young Child Nutrition (MIYCN), food preparation, processing and preservation (FPPP) and promotion of indigenous recipes were developed by the FAO. Moreover, FAO TA's role was crucial in building the capacity of government human resources on social mobilization, social and environment safeguard, monitoring and evaluation including the managerial and facilitation aspects of the project.

2.5 FAO's Comparative Advantage

FAO has been a long-term partner of the Government of Nepal, and FAO has been considered as one of the key technical agencies in agriculture, food security and nutrition in Nepal. FAO Representative office in Nepal was established in 1977, and since then, more than 200 agriculture development projects have been completed. As a knowledge organization, FAO's strength is primarily for providing technical assistance services. FAO has a proven track record, having implemented numerous projects in Nepal, a number of which were located in the target districts of FANSEP. Since the 1970s, FAO has been assisting the Government of Nepal in a wide range of areas that are directly related to almost all the activities that are being proposed for the FANSEP¹⁹. It will therefore bring the

¹⁹ Some examples of FAO TA Projects that covered the Mountain Hills and Terai districts include (i) (i) Hill Agriculture Development Project (NEP/73/004) which explored and tested potentials for cereal, horticultural crop and livestock



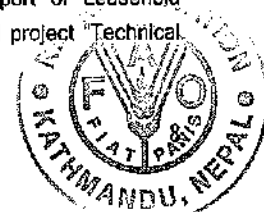
institutional experiences gained over the last four decades for the benefit of the FANSEP. On numerous occasions during which FAO has provided TA to investment projects, unforeseen gaps have emerged during the course of their implementation. In such situations, FAO has been able to help from either its own regular resources under its Technical Cooperation Programme (TCP)²⁰ or mobilized additional Trust Funds from other donors while providing the initial urgent assistance from its TCP resources²¹. Such support may be required in the near future as FANSEP implementation is yet to begin.

A real challenge is to ascertain coordination among the various ongoing projects and programs that are being implemented by or with the assistance of a variety of development partners in Nepal, especially in the proposed project districts. In this regard, FAO is uniquely placed to provide a neutral forum to facilitate coordination and cooperation among these efforts, bringing the positive multiplier effect that comes to the project districts with such coordination and cooperation among project and programs. Given the provision in the PCN of FANSEP to consign FAO for the TA under the sole source contract endorsed by Government of Nepal therein, FAO is one of a few agencies that can bring global and national experience under one management umbrella with commensurate international technical backstopping and quality control support from its regional office in Bangkok and headquarters in Rome.

production in an integrated way; (ii) Community Forestry Development (Main Phase) project (NEP/80/030) introduced practical application of Community Forestry Management and covered many hill districts; (iii) The World Bank Funded On-farm Water Management Component of Nepal Irrigation Sector Project (UTF/NEP/053)

²⁰ An example is the TA provided by FAO to the "Community Livestock Development Project (UIF/NEP/05//NEP) (CLDP) which was further assisted by FAO through two new TCP projects to fill the gaps identified during implementation of CLDP- (i) "Dairy cattle improvement" (TCP/NEP/3105), implemented between April 2008 and March 2010 and (ii) "Training for the Small-scale Dairy Sector in support of the Community Livestock Development Project" (TCP/NEP/3103), (iii) "Capacity Building for Fodder Oat Technologies In Nepal" (TCP/NEP/2901).

²¹ An example is the Hills Leasehold Forestry and Livestock Development project funded by IFAD for which FAO provided assistance through a TCP project entitled "Institutional and Technical Capacity Building in Support of Leasehold Forestry" (TCP/NEP/3102) through mobilizing support from the Government of Finland for a trust fund project "Technical Support to the Hills Leasehold Forestry and Livestock Development" (GCP/NEP/062/FIN).



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3. Objectives and expected deliverables, outcomes and results of Technical Assistance

This TA proposal is consistent with the FANSEBP design mentioned in the Project Appraisal Document (PAD) that outlines the key output and activities to be financed. The FFS is considered as one of the major methodologies for delivery of project interventions (crop, livestock and nutrition). This TA proposal packages the necessary capacity development activities and human resources enhancement required to deliver these, as well as specific TA as requested by the Government of Nepal. The areas/activities of the project in which FAO will provide TA, fall under all the four components. The FAO TA will be specifically related to the activities for which the need to engage TA are envisaged in the PAD.

3.1 Impact

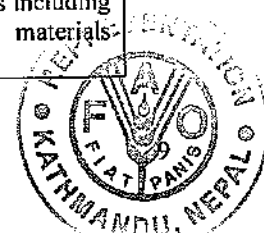
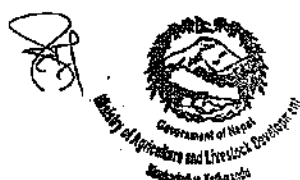
FAO Technical Assistance to FANSEBP will contribute to achieve the project development objective: improved agricultural productivity and nutrition practices of targeted smallholder farming communities in selected areas of Nepal

3.2 Outcome

Enhanced institutional and HR capacities of project beneficiaries including government functionaries and ensured quality of project services for climate resilience, improved agricultural productivity and nutrition practices in project locations

Table 1: Components of FANSEBP and related TA Outputs including indicators

Components	Component Indicators	Related TA Output	TA Output Indicators
A: Climate and Nutrition Smart Agriculture Technology Adaptation and Dissemination	Number of promising technologies developed through on-farm adaptation trials (including CSA and Nutrition Sensitive technologies)	Enhanced capacity of extension personnel including FFS facilitators and farmers to support adaptation of improved climate resilient technologies and practices	Number of Crop FFS facilitators developed /refreshed
	Farmers accessing technology dissemination services delivered by the project		Number of Livestock FFS facilitators developed /refreshed
	Improved seed replacement rate		Number of guidelines/manuals/technical materials developed/updated No. of Model FFS (crop livestock) conducted and design and methodology customized
B: Income Generation and Diversification	Number of producer-based organizations supported	Enhanced capacity and knowledge base of farmers for market leverage	Number of guideline/manual developed/updated
	Number of post-harvest facilities constructed and/or rehabilitated		Number of Farm Business School (FBS) facilitators developed
	Number of sub-projects (business plans) financed by the project on a matching grant basis		No. of Model FBS conducted, design and methodology customized
C: Improving Nutrition Security	People receiving improved nutrition services and products	Enhanced institutional and HR capacity for providing nutrition	Number of technical guidelines and training manuals including BCC materials developed/updated



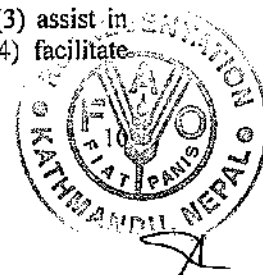
	Household Dietary Diversity score for nursing mothers and children under two years	education and raising nutritional awareness	Number of facilitators trained on Nutrition Field School
			Number of model NFS conducted, design and methodology customized
D: Project management, communication and M&E	Grievances registered addressed within the delay set by the project GRM	Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions	Establish and support TA units at national, cluster/provincial, and municipality levels
	Periodic reports submitted on time		M&E system, PMIS, Beneficiary Results Assessment survey and Community score card assessment designed and supported for implementation
			Number of periodic reports of FAO TA prepared and submitted Support provided to prepared FANSEP periodic reports
			Number of visibility and advocacy materials including good practices, success and case studies documented and disseminated

3.3 Output

Output 1: Enhanced capacity of extension personnel including FFS facilitators and farmers to support adaptation of improved climate resilient technologies and practices

It is linked with the Component "A" of FANSEP. The objective of Component "A", as envisaged in PAD, is to improve productivity and post-harvest management of crops and livestock by promoting appropriate climate smart and nutrition sensitive technologies through improved extension and research services and efficient dissemination to producer groups. This component consists of 2 sub-components: (1) Technology adaptation and testing which entail active collaboration with the Nepal Agricultural Research Council (NARC), and the Department of Food Technology and Quality Control (DFTQC), and private seed and breed multiplier farmer groups; and (2) Technology dissemination and farmers' skills development which aims to give farmers the practical skills required for informed decision-making based on accurate problem analysis in their local contexts. In order to enable farmers to master the management skills required for achieving the objective of Component "A", the project envisaged to engage FAO-TA for (a) streamlining FFS for crop and livestock production in project locations (b) aligning farmer's field experimentation, field days, and adoption support with FFS (c) implement block demonstrations and developing leader farmers, who will also work as Farmer Facilitators. In this regard, an assessment of types of services required and available at the local level, typology of farmers, cropping patterns and markets have to be carried out which guide the promotion and dissemination of the new technologies. This will help the project in identifying the best way to reach farmers and in speeding up the dissemination of improved cultivars and technology packages, complementing the activities under component A.

In order to capacitate farmers to acquire skills for improved agronomic and animal husbandry practices and contribute in achieving objectives of Component "A", the FAO-TA will: (1) review and update toolkits for conducting trainings and FFS; (2) conduct trainings for developing cadre of FFS Facilitators; (3) assist in designing and implementing FFS and comprehensive need assessment of various trainings, (4) facilitate



implementation of block demonstrations and assist in scaling up the adoption support; (5) monitor the status of FFS, Demonstrations and Adoption Supports.

Description of Key Activities

Activity 1.1 Review and update FFS curricula, technical guidelines, training manuals and toolkits

A training toolkit consists of curricula, technical guidelines, manuals and learning materials. Such toolkits are essential element for quality assurance of trainings and FFSs. This activity intends to assist PMU to prepare such toolkits for investments on: (i) Crop FFS; (ii) Livestock FFS; (iii) Farmer's Business School (FBS); (iv) Training of Trainers/facilitators; and (v) subject specific cascade trainings. Due consideration will be paid to the aspects of nutrition sensitive agriculture while developing such toolkits.

FAO will provide it technical assistance to review and update the existing technical guidelines of TOTs and FFS to fit into the FANSEP context. While developing such guidelines, TA will incorporate the lessons learned during AFSP and duly consider the physiographic and socio-economic diversity of the FANSEP project area. In such guidelines, TA will ensure the inclusion of the participant selection criteria, location and site selection criteria, procedures for implementation and financial norms.

FAO's unique experience in curriculum development and its extensive database of training materials will be utilized to review and develop training curricula (as required) over a number of thematic areas. The commodity specific FFS curricula and manuals developed during AFSP will be revisited and updated to encompass the project location specific needs. As a part of activities, the FAO-TA will (i) identify and update existing learning materials for both crop and livestock production FFS; (ii) revisit and enhance curriculum of FFS facilitation Training of Trainers/facilitators and refresher trainings for FFS facilitators. FAO will facilitate the access to training materials developed by other countries, such as those on biological control and CSA, where other countries have more expertise and materials to share.

Through its relevant technical experts, FAO will provide peer review of training materials developed by the project to ensure quality and assist in the development of operations manuals as required. FAO will provide oversight for the review and packaging of trainings for selected thematic areas, including the development of a systematic approach for inclusion of technologies developed by NARC including climate resilient technologies. There is an existing FAO Regional Programme that continues to provide backstopping on technical contents and facilitate networking with FFS programmes / technical expertise in the region. This is particularly important for issues like invasive alien pest species likely to pose risk to Nepal like Fall Army Worm (*Spodoptera frugiperda*), South American Leaf Minor (*Tuta absoluta*); and developing capacity for FFS curriculum development in relatively newer areas such as Farmer Business School and Nutrition Field School.

Activity 1.2 Conduct trainings (TOT, TOF, Refresher) for FFS Facilitators

FANSEP is intended to promote participatory learning, skills development and dissemination through FFS. To contextualize FFS, the FFS curriculum developed during AFSP will be revised to suit the project area and respective farmers' needs. A cadre of competent trainers / facilitators is required to facilitate the learning process in FFS. So, this activity is intended to organize series of trainings for developing cadres of such FFS Facilitators in required number. Implementation of a FFS with desired quality requires two facilitators at a time in each FFS sessions.

Training of Trainers (TOT) model will be adopted to ensure that the trained facilitators go back to their respective locations and train/facilitate other farmers or technicians to conduct FFS and subject specific trainings. The potential trainees of TOT will be the government technicians as well as project recruited technicians. Training of facilitators (TOF) will be organized to develop FFS graduated farmers or technicians as FFS facilitators. The FAO TA will also organize refresher training for such facilitators periodically. These trainings will follow the curriculum developed under Activities 1.1 and use the training



materials identified therein. Such FFS manual consists of the subjects related to theme of an FFS and provides a framework for planning and developing session plans to facilitate the FFS. These trainings enable the facilitators to address potential differences between FFS conducted in two nearby locations. To speed up the transfer of new knowledge and skills, the project will promote the use of ICT in such trainings as far as possible. At the onset of project implementation, the FAO TA will identify the potential FFS facilitators developed by FAO assisted IPM and other projects; who are still available in the focussed project districts. Such FFS facilitators will be refreshed and mobilized to implement model FFS and customize in terms of thematic and agro-ecological focus, as emphasized by FANSEP.

Activity 1.3 Assist in designing FFS and on-farm trial, and monitoring the status of such trials and FFSs
 This activity intends to design commodity specific FFS in a manner that suits the specific physiographic and socio-economic context of the locations identified to conduct FFS. The designing of commodity specific FFS will duly consider the Non-Negotiable elements of FFS. Farmers' needs will define and drive such FFS where Farmers' local knowledge co-produces and co-creates new knowledge, science and public services [i.e. extension] alongside science-based knowledge. The learning process and knowledge generation will be central to each FFS. Competent trainers and facilitators will facilitate the learning process in FFS. The FFS facilitator will identify activities for an FFS based on location specific problems using the participatory approach involving participants. This makes each FFS unique. The FAO TA will mobilize it concerned specialists and cluster officers to ensure that locally appropriate learning curriculum has been adopted in each FFS and location-specific activities have been carried out therein. The framework for FFS design is shown in figure 2.

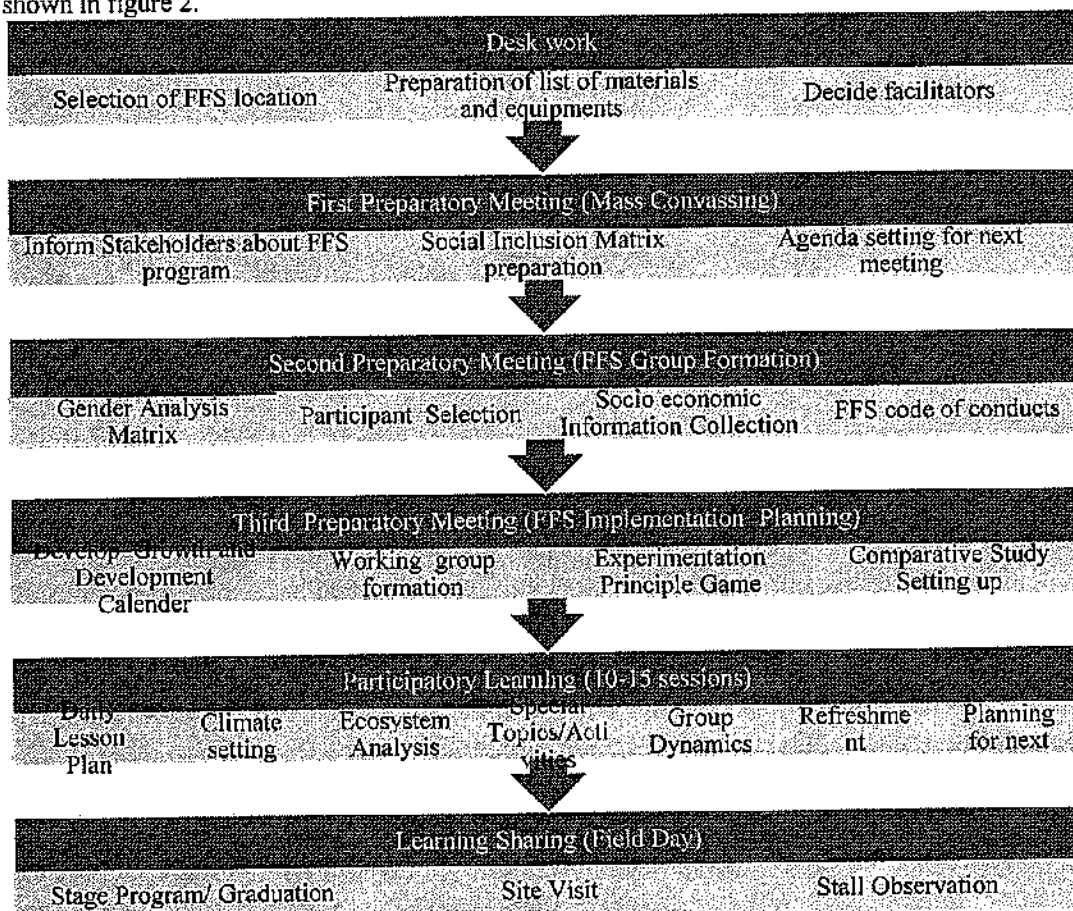


Figure 2: Framework of FFS Design



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The project is intended to provide support to strengthen the capacity of extension services at the municipality level to ensure effective service delivery during this transition. In addition to the government staff, such capacity building activities will be targeted to agro-vet dealers, leader farmers and social mobilizers who play important role in the extension system. In this regard, the FAO TA to FANSEP will also assist the project to carry out a comprehensive training needs assessment (CTNA) to ensure effective delivery of extension and outreach services. Such CTNA will identify specific training needs, including (a) integrated pest management, (b) off-season vegetable cultivation linking with market, (c) grain storage management, (d) FYM management and soil fertility improvement, (e) social mobilization, including group strengthening and household level planning of farmer groups, (f) field data recording and reporting from the field.

While designing FFS, particular attention will be given to ensure inclusion of women and youth, and other vulnerable segments of the rural population, in addition to strengthening the decentralized government structures to ensure effective service delivery at the local level.

Activity 1.4 Conduct model FFS and provide support in the implementation of remaining FFS

Keeping in view the learnings from AFSP, Model FFS on crop and livestock at field level has been provisioned to train/demonstrate technicians/facilitators/leader farmers. The FFS design and methodology will be customized whilst designing model FFS for crop, goat husbandry, poultry rearing, dairy.

The indicators of result chain (immediate output, intermediate output, outcome and impact) of FFS intervention would be as follow:

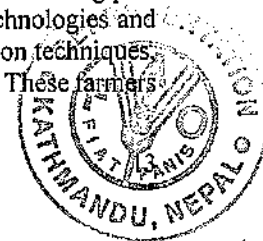
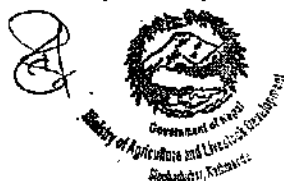
Result Chain	Indicator
Immediate Output	Enhanced observations skill, speaking ability, critical thinking ability, leadership skill at facilitator/individual level
Intermediate Output	Increased cohesiveness among participants and collective decision making at group level
Outcome	Adaptation of the interventions and Change in husbandry practices
Impact	Productivity Enhancement

In order to ensure the achievement of these indicators, FAO TA would develop FFS diary of each theme separately to capture the entire process of FFS step by step. The formats incorporated in such diaries will be customized with the PMIS. FAO would provide its support to make provision in the Management Information System (MIS)/monitoring system to capture FFS process data directly.

The FAO will mobilize its' TA specialists and cluster officers for on-site observations and inspection of interventions regularly. The TA will provide support to farmer groups for participatory monitoring and evaluations of FFS, block demonstration and adoption support carried out in their respective locations and assist to establish post-production links with relevant stakeholders. FAO would assist with the development of the system that encompass process monitoring and reporting of FFS, block demonstration and adoption support. FAO would mobilize support to ensure rapid transfer of relevant data from the source to management.

Activity 1.5 Facilitate in carrying out scaling up and adoption support activities

FANSEP has identified Block Demonstrations as an approach to disseminate tested information and technologies to a large group of farmers at affordable cost in a short period of time. Thus, in addition to FFS, FAO will support to establish demonstration plots for proven technologies and varieties. For these activities, FAO TA will facilitate to identify Lead Farmers and assist to train them in each community following pre-agreed selection criteria to establish demonstration plots of promising and relevant CSA technologies and practices (including drought-resistant high value crop varieties, more efficient micro-irrigation techniques, integrated soil fertility and crop and livestock management techniques, fodder nurseries, etc.). These farmers



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will be provided with basic inputs such as seeds, fertilizers, pesticides free of cost by FANSEP. As an integral part of FFS and Block demonstrations, field days will be organized where farmers will be invited to activity sites where they will have an opportunity to observe the performance of recommended technologies on the ground. Field day event allows the farmers to interact with fellow farmers that enhance horizontal dissemination of learnings. To promote season and off-season vegetable cultivation, which are important for both cash income and household nutrition, the FAO TA will assist the project to replicate the use of poly-house farming systems, in conjunction with the use of more efficient micro-irrigation systems, which has been reported to increase the yield of vegetables by 30 percent in addition to conserving water. FAO TA will mobilize its specialists and concerned cluster officers to carry out these activities effectively and efficiently.

Output 2: Enhanced capacity and knowledge base of farmers for market leverage

Output-2 of FAO TA is linked with the Component "B"- **Income Generation and Diversification through Market Access and Climate Risk Management**. This output will contribute to the achievement of the PDO by strengthening household and community capacities in managing their productive assets more efficiently, stimulate market linkages, raising their income and build their resilience to climate risk. In this regard, FAO will assist to improve and diversify the income generating capacity of targeted beneficiaries by reducing transaction costs through investments in critical business skills and productive assets, supporting value-added activities, and building market linkages. FAO will provide its technical assistance in: (i) Strengthening producer groups (PG) for better market linkage; (ii) Market linkage consolidation; (iii) Formulating value chain development strategies.

General Description of Activities

Activity 2.1: Assist in designing Farmer's Business School (FBS), developing training tool kits and master trainers for facilitating FBS

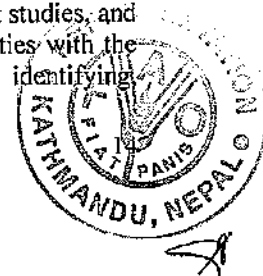
FAO will provide its TA support in need assessment and organizing training of PG representatives in organizational, governance, and entrepreneurship skills which include: (i) Leadership and governance, (ii) Business management (e.g., book-keeping, liquidity management, and simple financial reporting); (iii) Participatory design of simple business plans, specifying their strategy adapted to their socio-economic environment, modalities of implementation, and simple financial projections; and (iv) Negotiation skills with buyers for collective marketing of farmers' produce, and input suppliers for bulk purchases of inputs. The component will build on Component A, by working with the producer groups to increase their market orientation, complementing the productivity enhancing skills acquired through the FFS approach. In this regard, FAO will specifically contribute in designing Farmer's Business School (FBS), developing training tool kits and master trainers for facilitating FBS.

Activity 2.2: Assist in selecting business plans under competitive matching grant scheme and monitoring implementation progress

The FAO TA will facilitate to consolidate the linkages between PGs and market actors, including small and micro enterprises (SMEs), traders, and Microfinance Institutions (MFIs). For this, FAO experts and technical officers will be mobilized to: (i) enhance the understanding of agriculture value chains and markets in the targeted areas; (ii) establish a multi-sector dialogue platform among key actors in value chains to provide a mechanism for identifying key issues, setting priorities, and coordinating actions along agriculture commodity chains; (iii) identify simple business plans to be financed through matching grants scheme, and (iv) train farmer groups to manage the rehabilitated market infrastructures to ensure their profitability and sustainability. In addition, the FAO will mobilize its experts to facilitate in developing relevant standards and requirements for quality control and certification of the above infrastructure.

Activity 2.3: Assist in formulating value chain development strategies

Technical Assistance (TA) will assist in formulating value chain development strategies for some selected marketable commodities. For this, FAO will facilitate to conduct value chain analyses, market studies, and diagnostics in the potential rural municipality clusters. This will help identify the commodities with the greatest market potential and improve the understanding of supply and demand by identifying



characterizing, and mapping producers, potential buyers, input and service providers, MFIs, barriers to and lessons learnt from earlier initiatives, etc. The information thus generated will feed into an existing ICT-based information system on markets, prices, services, financial products, and technology that will be open to all key value chain actors in the targeted areas.

Output 3: Enhanced institutional and IIR capacity for providing nutrition education and raising nutritional awareness

This output is linked to achieving the results set for Component C of the FANSEP i.e. Improving Nutrition Security by improving the capacity of government institutions and frontline extension workers/Female Community health Volunteer for quality service delivery for nutrition. FAO TA will closely work with the MoALD, MoHP and FNS Committees at all levels to enhance their knowledge and skills on multi-sectoral approach with a focus on strengthening nutrition sensitive agriculture and food-based nutritional interventions at the service delivery points namely Farmer Field School, Home Nutrition Garden, Women/mother Group, Health Facilities and other contact points. FAO TA will also support the PMU in taking key behaviour change communication (BCC) messages in line with the Food Based Dietary Guideline close to the household and community including nursing mothers and children below two years to influence their behaviour for healthy diet and improved feeding practices.

General Description of Activities

Activity 3.1: Develop curriculum, technical guideline and training manuals for Nutrition Field School and other nutrition interventions

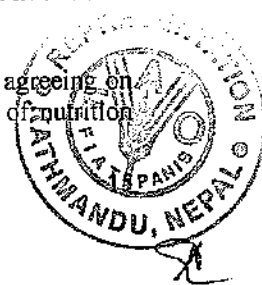
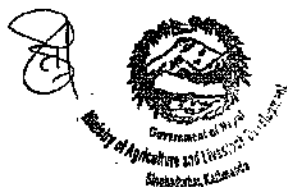
FAO have pioneered the implementation of Farmer Field School approach in crop and livestock sector for food security. Based on the learning from integration of nutrition into the FFS curriculum, establishment of Home Nutrition Garden, MIYCN counselling and Recipe demonstration in women groups, the Nutrition Field School will entail a blended approach of FFS, participatory learning, community mobilization, women empowerment, nutrition education and counselling for making agriculture and health sector nutrition sensitive for enhanced nutrition practices at the household level.

TA will build on the existing “*Nutrition for FFS*” and other nutrition related guidelines developed under the FAO TA to develop project-specific curriculum, technical guidelines and training manuals for quality implementation of Nutrition Field School. The curriculum will be based on a thorough nutrition and dietary analysis of project locations and methodology adopted from the ‘Trials for Improved Practices’ (TIPs) to better understand local norms, explore local recipes, what motivates and hinders people to change their agricultural and dietary practices and improving the knowledge and skills of smallholder farmers and women groups for production of diversified and nutrient dense foods and consumption of healthy diets and promotion of local nutritious recipes at the community level. TA will coordinate with all concerned stakeholders especially Nutrition Section under the MoH; Food and Nutrition Security Section and DFTQC of the MoALD and Food Research Division under the NARC. FAO TA will make best use of available internal and external resources from Nepal and globally to develop these materials.

FAO TA will also support PMU in conducting the different levels of trainings to develop a competent master trainers, facilitators and extension workers for implementation of Nutrition Farmer School and other nutrition interventions at the community level. The TA will support the PMU in carrying out a process documentation to assess the change plausibly brought about by the program especially in terms of production of nutrient dense, diverse foods and consumption of healthy diet.

Activity 3.2: Facilitate, support and advocate for nutrition sensitive agriculture and food-based nutritional interventions with food and nutrition security coordination structures

FAO TA will support PMU on institutional and HR capacity strengthening for assessing and agreeing on causes of malnutrition for joint action, enhancing the knowledge and skills for integration of nutrition



sensitive agriculture approach and food-based nutrition interventions in local level multi-sectoral nutrition action. The FAO TA team members will actively be engaged with the coordination committees at all levels to advocate for sustainable food systems to produce local nutrients dense and diverse foods (through establishment of home nutrition garden) and improve nutrition and dietary practices. FAO will establish a strong linkage with relevant stakeholders to establish and promote for these agenda and sensitize the policy makers, decision makers and elected local body representatives. The FAO TA will support the PMU for conducting capacity need assessment, develop a training module to be aligned with the existing ToT curriculum and carrying out different cascade of trainings under the project. The TA will also provide technical support for improved service delivery by the frontline workers including tracking of nutrition related indicators from the household and community.

Activity 3.3: Assist in adapting existing IEC materials for skill-based nutrition education and BCC in line with Food Based Dietary Guideline

Under the Agriculture and Food Security Project, FAO TA supported to develop range of technical guidelines and BCC materials related to maternal, infant and young child nutrition, food processing and preservation, nutrition sensitive agriculture and food-based nutrition. The then Ministry of Agriculture, Land Management and Cooperatives and Ministry of Health and Population have jointly developed a Food Based Dietary Guideline.

In this context, FAO TA for FANSEP will support the PMU in adapting the existing guidelines and BCC materials in context of project locations to promote healthy eating habits and healthful food choices in the community. The TA will provide technical support to review, revise and develop location-specific culturally and socially acceptable, illustrious, simple and practical messages to increase public awareness of the importance of dietary diversity, food safety, eating well, healthy food choices. The existing guidelines and materials will be adapted for improvement in knowledge and skills in food processing, preservation and safety (aflatoxin reduction), dietary diversity, food groups and dietary patterns to promote overall health and good nutrition at the household level. FAO will focus on problem-solving, participatory learning and locally appropriate response to encourage skill-based learning for the women groups and targeted pregnant, lactating women and care takers of children under 2 years of age. The guideline will also ensure that the capacity of extension workers is enhanced in terms of providing nutrition education and counselling.

Output 4: Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions

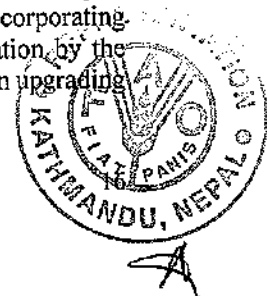
General Description of Activities

Activity 4.1: Establish and support TA units at national, cluster/provincial, and municipality levels

For timely and quality implementation of project interventions, PMU and FAO TA will work closely at all levels. TA will extend its technical support through team of experts at central level and cluster level. The TA will establish a central unit with a team of thematic experts led by the Team Leader, who will liaise with the PMU and all other central level stakeholders for all the activities envisaged under the TA component for quality results. The central team will also supervise and monitor the activities carried out by the cluster team and provide technical support to the central as well as e level functionaries for FANSEP activities. At the cluster level, the subject matter officers will work with their respective government counterparts as well as elected officials of the rural municipalities and support cluster office for planning, implementation, supervision and monitoring of the implemented activities.

Activity 4.2: Provide support for development of PMIS, monitoring and knowledge management

FAO will support in monitoring of the FANSEP Result Framework by adapting the AFSP Project Management Information System (PMIS) in consultation with PMU. The TA will facilitate in incorporating ICT tools to ensure timely recording and reporting of data and processing for timely utilization by the concerned stakeholders at all levels of FANSEP implementation. The TA will support the PMU in upgrading



the existing system through design upgrading, training on revised system and its operation, development of operational guideline and providing technical support in rolling out the system at the local level.

In addition, the TA will support in carrying out process documentation, communication and visibility activities, case studies and success stories from the implementation of the FANSEP activities. The TA will guide and facilitate the project implementing frontline workers to identify the case to be studied in detail and bring different success stories from the field. The TA will assist PMU in identification of best practices for scale-up, improving service delivery, planning and allocating appropriate resources, undertake learning for mid-course corrections, and evaluate project outputs aligning with project objectives.

Activity 4.3: Organize review and planning workshops as well as sharing meetings at all levels of project
With focus on achieving the results as outlined in the project, FAO TA will organize national level workshops and cluster level workshops annually to review and plan annual work plan and budget (AWPB) of TA involving PMU and cluster level offices. These workshops will bring together all the implementing agencies at the respective level to review the progress, constraints, reflect on the lesson learned and plan for next year taking in account of the lesson learned from the last year. FAO TA will also take this opportunity to share important technical as well as operational information for quality and effective project implementation.

In addition, FAO TA will also, in consultation with the PMU, organize key meetings/events to share evidences or key information, which will contribute to effective planning and implementation of the FANSEP interventions.

3.4 Sustainability

Economic and financial sustainability

Current national agriculture investment framework has put strong focus on creating an enabling environment for investment in development of agricultural entrepreneurs by supporting productive activities, decent job creation, creativity and innovation and promotion of micro, small and medium sized enterprises through access to financial services. The FAO TA to FANSEP will support in strengthening producer's organizational capacity, improving the information system for market linkage, enabling and facilitating project-supported groups to access small grants to start-up business activities and improving their knowledge and skills through business training. FAO TA will facilitate in linking project-supported smallholder producer and agro-processor groups with the national supply chains and local, national markets for market integration. This will contribute in establishing the small enterprises with economic viability and longer-term impact of the project interventions. The acquired knowledge, skills and good practices will contribute to sustainable impact on growth of small and medium sized enterprises in the area and generate decent rural employment.

Institutional sustainability

One of the major thrusts of TA service package under FANSEP is to enhance the institutional capacity of the government and local functionaries across all project components. Embedded at central and cluster project management unit, the FAO TA will support and facilitate in strengthening the operational management of the project implementation through enhanced coordination, strengthened monitoring and evaluation system, improved collaboration across sectors, departments and agencies. The TA implementation arrangement is aligned with the FANSEP implementation arrangement without creating any parallel structure. The TA will implement its activities through the existing government network and community service delivery structure to build the capacity of government institutions and human resources for sustainable impact. Moreover, the strong focus of the TA is to enhance the capacity of smallholder farmers, women groups and disadvantaged groups, which will ensure the ownership of the project interventions by the community. The TA will empower the communities, and in particular the target beneficiaries to be able to make their own decision and be able to lead for sustainable agricultural practices and long-lasting nutrition behaviour change. The development of a critical mass of trained professionals, service providers and leaders within the same community will act as the champion and change agent for enhancing the food and nutrition security. The TA will work through existing institutions, inject intensive capacity-building activities and ensure to establish a quality assurance mechanism through participatory approach will help to make a sustainable impact of the project.



The lesson learned from the interventions will help in shaping the policy environment related to food and nutrition security, agribusiness development at local level and scaling of project intervention in non-project locations.

Technical sustainability

FAO TA will develop, review and revise several technical guidelines and training manuals under the project which will be scaled up, if the interventions are effective. These technical guidelines and training manuals will greatly contribute in quality assurance and capacity development of service providers for effective service delivery. Capacity building through training, exposure or learning visits, workshops will help to enhance knowledge and skills of stakeholders and beneficiaries within agriculture and health sector at central, state and local level. Since FAO TA is well integrated into government system for service delivery, all the technical guidelines and manuals will be owned and endorsed by the government. Eventually, all the project specific technical guidelines and training materials will be institutionalized into the government system.

GESI sustainability

The ADS has identified women and marginalised population as key target groups as women represent the majority of agricultural labor force, and social sustainability depends on women gaining the power and capacity to control decisions about use of resources. Budget allocations need to recognize women as independent farmers, ensure women's access to means of production, enhance their leadership, and improving women's position in different structures of the government, non-government and private sectors. Marginalized groups often can no longer exercise traditional stewardship of natural resources, resulting in unsustainable impacts on agriculture and biodiversity. The project has set the target of engaging 65 percent of female beneficiaries with focus on targeting disadvantaged population.

FAO TA will facilitate, support in carrying out a gender-sensitive stakeholder analysis and ensure that the criteria to involve women and disadvantaged communities are well-articulated in all the project-specific operational, technical as well as training guidelines. A key focus would be given to strengthen women's knowledge and skills. FAO TA will facilitate in involving women and groups from Dalits and other disadvantaged groups in decision making, planning, implementation and evaluation of project activities.

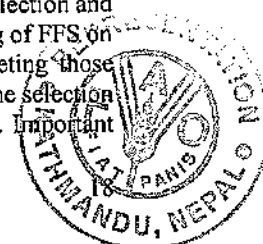
Environmental sustainability

The TA will support in adhering to the sustainable environmental practices and provide safeguards to project interventions based on principles of conservation and sustainability. National laws and other legislation that require Environmental Impact Assessments (EIA) will be enforced to ensure that environmental safeguards are integrated in activities designs (notably infrastructure). This TA will ensure implementing institutions are made aware of and strengthened in their capacity development and technology transfer skills to ensure their adequate support to beneficiaries to mitigate and/or adapt to the impact of climate change, for example through applying climate smart agriculture technologies and practices.

3.5 Risks and Assumptions

Unlike Nepal's frequent change in the government in recent past, there is a high degree of optimism of stability and improved governance under the federal system. However, there are risks of jurisdictional overlap between the three tiers of government, lack of clarity and coherence between policies and devolved powers, and duplication of efforts. It is expected that the clarity in terms of roles and responsibilities of different institutions at different levels will be clearly laid out before the project starts its implementation on the ground. This will greatly help for FAO TA to coordinate and work with relevant agencies. Government of Nepal has emphasized the role of multi-sectoral approach for food and nutrition security. For this, good coordination between the Ministry of Agriculture and Livestock Development and Ministry of Health is essential for successful and effective implementation. It is expected that the project personnel from both sectors will work together in a coordinated way. This will help to implement the activities in timely manner.

In addition, there is a risk of timely implementation of non-TA activities as planned. Availability of crop and livestock related technologies and inputs from NARC on time will mitigate this risk to a greater extent. Similarly, selection and availability of appropriate candidates from GoN for training and arrangements of GoN staff for facilitating of FFS on time as agreed in work plan will help to implement the TA activities on time. The risk of mis-targeting those individuals receiving training and other capacity development activities can be mitigated by developing the selection criteria for training participant selection in close consultation with respective government counterparts. Important



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assumptions for addressing this risk are continued support and commitment from the government for quality service delivery by competent human resources, enhanced inter-ministerial and inter agency collaboration and strengthened and active involvement of government and other relevant stakeholders' planning and implementation including capacity development activities under this project. It is also assumed that the disbursement of TA fund and other inputs from FANSEP non-TA will be made available as in planned manner and the trained government staff under this project will not be transferred during the project period away from the project locations.

In the project locations, FANSEP implementation will not be an isolated process, it will be implemented through existing government structures where many other partners of projects could be ongoing. Duplication and overlap among projects and interventions are risks. A number of measures that promote synergies and effective collaboration will mitigate these potential problems. FAO TA will facilitate to ensure good coordination and continuous sharing among projects; promote exchange of information among decentralized project teams.

4. Implementation and Management Arrangements

4.1 Institutional Framework and Coordination

In a changing governance structure defined by the new constitution, the FANSEP will establish the 2 levels of institutional implementation arrangements namely central and local level accordingly. The Ministry of Agriculture, and Livestock Development (MoALD) leads the implementation with supports from the Ministry of Health and Population. As envisioned in Project Appraisal Document (PAD), there are three implementation and coordination bodies at the central level: i) the Project Steering Committee (PSC), ii) a Technical Coordination Committee (TCC), and iii) a Project Management Unit (PMU) headed by the Project Director (PD). At the province level, the project has 3 State Level Coordination Committees (SLCCs, 3) and at local level, there are 4 Municipality Cluster Project Support Units (MCPSUs) in each of the targeted municipality clusters.

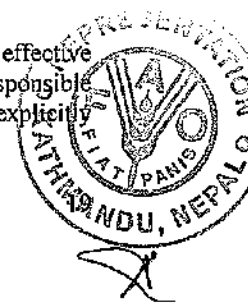
The institutional framework of the FAO TA to FANSEP will be harmonized with the institutional arrangement made for the implementation of the FANSEP. The central level TA team will comprise of 7 thematic specialists (Crop Production, Livestock Production, Nutrition cum BCC, Agribusiness and Market Linkage, Capacity Development, Monitoring and Evaluation, and Environment and Social Safeguard) led by a Team Leader. The team will be supported by an Administrative and Finance Officer, Office Assistant and 2 Drivers. All 4 Cluster Project Support Unit will be supported by 3 technical officers (Crop value chain, Livestock value chain Production, Nutrition cum Behaviour Change Communication-BCC). A total of two M&E officers will be placed. One officer will oversee and support two cluster offices. The cluster-level officers, who will be located in and working closely with the respective Municipality Cluster Support Unit Offices, will be technically supported by the respective specialists at the PMU level, while the administrative support and guidance will be provided by the FAO TA Team Leader. The cluster level activities of TA team will be coordinated by the respective M&E Officer.

At the municipality level, the project activities will be facilitated by crop, livestock and project cum nutrition facilitators recruited through competent service providers. The field level technicians will be supported and supervised by their cluster-level officers.

At the central level, the overall responsibility to implement the project lies with PMU where FAO TA team directly associates with the government counterparts assigned for the project. The major task of the TA team is to assist, facilitate and provide technical backstopping in overall activities of the PMU ranging from planning, implementation, monitoring and evaluation. All the TA related activities will be implemented in close coordination and collaboration with the Project Director of the FANSEP, nominated by the Government of Nepal. While the TA Team Leader (TL) will liaise with the Project Director for the overall coordination of the TA activities, all the thematic experts under the operational supervision of TL will closely work with their corresponding counterparts at the Project Management Unit. FAO Country Office will provide overall administrative and operational guidance to the TA team Throughout the implementation of FAO TA activities, FAO Country Office team will also provide their expertise, supervise, monitor and support the project to enhance the quality and effectiveness of the interventions.

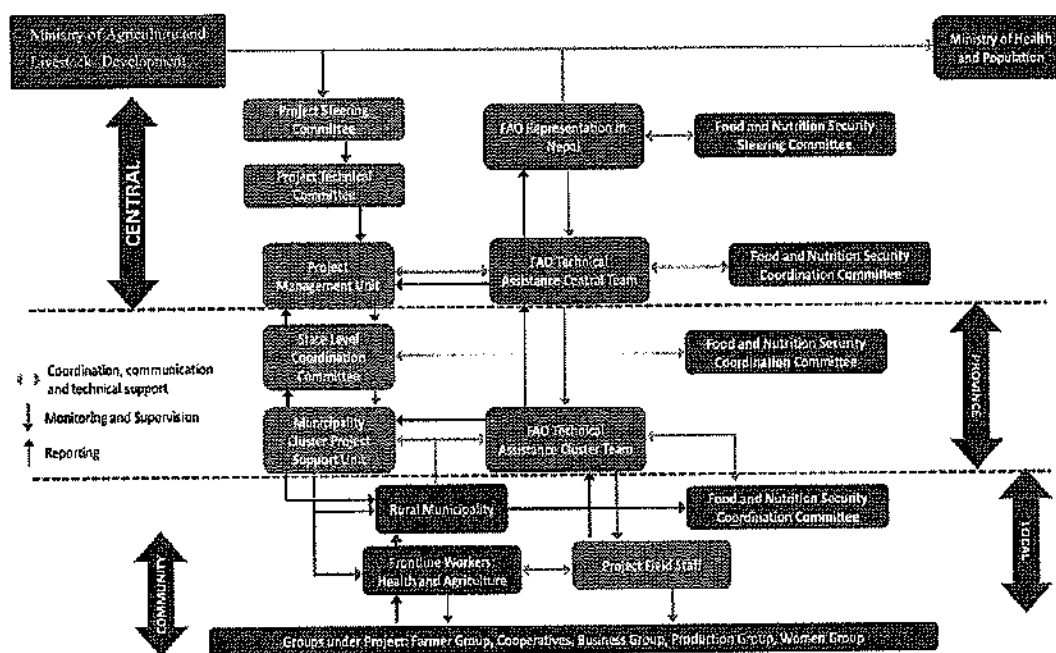
The TA will be further supported by the FAO Lead Technical Unit and other technical backstopping experts from FAO RAP and the FAO headquarters. The experts will provide the required technical expertise and guidance including peer review of technical guidelines and manuals produced by the TA team.

The purpose of the experts and technical officers envisaged to be employed under this agreement is to support effective implementation of the FANSEP. While the entities of the Government of Nepal at various levels will be responsible for timely procurement and delivery of physical inputs and facilities and human resources other than those explicitly



mentioned for procurement by FAO under the agreement between the Government of Nepal and FAO. The FAO-recruited and subcontracted personnel will closely work with the officials and technicians at all levels of the Government of Nepal. At the cluster and community levels, they will be working in close coordination and collaboration with concerned cluster coordinators. The TA team at respective level will periodically report to the respective designated officers at the PMU and cluster units.

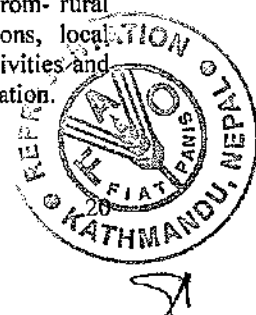
Figure 3. Implementation, coordination and reporting arrangements of FAO TA under FANSEP implementation structure



4.2 Implementation Strategy and Methodology

Upon approval of the contract between the Government of Nepal and FAO, the recruitment of the central level technical experts for the TA team will be carried out. The central TA team will work closely with the PMU and concerned stakeholders to prepare the Inception Report detailing the TA package of services along with the implementation roadmap. During the development of Inception Report, a careful consideration will be made to ensure the need of the project in terms of strengthening public institutional as well as the human resources capacity. This process will be followed by the recruitment and deputation of the cluster level TA team. The focus of the TA activities will be to strengthen the capacities of the public service providers and targeted beneficiaries of the project and to enhance the effectiveness of the project interventions.

The major thrust of FAO TA will be to ensure quality of the project interventions and build the capacity of public service providers at all levels. In addition, the FAO TA will work with all the concerned stakeholders working in the field of food and nutrition security for strengthening the nutrition sensitive agriculture as well as food-based approach to nutrition. Capacity development support along with the other TA activities will be tailored and adapted to priorities, interests, and existing competency levels. The project resource will be endowed to build capacity of people who will contribute to enhance food and nutrition security operations in Nepal and are not likely to leave the sector or Nepal, following the completion of their training. Recipients of such training will come from both inside and outside of the Government institutions, which ensures sustainability of sector wide project impact, not just specific to one institution. Beneficiaries of the TA project will consist of the core target beneficiary groups of FANSEP mainly from- rural producers, including smallholder farmers and entrepreneurs, women groups, government institutions, local government and the private sector. Flexibility will be maintained throughout implementation of TA activities and necessary adjustment will be done in close consultation with PMU during the course of project implementation.



The TA will support the project in review, adaptation and development of context-specific technical as well as operational guidelines for quality project interventions. FAO supported the government for development of various such technical guidelines and training manuals during AFSP implementation, which will be adapted for this project purpose. The TA team will also support the project's Bi-annual project implementation support mission, and a mid-term review and evaluation mission.

The purpose of the thematic specialists, technical officers is to support government for the effective implementation of the FANSEP. While the public institutions at various levels will be responsible for timely procurement and delivery of physical inputs and facilities other than those explicitly mentioned for procurement by FAO in this agreement, the FAO-recruited and subcontracted personnel will closely work with the government officials and technicians at all levels. The FAO-employed specialists and technical officers will contribute to developing periodic work plans; to prepare periodic progress report, identify and provide solutions to the problems or any technical or operational issues that may arise during project implementation. Since the budget for project activities is built under the Government of Nepal (other than what has been provisioned under the TA), the FANSEP will, in a timely manner, ensure the required information, programme costs and other facilities for smooth implementation of the FAO TA support.

The FAO representation, responsible for the implementation for TA, has staffs and a pool of experts with more than a decade of experience in developing curricula, organizing and running FFS for crop production and on-farm water management and promoting marketing of healthy farm products. Likewise, FAO has wide-ranged experience of implementing nutrition programmes linking with agriculture and food security programmes focussing on women and children especially through Nutrition Field School.

The FAO regional office (RAP) and FAO Head quarter through set of experts will provide expert advice and guidance for the soundness of the project implementation.

4.3 Government Inputs

The Government will take all the necessary measures to facilitate the execution of the project and to assist the FAO staff in obtaining essential services and facilities as they fulfil their tasks. The extent and timing of provision of counterpart staff and of facilities, all equipment and supplies required for carrying out the services and all necessary surveys will be managed by the Government as agreed upon.

The Government will contribute to the TA component of the project by committing suitable office accommodation, access to facilities and staff in specific areas of interventions and thematic technical areas covered by the project as are required to implement the project successfully. The Government will facilitate TA team to access official documents and in meetings with government officials, the private sector and academia, as required. The Government will select right civil service staffs to receive capacity strengthening in the various fields identified for capacity development, which is the key to the success of the project. Moreover, such public sector participants in trainings and workshops (e.g. extension agents, and health workers) must be allowed to train others within and outside their organizations.

The Government shall ensure timely provision of required inputs and facilities as are required for timely organization of field level activities since the budget for the physical inputs and facilities are provisioned in the Government of Nepal as a part of the FANSEP budget.

4.4 Development Partners Inputs

A critical concern to the success of this project is the involvement of Development Partners (DPs). The GAFSP will be the source of fund for FAO TA. For the implementation of assigned specific interventions, the TA team will collaborate closely with the World bank-supervising entity for FANSEP. In addition, FAO TA will also closely coordinate with other development partners working in the project area. These DPs will be kindly requested during the capacity development needs assessment and implementation to provide their views and priorities.

4.5 Technical Support/Linkages

The FAO regional office (RAP) in Bangkok, will allocate a dedicated Lead Technical Officer (LTO) and project task force members to support the project. In addition, FAO headquarters technical officer will be nominated from the concerned technical division to ensure the technical soundness of the project. The LTO with support from other technical officers will provide timely guidance through technical back stopping missions and distant support throughout the lifetime of the project for quality delivery of the FAO inputs. The LTO will also review and provide technical clearances to all the reports and technical documents produced by the TA team.



FAO will mobilize national consultants and national service providers, under the joint supervision of the FAO Representation in Nepal. The members or consultants recommended by the TA team will be participating in the project inception meeting as a TA team member where the team will jointly prepare the PIM with the Government and World Bank staff. The PIM will detail the project activities and implementation arrangements.

The TA team will assess and use the diverse FAO training toolkits and resources as appropriate to optimize FAO's knowledge base and global inventory of resources. The TA will organize review and planning workshops for peer-to-peer learning and exchanges of learnt lessons among project beneficiaries and stakeholders to benefit from other's experiences and build linkages.

4.6 Management and Operational Support Arrangements

The budget holder for the portion of the FAO TA contract will be the FAO Representative in Nepal, who will oversee operational, financial and management aspects of the project. Financial transactions will be handled according to the FAO rules and procedures; and FAO Representative delegation of authority. Where there are similar project activities already underway by other agencies, all efforts will be made to avoid duplication and to cooperate and coordinate activities. The FAO Representative in Nepal will provide overall supervision of the management of the TA. In addition, the FAO Representation will designate the Assistant FAO Representative to provide routine support on programme and administrative matters respectively.

5. Monitoring, Performance assessment and Reporting

5.1 Oversight, Technical Support, Supervision and Reviews

The FAO TA Monitoring and Evaluation Framework will be harmonised and complementing to the project M&E Framework to achieve the project's impact and outcome. FANSEP M&E system will be built on the already existing M&E System that was developed by the AFSP by upgrading the Project Management Information System (PMIS). The FAO TA, being an integral part of the FANSEP, will carry out the technical support and oversight missions jointly with World Bank for project monitoring and supervision. Such Implementation Support (IS) Mission will have the combined aims of reviewing the quality of implementation, providing solutions to implementation problems, and assessing the likelihood of achieving the PDO.

More specifically, during such missions, FAO TA will assist to: (i) review implementation progress of each component, including institutional development aspects; (ii) seek solutions for problems that arise during the implementation; (iii) review the action plans for every six months; (iv) verify the compliance of project activities with environmental and social safeguard policies; (v) review case studies and survey results to measure results indicators to determine progress toward the PDO against the targets set within the Results Framework and the quality of implementation; and (vi) review the quality of capacity-building activities, which are crucial for an effective implementation of the project. Such missions underline the importance of maintaining project flexibility.

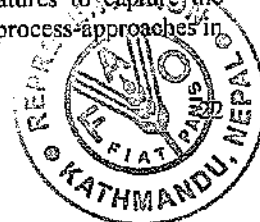
Technical support missions from RAP will also provide guidance and technical backup to project team to internalize good practices and to resolve implementation bottlenecks as they are identified during the Implementation Support Missions. FAO TA will assist World Bank and PMU in conducting the periodic reviews of project implementation through case studies, collection of stories and process documentation. At the end of the FANSEP, the FAO TA will organize a technical assistance completion review to assess the success of the TA and draw lessons from its implementation.

5.2 Monitoring and Knowledge Sharing

FAO TA will carry out close monitoring of project implementation and progress in coordination with PMU and World Bank. In first two years of project, TA would see more technical support for establishing and operationalizing M&E system, and later the focus would change to more routine monitoring of progress, trouble-shooting, and assessments based on the Results Framework. Regular short visits by individual specialists of TA will be done to identify specific thematic issues and to follow up the application of recommendation made by implementation support mission.

The M&E procedures for FANSEP will comply with the FAO internal requirements as well as fulfil the GAFSP requirements, including core indicators for each component. A full time M&E specialist will be deployed at Central TA Team to manage the M&E activities of the overall project. Moreover, additional two M&E officers will be deployed for regular monitoring of project activities at cluster level.

The FAO TA would provide assistance in strengthening and implementing existing M&E system of the ongoing AFSP to track progress on a continuous basis. Such M&E system will be enabled with the features to capture the implementation process of project interventions. The provision of capturing the qualitative and process approaches in



M&E system would provide evidence and facilitate analysis concerning the level, relevance and application of knowledge, skills and practices developed and applied. Such provisions are necessary to institutionalize FFS process which was considered as an indispensable mechanism to ensure the quality of FFS interventions during AFSP phase.

The TA will provide technical support to customize the exiting project Management Information System (MIS) developed for the AFSP for monitoring of FANSEP activities. The support would provide technical backstopping to tailor the existing software to incorporate new FANSEP specific indicators and tools to allow field-level functionaries to directly input data into the MIS using ICT. Under this project, the FAO TA will assist in building the capacity of PMU and FANSEP implementation machineries to use the MIS from the first year of project implementation enable them to produce reports at agreed intervals and track the progress towards achieving the specific milestones as stipulated in the results framework.

In the M&E system, specific studies including assessment at beneficiary level will be commissioned to complement data gathered from the regular monitoring where needed. The TA will assist to measure the impact of capacity development activities, with participatory M&E methods. The TA will ensure that gender and citizen engagement are fully integrated in every aspect of the project implementation including impact evaluation studies, and participation in the mid-term and final evaluations.

FAO will also provide TA to the development of the project MIS and its integration to overall government monitoring and evaluation systems.

Impact evaluation of FANSEP project has been provisioned in the PAD, which will be carried out by a team fielded by the Development Impact Evaluation (DIME). Data needed for impact evaluation purposes will be collected in project and non-project areas by a third party. Since this TA is designed to support the implementation of the FANSEP, the FAO evaluation will be jointly carried out to assess the accountability and lesson learning.

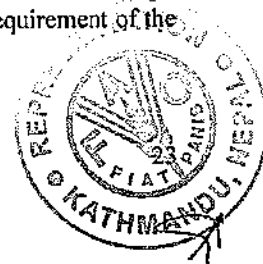
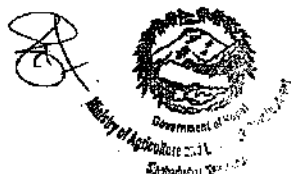
5.3 Communication and Visibility

Communication and visibility are vital elements of FANSEP as reflected in its fourth component titled "Project management, communication and M&E ". The objective of this component is to communicate efficiently to various public and private entities on project activities, outcomes, best practices and lessons learnt. In this aspect, FAO would mobilize its support in incorporating ICT tools to ensure rapid transfer of data from the source to MIS for effective communication. For this purpose, FAO TA will outsource necessary human resources, who possesses good communication ability. The means of communication will be built into the TA design including: (i) organization of workshops at all the project level; (ii) multi stakeholder field days at local level; (iii) radio, TV and news updates; (iv) communication on FAO web sites. FAO will ensure full visibility of the project through logos, boards, stickers and publications, and national and international media as appropriate. Towards the end of the project activities, FAO will organize a meeting to present and discuss project achievements and provide suggestions and recommendations for possible follow-up activities and development interventions.

5.4 Reporting Schedule

Reporting will be an important function of FAO in providing technical assistance to this project. The TA will follow FAO internal reporting procedures in consistent with the requirement of the GAFSP. The FAO project team will prepare regular reports to the FANSEP Steering Committee in compliance with the FANSEP framework document and M&E Plan Guidelines. The M&E expert of central TA team will be responsible for preparation of drafting such reports. These reports will include:

- **Inception Report:** will be prepared at inception including a detailed work plan including the timing of each activity and modalities of TA execution in consultation with PMU of FANSEP.
- **Progress Reports:** will be prepared annually and half-annually basis to fulfil the reporting requirements of both GoN and FAO following standard template. Such reports will consist of the key elements of project activities, including the extent to which the project's scheduled activities have been carried out, the outputs produced and progress towards objectives realized with suggestions for any corrective actions if need be. A work plan and an expenditure plan will also be included. The Team Leader (TL) will be responsible for reporting to the Government of Nepal with due technical clearance from LTO and consent from FAO representation office. Further, a separate report will also be submitted on four monthly basis to meet the specific requirement of the Government of the Nepal.



FAO-TA

- **Final Report:** The Team Leader of FAO TA will prepare a draft Final Report in accordance with FAO procedures towards the end of the project. This report will contain a complete review of activities undertaken, major results obtained, problems encountered and lesson learnt, progress towards achieving the specific objectives of the project and impact on the beneficiaries with a special section on recommendation. The TL will be responsible for all project reporting.



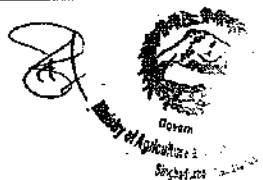
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Table 2: Logical Framework Matrix of FAO TA to FANSEP

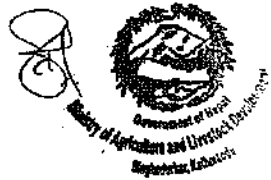
Results Chain/Narrative	Indicators			Assumptions
	Indicators	Baseline	Target	
Impact Improved agricultural productivity and nutrition practices of targeted smallholder farming communities in selected areas of Nepal	Increased crop and animal productivity by direct beneficiaries	0	BL+25% (Food Grains) BL+30% (Vegetables) BL+40% (Meat) BL+35% (Milk)	No extreme natural calamities or extreme climatic conditions occurs Non-TA actions for FANSEP are implemented as per the work plan.
	Household income (farm and off-farm)	BL	BL+25%	
	Improved score on the Food Insecurity Experience Scale (FIES) by direct beneficiaries	BL	BL+ (40%)	
	Minimum Dietary Diversity for Women, MDD-W	BL	BL+20%	
	Minimum Acceptable Diet for children 6-24 months age	BL	BL+20%	
	Farmers adopting improved agricultural technologies (including CSA)	0	39750	
Outcome Enhanced institutional and HR capacities of project beneficiaries including government functionaries and ensured quality of project services for climate resilience, improved ag-cultural productivity and nutrition practices in project locations	Farmers reached with agricultural assets/ services	0	65000	FANSEP Progress reports, annual report, Household Survey, & Technical economic monitoring reports
	Number of government personnel capacitated	0	TBD	
Outputs Output 1: Enhanced capacity of extension personnel including FFS facilitators and farmers to support adaptation of improved climate resilient technologies and practices	Number of Crop FFS facilitators developed /refreshed	0	175	Training reports, PMIS database, FANSEP report
	Number of Livestock FFS facilitators developed /refreshed		100	
	No. of Model FFS (crop, livestock) conducted and design and methodology customized		56 (crop-16, goat-16, dairy-12, poultry-12)	



Number of guidelines/manuals/technical materials developed/updated	Number of technical materials developed/updated	10	PMIS database, FANSEP report Manuscripts and Publications	Inputs and support committed by the main project are available in time
Activity 1.1 Review and update FFS curricula, technical guidelines, training manuals and toolkits Activity 1.2 Conduct trainings (TOT, TOF, Refresher) for FFS Facilitators and Model FFS Activity 1.3 Assist in designing FFS and on-farm trial, and monitoring the status of such trials and FFSs Activity 1.4 Facilitate in carrying out demonstrations, and scaling up the adoption support Activity 1.5 Facilitate in carrying out scaling up and adoption support activities	Number of guideline/manual developed/updated 0 Number of FBS facilitators developed 0 Model FBS conducted, design and methodology customized 0	2 54 8	Training reports, Manuscripts and Publications Training reports, FANSEP reports	
Activity 2.1: Assist in designing Farmer's Business School (FBS), developing training tool kits and master trainers for facilitating FBS Activity 2.2: Assist in selecting business plans under competitive matching grant scheme and monitoring implementation progress Activity 2.3: Assist in formulating value chain development strategies	Number of technical guidelines and training manuals including BCC materials developed/updated 0	TBD	Training reports PMIS database, FANSEP Reports	Non-TA actions for FANSEP are implemented as per the work plan
Output 3: Enhanced institutional and HR capacity for providing nutrition education and raising nutritional awareness	Number of facilitators trained on Nutrition Field School 0 Number of model NFS conducted, design and methodology customized 0	16	PMIS data base FANSEP Reports	FNS Coordination Committee formed at all levels



<p>Activity 3.1: Develop curriculum, technical guideline and training manuals for Nutrition Field School and other Nutrition Interventions Activity 3.2: Facilitate, support and advocate for nutrition sensitive agriculture and food-based interventions with food and nutrition security coordination structures Activity 3.3: Assist in adapting existing IEC materials for skill-based nutrition education and BCC in line with Food Based Dietary Guideline</p>		0	984 person months of TA personnel mobilized	FANSEP reports	<p>Inputs and support committed by the project under non-TA are available in time</p>
<p>Establish and support TA units at national, cluster/provincial, and municipality levels</p>	Supports provided as per need	FANSEP reports			
<p>M&E system, PMIS, Beneficiary Assessment designed and supported for implementation</p>	PMIS and M&E system established and used for data collection and reporting	FANSEP report			
<p>Number of periodic reports of FAO TA prepared and submitted</p>	9	FANSEP reports			
<p>Support provided to prepared FANSEP periodic reports</p>	9				
<p>Number of visibility and advocacy materials including good practices, success and case studies documented and disseminated</p>	0	As per need	Published Success Stories and Case Studies		
<p>Output 4: Planning, implementation, monitoring and evaluation activities supported for assuring quality of project interventions developed/updated</p>					
<p>Activity 4.1: Establish and support TA units at national, cluster/provincial, and municipality levels Activity 4.2: Provide support for development of PMIS, monitoring and knowledge management Activity 4.3: Organize review and planning workshops as well as sharing meetings at all levels of project</p>					



IV. Work Plan

The following work plan is subject to periodic review and updating

SN	Year/Quarter Activity	Year I			Year II				Year III				Year IV				Year V		
		II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	
1.	INCEPTION PHASE																		
1.1	National consultant recruitment, briefing, training and placement																		
1.2	Cluster-level technical officers																		
1.3	Contracting field level implementing partners																		
1.4	Assessment of district-level capacity and HR needs for FANSEP implementation																		
1.5	National level workshop (inception)																		
1.6	Cluster level workshops																		
2.	OPERATION PHASE																		
2.1	Training needs assessment																		
2.2	Curricula design/update																		
2.3	Training of master trainers and training of technical staff/facilitators																		
2.4	Support in country training and implementing project activities																		
2.5	Implement model FFS (crop, livestock, nutrition and business)																		
2.6	International visits, tours for GoN officials																		
2.7	Project terminal report																		
2.8	Support for monitoring, periodic reviews and Progress reporting																		
3.	GOVERNMENT OF NEPAL TAKEOVER PHASE																		
3.1	Documentation of experience and Learnings																		
3.2	Sharing of lessons learnt																		
3.3	Handover of equipment and facilities Federal level. /municipal level																		



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V. FAOs Team

V.1. Experts and Consultants

Position	Number of persons	Total inputs (in month)		
		Home	Field	Total
Human Resource at PMU level*	12	159	373	532
A.1 Consultant	8	139	201	340
Team Leader	1	20	28	48
Monitoring and Evaluation Specialist	1	20	28	48
Capacity Development Specialist	1	17	25	42
Crop Production Specialist	1	17	25	42
Livestock Production Specialist	1	17	25	42
Nutrition cum Behaviour Change -Communication (BCC) Specialist	1	17	25	42
Environment and Social Safeguard Specialist	1	14	20	34
Agribusiness and Market Linkage Specialist	1	17	25	42
Admin and Finance Officer	1	43	5	48
Admin assistant	1	43	5	48
Drivers (49 months per person)	2	10	86	96
B. Project Cluster level based in cluster office	14		626	626
Cluster Technical Officer-M&E cum TA cluster team facilitator-(47 months/person)	2		94	94
Cluster Technical Officer-Nutrition cum BCC officer-(44 months/person)	4		176	176
Cluster Technical Officer- (Livestock Value Chain) - (44 months/person)	4		176	176
Cluster Technical Officer-(Crop Value chain) - (45 months/person)	4		180	180
C. Municipal level	96		4224	4224
Crop Technician-(44 months/person)	32		1408	1408
Livestock Technician-(44 months/person)	32		1408	1408
Project Facilitator-(44 months/person)	32		1408	1408

* including both technical Specialist (consultants) and support staff at PMU



V.2. Brief Description/Terms of Reference of each key position listed in the table above

V.2.1 Team Leader

Duty Station: Kathmandu (Central Office)

Duration: 48 months

Reporting Lines

Under the overall operational supervision of FAO Representative, technical supervision of the Lead Technical Officer designated by the FAO Regional Office in Bangkok, and in close consultation and coordination with the Assistant FAO Representatives (Programme), the Team Leader will work closely with the Project Director of FANSEP at the PMU, with overall responsibility for support to the planning, implementation and management of activities related to the areas of TA undertaken by FAO. He/she, with support from the FAO experts, will assist the project team in accomplishing the outputs envisaged under the project components in general and the FAO committed technical components in particular. He/she will undertake field visits and provide advice to the concerned Officers and also mobilize other TA from members of his/her working team as necessary. He/she will be responsible for coordinating the inputs provided by these experts. He/she will follow a participatory process in implementing the project activities with emphasis on the adoption of the Systems Learning Approach. In addition, he/she will lead the agribusiness and market linkage component of the project and will conduct market and value chain analysis of relevant commodities in the agriculture sector.

Key Responsibilities

- Plan, manage and lead the specialized multi-disciplinary TA teams and provides technical and operational leadership
- Analyse project specific requirements and relevant technical issues to provide critical input into the Project Development Objectives, Programme of Work, work plans and the supporting budgets and resourcing strategies
- Guide project TA team for the development of the approach, evidence-based strategies, and related tools, methodologies and the supporting system/database, monitoring and reporting frameworks
- Provide leadership to conduct, design and oversee periodic monitoring or evaluation and analysis activities to support the development of technical standards, instruments, innovation, technical reports, publications and/or on-going programme development as well as the provision of technical and programmatic advisory services
- Provide strategic advice to team members and PMU, Cluster offices and Rural Municipalities in the development and implementation of their project activities
- Lead, collaborate and provide technical backstopping to ensure the quality and effectiveness of capacity development and knowledge sharing activities
- Conduct market and value chain analyses of relevant commodities in the project areas. The analysis includes understanding and identifying the supply and demand situation of the targeted areas, characterizing and mapping the producers and buyers of relevant commodities and agricultural inputs. Familiarize him/herself with commodity value chains, including marketing of relevant agriculture commodities and identifying the key market linkages required to improve and sustain livelihoods of the beneficiaries
- Represent the FAO at national meetings and conferences, identify and implement strategic partnerships, advocate best practices and increased policy and programmatic coherence dialogue and develop and negotiate effective working relationships and consensus and agreement with national stakeholders
- Lead and participate in resource mobilization activities in accordance with the FAO Corporate strategy
- Provide strategic directions regarding the work on crop and livestock production, climate smart technologies, nutrition sensitive agriculture, resiliency building and market linkage for the project
- Provides strategic, managerial and technical leadership, guidance and support to the TA Team on FANSEP implementation
- Assist the FANSEP Project Director and other officers involved in the implementation of the project in the scheduling of consultant inputs to coincide effectively with the schedule of implementation requirements of the project activities
- Develop the inception report and overall action plan as well as the budget for FAO TA, aligning it with the objectives, outcomes and outputs of the FANSEP project components in consultation with PMU



- Prepare annual and six-monthly integrated work plans as well as the budget on the basis of the TA agreement document, inception report and overall action plan and coordinate the timely delivery of inputs as stipulated by the work plans
- Ensure that the inputs of the project specialists, technical officers, consultants and support staff are scheduled in such a way as to maximize the synergetic effect of their combined inputs through proper timing
- Develop rapport and maintain close working relationships with the technical staff working in the team to carry out the work programme and its effective planning and implementation
- Put into effect the technical advice provided by the review and backstopping missions
- Facilitate and supervise the organization of training and workshops related to the project activities, including the development of curricula and implementation of Training of Trainers (ToTs), refresher courses and FFSs on Crop, Livestock, Market Linkage and Nutrition
- Arrange for joint (international and domestic) participatory meetings of the consultants, especially at the beginning of their first input, to develop a comprehensive understanding of the purpose of their inputs in the context of the aims and objectives of the project.
- Identify opportunities for engaging NGOs, the private sector and projects related to the livelihood activities for greater synergy
- Assist in promoting knowledge about principles of participation, downward accountability, transparency, feedback and learning, including methods to operationalize them
- Prepare the work plan, with details on the inputs to be provided to effectively implement and achieve their terms of reference as a team.
- Provide support for the monitoring and evaluation of implemented activities, including field-level training programmes through FFSs and other training events
- Provide briefing to the study tour participants before they undertake visits and organize debriefing and follow-up upon their return
- Assist the Project Director in the identification of international training and study tours
- Oversee and coordinate the preparation and submission of periodic and technical reports ensuring quality standards and timeliness in accordance with the provisions of the TA agreement.
- On behalf of FAO, provide support in preparing and submitting six monthly work plans and fund disbursement requests to the Government and to the donor in compliance with the TA agreement document.
- Assist in sorting out issues as they emerge between the consultants and/or project staff and keep FAO informed of any unresolved issues or delays and suggest remedial measures
- Support the Project Director as required, in project-related tasks
- Liaise and maintain partnerships with other agencies and partners on behalf of World Bank and FAO
- Undertake any other assignments deemed necessary for the smooth implementation of the project
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- **Minimum Requirements**
- Advanced University Degree in Agricultural economics, agribusiness, or any agriculture or livestock related field with extensive experience of economic policy, agribusiness development, and/or leadership and management of large-scale integrated projects
- Ten Years of relevant experience in developing and implementing programmes related to agriculture, livestock or food and nutrition security
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English and Nepali and limited knowledge of local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage
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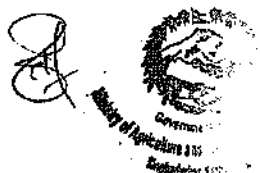
V.2.2 Monitoring and Evaluation Specialist

Duty Station: Kathmandu (Central Office)

Duration: 48 months

Reporting Lines

Under the direct supervision of the FAO Representative and the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional office in Bangkok, and in close coordination with the Government of Nepal's designated technical officer for M&E in the PMU and colleagues of the Technical Assistant



(TA) team, the Monitoring and Evaluation (M&E) Specialist will have the responsibility of supporting and technical backstopping the planning, implementation and management of activities related to monitoring, evaluation, reporting and Knowledge Management.

Key Responsibilities

- Prepare a results-based monitoring and evaluation framework and plan of action for project interventions, including the definition of targets and identification of appropriate performance indicators at outcome and output levels
- Design, oversee and co-ordinate the Project's participatory M&E system, which should focus on the monitoring of food and nutrition security in collaboration with project counterparts
- Identify appropriate M&E mechanisms for the adoption of climate smart agriculture technologies and nutrition sensitive agriculture practices and improvement of agro-ecological parameters at the field level
- Assist PMU in the establishment data base for monitoring and reporting of indicators of FANSEP result framework and annual work plan; and report to the GoN and the donor on stipulated time frame
- Support PMU for the establishment of project management information system
- Provide consolidated M&E information to PMU to feed into the project progress reports and technical papers
- Guide and oversee cluster team and project implementing partners on the social, financial, economic and environmental impact of climate smart agriculture and nutrition sensitive agriculture practices including relationships to resilience building and agricultural climate change adaptation
- Assess the impact of project interventions on agricultural production, food and nutrition security, household income at the household and community levels
- Provide training to members of PMU and Cluster Project Support Unit (CPSU), counterpart agencies and implementing partners on the Project's approach and methodology to participatory monitoring and reporting, including the collection of meaningful data at the field level
- Work closely with the PMU and FAO TA staff to set up community-level monitoring and evaluation systems in connection with the local-level institutions such as rural municipalities
- Develop a methodology for participatory resource mapping and group/community-level participatory development planning and monitoring systems
- Design the reporting channels of the established monitoring and evaluation system, in order to link key stakeholders for necessary feedback and allow management decisions to be taken for corrective measures to be implemented.
- Assist in making the information system monitoring indicators user-friendly.
- Design surveys and process monitoring mechanism to document progress of the project implementation
- Provide support to PMU for conducting impact studies
- Submit a work plan and monthly progress report as per the format developed by the project.
- Liaise and maintain partnerships with the World Bank and other agencies on behalf of FAO
- Undertake any other work as assigned by the Team Leader pertaining to project with focus to project monitoring and evaluation

Minimum Requirements

- Advance University Degree in agriculture economics, statistics or any related field with a sound background in Agriculture and Food Security or Rural Development
- Seven Years of relevant experience in the design and establishment of monitoring and evaluation system in the field of agriculture, livestock, food and nutrition security programs with knowledge for the design of indicators, database system and reporting
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point) and M&E database management
- Experience with similar internationally funded development projects will be an added advantage



V.2.3 Capacity Development Specialist

Duty Station: Kathmandu (Central Office)

Duration: 42 months

Reporting Lines

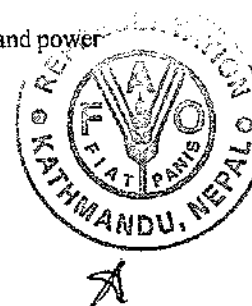
Under the overall operational supervision of FAOR, direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, close consultation and coordination with AFAOR (Programme), and in coordination with the Government of Nepal's designated technical officer for capacity building at the PMU as well as the concerned units of counterpart departments and Nepal Agriculture Research Council (NARC), the Capacity Development Specialist will have the overall responsibility of supporting and supervising the planning, implementation and management of capacity building activities related to crop, livestock and nutrition related Interventions, contributing to the outputs of all project components. More specifically, he/she will support in the planning, implementation and management of Farmer Field School (FFS) and specialized capacity building activities.

Key Responsibilities

- Prepare work plans and a plan of operation on different capacity-building training (ToT, refresher courses, FFS, Nutrition Field School, Farmer Business School and other training and follow-up support programs), to be implemented at different layers of the project.
- Review and update or develop curricula and lesson plans for ToT, refresher courses, FFS, Nutrition Field School, Farmer Business School and other capacity-building training with reference to the training needs assessment
- Develop criteria and procedures for the selection of candidates for training
- Coordinate with PMU and other stakeholders to identify training needs of extension personnel
- Prepare programme, implementation guidelines/procedures and resource requirements for each training (ToT, Refresher Courses, FFS, Nutrition Field School, Farmer Business School and other training) in line with project components, ensure their inclusion in the annual plans of the respective Rural Municipality and provide backstopping support for their timely and quality implementation.
- Assist in ensuring the quality of the training materials/guidelines/manuals and other reference documents to be developed for training facilitators and targeted beneficiaries.
- Assist in development of appropriate reporting and monitoring formats for the effective monitoring of different kinds of training (ToT, refresher courses, FFS, Nutrition Field School, Farmer Business School and other training) and follow-up programs implemented by the project and collaborating partners
- Organize and conduct the training programme for extension personnel, farmers and women farmers throughout the project implementation, as per the agreed schedule
- Act as a training instructor and resource person for the training programme
- Assist in the preparation of training reports, cost analysis and inventory of training activities in the project area
- Submit a work plan and monthly progress report as per the format developed by the project.
- Organize consultative meetings at all hierarchy of project implementation to discuss emerging issues and opportunities and document decisions of such meetings.
- Undertake other tasks as assigned by the Project Director and TA Team Leader

Minimum Requirements

- Advanced university degree in Agricultural Sciences or Development Studies with in-depth knowledge and understanding of the FFS approach
- Seven Years of relevant experience in developing and implementing programmes related to food and nutrition security
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel, photo shop and power point)
- Experience with similar internationally funded development projects will be an added advantage



V.2.4 Crop Production Specialist

Duty Station: Kathmandu (Central Office)

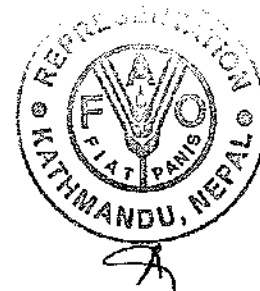
Duration: 42 months

Reporting Lines

Under the overall operational supervision of FAOR, direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, close consultation and coordination with AFAOR (Programme), and in coordination with the Government of Nepal's designated technical officer for nutrition at the PMU, the Project Crop Production Specialist will have the overall responsibility of supporting and supervising the planning, implementation and management of activities related to crop production interventions, contributing to the outputs of all project components. He/she will supervise the activities of and provide guidance to the Cluster Officers and field teams. It is expected that he/she will spend considerable time in the field visiting and talking to crop production groups, field teams and other farmers' groups.

Key Responsibilities

- Assist and guide the cluster and rural municipality agriculture teams to ensure that annual activity plans are prepared based on target beneficiary needs, and compiled and submitted to the PMU in a timely manner
- Identify needs, design the curriculum, lesson plans, guidelines and procedures for different kinds of training related to crop development (ToT, refresher courses and Farmer Field School (FFS)) and provide backstopping support in their implementation, in consultation with the Capacity Development Specialist
- Assist in ensuring the quality of the training materials/guidelines/manuals and other reference documents to be developed for training facilitators and targeted beneficiaries related to crop development and technology dissemination
- Identify and suggest innovative approaches for promoting appropriate climate smart and nutrition sensitive technologies through improved extension and research services and efficient dissemination to producer groups
- Support PMU in ensuring inclusion of women and youth, and other vulnerable segments of the rural population, in addition to strengthening the decentralized government structures to ensure effective service delivery at the local level
- Support PMU, in consultation with Nepal Agriculture Research Council (NARC), to identify appropriate Climate Smart Agriculture and nutrition sensitive agriculture technologies, improved inputs (foundation seeds, and improved varieties) and improved agronomic, husbandry and post-harvest practices, considering nutrition value and food safety considerations, including responsible use of antibiotics to reduce resistance risks and crop storage and management practices to reduce aflatoxin risk
- Guide, monitor and facilitate the activities of the cluster and rural municipality teams and ensure that agriculture activities are implemented effectively against performance targets
- Provide technical backstopping and coaching, facilitate problem-solving and experience-sharing in agriculture/crop-related activities within the PMU, and with Province, Cluster based Agriculture Officers and rural municipalities
- Provide oversight to activities, scheduling and facilitating PMU-level agriculture/crop component related procurement, including the hiring of NGOs, supplies and equipment, as needed
- Consult with NARC on technical issues related to achieving targets of the agriculture/crops component
- Coordinate with various national and international agencies aimed at strengthening the capacity of agriculture staff, including degree courses, training including FFS facilitation training
- Ensure the production and dissemination of agriculture/crop production and processing, and training related manuals and videos for extension and training of farmers, entrepreneurs and project staff
- Participate in annual or other periodic meetings with beneficiaries and other project stakeholders at Province, district project-area and national levels in collaboration with the PMU Manager and other PMU staff
- Guide cluster and rural municipality staff to enable farmers to master the management skills (Good Agricultural Practices-GAPs) required for sustainable production diversification and intensification of agriculture practices and post-harvest processing
- Coordinate with the project partners at the national/international level and with stakeholders on matters related to activities under the agriculture/crops component
- Submit a work plan and monthly progress report as per the format developed by the project
- Any other agriculture/crops related tasks assigned by the Team Leader or PMU



Minimum Requirements

- Advanced University Degree in Agronomy, Plant Protection or horticulture
- Experience of working in designing and implementing Farmer Field School
- Seven Years of relevant experience in developing and implementing programmes related to agriculture and food security
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English and Nepali and limited knowledge of local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage

V.2.5 Livestock Production Specialist

Duty Station: Kathmandu (Central Office)

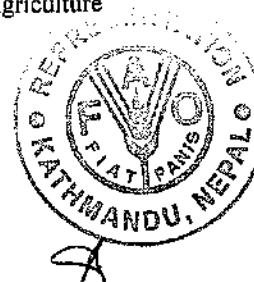
Duration: 42 months

Reporting Lines

Under the overall operational supervision of FAOR, direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, close consultation and coordination with AFAOR (Programme), and in coordination with the Government of Nepal's designated technical officer for Livestock at the PMU, and colleagues of the Technical Assistant (TA) team, the Livestock Specialist will have the responsibility of supporting and technical backstopping the planning, implementation and management of activities related to livestock development, contributing to the outputs related to livestock across all project components. He/she will supervise the activities of and provide guidance to the Cluster Officers and field teams. It is expected that he/she will spend considerable time in the field visiting and talking to livestock production groups, field teams and other farmers' groups.

Key Responsibilities

- Assist and guide the cluster and rural municipality agriculture teams to ensure that annual activity plans related to livestock (particularly goat, cow, poultry, and dairy subsectors) are prepared based on target beneficiary needs, and compiled and submitted to the PMU in a timely manner
- Identify needs, design the curriculum, lesson plans, guidelines and procedures for different kinds of training related to livestock development (ToT, refresher courses and Livestock Farmer Field School (FFS)) and provide backstopping support in their implementation, in consultation with the Capacity Development Specialist
- Assist in ensuring the quality of the training materials/guidelines/manuals and other reference documents to be developed for training facilitators and targeted beneficiaries related to livestock development and technology dissemination
- Identify and suggest innovative approaches for promoting appropriate climate smart and nutrition sensitive technologies through improved extension and research services and efficient dissemination to producer groups
- Support PMU in ensuring inclusion of women and youth, and other vulnerable segments of the rural population, in addition to strengthening the decentralized government structures to ensure effective service delivery at the local level
- Support PMU, in consultation with Nepal Agricultural Research Council (NARC), to identify appropriate livestock practices, considering nutrition value and food safety considerations, including responsible use of antibiotics to reduce resistance risks and livestock storage and management practices to reduce aflatoxin risk
- Guide, monitor and facilitate the activities of the cluster and rural municipality teams and ensure that livestock development activities are implemented effectively against performance targets
- Provide technical backstopping and coaching, facilitate problem-solving and experience-sharing in agriculture/livestock-related activities within the PMU, and with Province, Cluster based Agriculture Officers and rural municipalities



- Provide oversight to activities, scheduling and facilitating PMU-level livestock component related procurement, including the hiring of NGOs, supplies and equipment, as needed
- Consult with NARC on technical issues related to achieving targets of the livestock component
- Coordinate with various national and international agencies aimed at strengthening the capacity of agriculture staff, including degree courses, training including FFS facilitation training
- Ensure the production and dissemination of agriculture/livestock production and processing, and training related manuals and videos for extension and training of farmers, entrepreneurs and project staff
- Participate in annual or other periodic meetings with beneficiaries and other project stakeholders at Province, district project-area and national levels in collaboration with the PMU Manager and other PMU staff
- Guide cluster and rural municipality staff to enable farmers to master the management skills (Good Agricultural Practices-GAPs) required for sustainable production diversification and intensification of agriculture practices and post-harvest processing
- Coordinate with the project partners at the national/international level and with stakeholders on matters related to livestock development activities
- Submit a work plan and monthly progress report as per the format developed by the project
- Any other agriculture/livestock related tasks assigned by the Team Leader or PMU

Minimum Requirements

- Advanced University Degree in Animal Science or Veterinary Science
- Experience and understanding of Farmer Field School Approach
- Seven Years of relevant experience in developing and implementing programmes related to livestock development and food and nutrition security
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage

V.2.6 Nutrition cum Behavior Change Communication (BCC) Specialist

Duty Station: Kathmandu (Central Office)

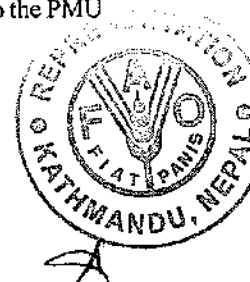
Duration: 42 months

Reporting Lines

Under the overall operational supervision of FAOR, direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, close consultation and coordination with AFAOR (Programme), and in coordination with the Government of Nepal's designated technical officer for nutrition at the PMU, the Project Nutrition cum Behavior Change Communication (BCC) Specialist will have the overall responsibility of supporting and supervising the planning, implementation and management of activities related to nutrition and BCC interventions, contributing to the outputs of all project components. He/she will supervise the activities of and provide guidance to the Cluster Officers and field teams. It is expected that he/she will spend considerable time in the field visiting and talking to nutrition groups, field teams and other farmers' groups.

Key Responsibilities

- Support PMU and Nutrition Unit under health and agriculture sector for planning, implementation, monitoring and evaluation of nutrition intervention of the project
- Assist in ensuring the quality of the training materials/guidelines/manuals and other reference documents to be developed for training facilitators and targeted beneficiaries related to nutrition.
- Provide technical guidance during the design of the training package on nutrition education to farmers, including the curriculum for training of trainers, Nutrition Field School and for farmers' groups and mothers' group at the community level
- Participate in the training programme as one of the training resource persons and provide support to the PMU and CPSU



- Provide technical support to the Nutrition Section of the Ministry of Health and Population in the implementation of the BCC Programme and ensure that the BCC Programme is aligned with the project objectives
- Provide support to the PMU in designing training and communication materials for the cascade training programme
- Support PMU in ensuring inclusion of women and youth, and other vulnerable segments of the rural population, in addition to strengthening the decentralized government structures to ensure effective service delivery at the local level
- Support the DFTQC in the implementation of project interventions related to food safety, nutritive value analysis, recipe development
- Support PMU in implementation of capacity enhancement training of field-level officials on pro-nutrition agriculture actions including training needs assessment, the development of a training package and conducting training of trainers
- Assist in preparation of technical and progress reports required for the supervision missions of FANSEP to be carried out by the World Bank and other progress reports foreseen
- Contribute in the design, implementation and analysis of the household food security and nutrition baseline survey and other Knowledge Attitudes and Practices (KAP) surveys related to nutrition
- Work with the PMU and Staff on the establishment of a minimum set of qualitative and quantitative indicators to measure over time project-attributable impacts in relation to project objectives and operational monitoring indicators
- Provide technical support in the integration of nutrition education into agriculture and food security programs
- Develop and supervise the implementation of nutrition security interventions (including Home Nutrition Gardens, Nutrition Field School, home poultry production and other income generating activities necessary to overcome the identified nutrition-related development problems
- Develop guidelines on community-level interventions for improving food security and nutrition
- Support the integration of nutrition and food security activities into the interventions of the FANSEP Project
- Facilitate and technically support the National Food and Nutrition Coordination Committee for establishing the agenda of Nutrition Sensitive Agriculture and Food Based Nutrition
- Provides specialized expertise in the area of food-based dietary guidance and the development and evaluation of innovative nutrition education and communication strategies and tools for project interventions
- Provide technical support to member countries on effective nutrition education programs and campaigns, including the development of content for mass media
- Collaborate with national partners for nutrition education and communication, nutrition sensitive agriculture and food-based nutrition
- Ensures that nutrition aspects across the value chain are adequately addressed in the project interventions
- Provide technical assistance to PMU in monitoring and evaluation of nutrition programmes
- Strengthen interagency collaboration in the preparation and implementation of UNDAF and nutrition sensitive interventions as well as strengthen the UN NETWORK for Scaling Up Nutrition (SUN)
- Assist the FAO representative to support the functioning of the intersectoral coordination mechanisms within the Multi-Sector Nutrition Framework and ensure links between the different sectors of rural development and other sectors concerned by nutrition
- Advocate for food-based nutrition and nutrition sensitive agriculture at the provincial, district and Rural Municipality level
- Build effective close working partnership with government counterparts and stakeholders and build capacity of stakeholders to deliver concrete and sustainable results
- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders
- Submit a work plan and monthly progress report as per the format developed by the project
- Any other nutrition and BCC related tasks assigned by the Team Leader or PMU

Minimum Requirements

- Advanced University Degree in Food Science, Human Nutrition or Public Health
- Seven Years of relevant experience in developing and implementing programmes related to the enhancement of food and nutrition security



- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English and Nepali and limited knowledge of local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage

V.2.7 Environment and Social Safeguard Specialist

Duty Station: Kathmandu (Central Office)

Duration: 34 months

Reporting Lines

Under the direct supervision of the FAO Representative and the Team Leader and technical supervision of the FAO designated Technical Backstopping Officer in the FAO Regional Office in Bangkok, and in close coordination with the Government of Nepal's designated Technical Officer at the PMU, the project Safeguard Specialist will be responsible for implementing the Environment and Social Management Framework (ESMF) and Gender and Social Inclusion Strategy of the FANSEP. The specialist will assist in developing province-ecological zone specific and activity-specific ESM Plan and Gender Equality and Social Inclusion (GESI) action plan as well as supporting small grants applicants assess safeguards issues and developing mitigation measures in terms of ESM and GESI action plan. He/she will have the overall responsibility of supporting and supervising the planning, implementation and management of activities related to the development and management of natural resources in relation to the agriculture/livestock/nutrition subsectors, especially those related to production, processing and value-adding activities. He/she will work closely with the CPSUs, Production groups, Small Grant Groups, Women's Groups, other field teams and private-sector entrepreneurs.

Specific roles and responsibilities include:

- Support PMU in conducting in-depth Gender, Social Inclusion, Environment and Vulnerability Assessment at the onset in the project areas
- Develop GESI Strategy and Action Plan for the project will be designed to ensure that all project activities, staff and implementation arrangement consistently and coherently contribute to achieving the gender objectives and targets of the project
- Develop a detailed Action Plan based on the project Environment and Social Management Framework (ESMF) of the project
- Develop strategies for raising environmental awareness and ensure enhanced level of community consultations and participation with emphasis on inclusion, empowerment and equity by involving the respective stakeholders and beneficiaries
- Assist PMU and CPSUs in integrating an Environmental and GESI Monitoring System in the Project Management Information System
- Assist PMU in developing strategies and action plan for increased community mobilization and extension support, vulnerability reduction strategies, support to groups to benefit the grassroots communities particularly the small holders and vulnerable
- Ensure GESI and Environmental Management perspective is well ensured to mitigate the adverse impacts during minor infrastructure development support under the project
- Ensure effective participatory approaches throughout the preparation and implementation of the project, involving all key stakeholders from beneficiary households at the ward level, to the central level
- Support in establishing partnership with the local civic groups/organization such as women groups, farmer organizations groups and co-operatives and engage in a variety of citizen engagement activities
- Support PMU and CPSUs for organizing communications and outreach campaigns and mobilize local-level actors including the community-based organizations, agriculture and livestock service providers, and social mobilizers for effective project interventions
- Support PMU and CPSUs in establishing Grievance Redress Mechanism and making it functional at multiple levels - ward, municipality, state and federal
- Support for development of different capacity building and advocacy materials related to environment safeguard and GESI for all levels
- Support PMU in ensuring inclusion of women, youth and other vulnerable segments of the rural population,



in addition to strengthening the decentralized government structures to ensure effective service delivery at the local level

- Guide cluster and rural municipality staff to enable farmers to ensure environment issues are well addressed required for sustainable natural resource management and mitigate adverse impacts due to project activities
- Coordinate with the project partners at the national/international level and with stakeholders on matters related to activities under the Safeguard
- Submit a work plan and monthly progress report as per the format developed by the project
- Any other Environment Safeguard and GESI related tasks assigned by the Team Leader or PMU

Minimum Requirements

- Advanced University Degree in Environment/Natural Resource Management/Social Work/Sociology/Anthropology/Development Studies with GESI background
- Experience of working in Environmental and Social Safeguard
- Seven Years of relevant experience in developing and implementing ESMP and GESI programmes, tools and training materials
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English and Nepali and limited knowledge of local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage

V.2.8 Agribusiness and Market Linkage Specialist

Duty Station: Kathmandu (Central Office)

Duration: 42 months

Reporting Lines

Under the overall operational supervision of FAOR, direct supervision of the Team Leader and technical supervision of the FAO designated technical backstopping officer in the FAO Regional Office in Bangkok, close consultation and coordination with AFAOR (Programme), and in coordination with the Government of Nepal's designated technical officer for market linkages at the PMU, the Agribusiness and Market Linkage Specialist will have the responsibility of supporting and technical backstopping the planning, implementation and management of activities contributing to the outputs related to market linkage and income diversification across all project components. He/she will supervise the activities of and provide guidance to the Cluster Officers and field teams. It is expected that he/she will spend considerable time in the field visiting and talking to groups engaged in agribusiness, field teams and other farmers' groups for enhanced market.

Key responsibilities:

- Provide technical support and ensure integration of basic business module for the Farmer Field Schools, extended business training in Farmer Business Schools for selected groups
- Develop Market linkages Inventory and carry out Needs Assessment to ascertain a clear need for market linkage currently under implementation
- Assist to conduct market and value chain analyses of relevant commodities in the project areas. The analysis includes understanding and identifying the supply and demand situation of the targeted areas, characterizing and mapping the producers and buyers of relevant commodities and agricultural inputs. Familiarize him/herself with commodity value chains, including marketing of relevant agriculture commodities and identifying the key market linkages required to improve and sustain livelihoods of the beneficiaries
- Develop advanced quality management system by exposing the Producer Groups to markets, and processing facilities to improve food safety and hygiene conditions across the commodity chain through demonstration effects
- Guide and facilitate the formation/reactivation of farmers groups, cooperatives, organize agriculture fairs and strengthening of the CBOs for building market linkages and the implementation of agribusiness activities at Rural Municipality and ward levels
- Identify needs and design of the curriculum, lesson plans, guidelines and procedures for different training packages related to agribusiness, market linkage and basic business module to be embedded in TOT, refresher



courses, Farmer Field School (FFS), Farmer Business School, and Home Nutrition Garden and provide backstopping support in their implementation

- Develop innovative mechanisms to provide access of smallholders to improved seeds or breeds, financial services for establishing small scale processing and preservation technologies and irrigation facilities
- Conduct stakeholder analysis to Identify the main actors and other stakeholders (supporters and influencer) and how are they linked and interact in the value chain related to smallholders
- Improve and diversify the income generating capacity of targeted beneficiaries by reducing transaction costs through investments in critical business skills and productive assets, supporting value-added activities, and building market linkages
- Organize and strengthen producer groups representing the targeted farmers by organizing them around commodities of common interest, and enhance their capacity in terms of governance, leadership skills, group dynamics, decision-making, problem-solving and risk management, book-keeping, meeting organization, agricultural seasonal planning, marketing, value addition, food safety, preparation of simple business plans, and simple monitoring and evaluation
- Develop a mechanism to establish the linkages between Producer Organizations (POs) and Agri-Business Enterprises (ABEs) supporting both input and output markets, including micro, small and mid-size enterprises (MSMEs), traders, and Rural Financial Institutions (RFIs) through the provision of financing for simple business plans
- Develop criteria for eligible business plans (BPs) that demonstrate real potential for marketing and income generation for the target beneficiaries
- Submit a work plan and monthly progress report as per the format developed by the project
- Undertake any other work as assigned by the Team Leader pertaining to project with focus to market linkage and income diversification
- Generate and apply innovative approaches and promote good practices such as ICT use to support the effective implementation and service delivery
- Participate as a resource person in capacity building initiatives related to agribusiness and market linkage development

Minimum Requirements

- Advanced University Degree in Agribusiness/business management, Agricultural economics or any related field with a background in agriculture and rural development
- Seven Years of relevant experience in developing and implementing agribusiness programmes, tools and training materials
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English and Nepali and limited knowledge of local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage

V.2.9 Admin and Finance Officer

Duty Station: Kathmandu (Central Office)

Duration: 48 months

Reporting Lines

Under the direct administrative supervision of the Team Leader and technical supervision of Head of Finance/Admin at Country Office, the Admin and Finance Officer will primarily be responsible for monitoring budgets, forecasting, providing basic administrative and human resource function and reporting on key financial data that enable effective management of project funds and resources.

Key roles and responsibilities

Admin

- Contribute towards the development of project specific plans and processes, aligned with FAO policies and processes to meet the needs of the project



- Monitor budgets, and carry out forecasting for new and ongoing activities according to established FAO procedures and requirements
- Assume overall responsibility for timely administrative management support related to day to day project office operations, procurement, property management, logistics, transport operations, insurance, security and personnel management of the project
- Assist Team Leader and other central team members in day to day operation of the project and provide support in project implementation
- Orient project staffs on administrative procedures of the project, provide advice and ensure administrative support as required
- Keep complete personnel files and records such as attendance record, leave record, service contract etc.
- Facilitate in travel authorizations for local travels in line with staffs' travel plan including security clearance, preparation of mission programs and support logistics for visiting missions, maintain travel record and recommend on related travel claims
- Ensure timely receipt and approval of monthly duty statement of the project staffs and support in completion of timecards in FAO GRMS for the release of staffs' remuneration
- Manage and maintain office facility, inventory of office supplies, vehicle log books including fuel procurement and consumption record, as well as other records and put in place internal control system
- Keep records of Non-Expendable Equipment (NEE), conduct physical verification on half yearly and yearly basis and prepare report on physical verifications of NEE to be submitted to FAO
- Report on key data for financial status and outcomes of project activities in accordance with corporate governance requirements, ensuring accuracy, deadlines, and accounting processes
- Perform bank reconciliations, disbursements, clearance of receivables, overall cash management and monthly financial closures on a regular basis in accordance with project requirements
- Provide guidance to all project staff concerning the correct interpretation of financial regulations, rules and procedures
- Deliver core administrative services, working with contractors and following standard processes to provide cost-effective, quality and timely services to project staff
- Prepare procurement plan for goods and services/ office supplies as required by the project and in liaison with FAO procurement unit, make necessary arrangement to expedite the procurements as well as assist in the delivery of the consignment at appropriate level
- Assist in organizing various meetings, workshops, consultations and other project events

Finance

- Assume overall responsibility for timely financial management support
- Provide support in preparation of projects' annual, six monthly and monthly budget delivery plans in accordance with the planned activities and facilitate in delivery
- Support in preparation of budgets for project specific trainings, workshops and other activities as per the project work plan and in line with the adopted norms
- Prepare cash advances for various projects' activities at national, regional and district levels as well as to the partners collaborating under contractual arrangements and support the concerned unit of FAO on approval, releasing and settlement of the advances
- Prepare disbursement vouchers, receipt vouchers, other relevant forms and formats and ensure their adherence by the concerned parties
- Manage petty cash and other project expenditures and ensure that all financial transactions of the project conform to the prevailing rules and procedures of FAO
- Record all projects' cash advances released for various project activities and ensure proper maintenance of financial record keeping and filing system according to principles of accounting and update it on daily basis
- Maintain electronic shadow copy of all project transactions in line with the FPMIS and monitor projects transactions on monthly interval in line with the planned budget and actual expenditures following the adopted FAO procedures and prepare monthly transaction reports for internal use of project and submission to FAO
- Carry out project budget revisions in line with the approved total project budget and actual expenditures within the stipulated time frame



- Prepare project's periodic financial reports for submission to government and donors aligning with project agreement
- As per the requirement, provide orientation to the stakeholders, collaborating partners and other concerned on the financial management system of the project
- Perform other project related tasks as assigned by the supervisors

Minimum Requirements

- Bachelor Degree in Accounting, Finance, Management or Business Administration or any related field, master preferred
- Sound knowledge of project administration and financial accounting and reporting
- At least of 5 years of proven experiences in administration and finance with UN or similar development programme or with reputed Non-government organizations
- Experience in the use of FAO financial and Administrative management system will be an added advantage
- Knowledge of UN system, UN policies and values, understanding of financial management and budgeting system of both government and UN system will be desirable
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point) and financial database management

Terms of Reference

V.2.10 Cluster Technical Officer-M&E

Duty Station: Cluster Office

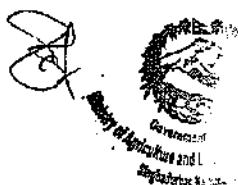
Duration: 47 months

Reporting Lines

Under the direct supervision of the Project M&E Specialist and operational supervision of the Team Leader, the Cluster Technical Officer (CTO) M&E will primarily be responsible for effective planning and quality monitoring of food and nutrition-related activities of the project. He/she will supervise the activities and provide guidance to the field-based project staff as appropriate. The CTO-M&E will spend considerable time in the field supporting, providing technical backstopping and monitoring the field-level staff work, farmer groups, mothers' groups and other beneficiaries of the project for effective implementation of project interventions as well as ensuring the integration of nutrition into agricultural interventions. The CTO-M&E will coordinate with concerned stakeholders at rural municipality level for coordinated efforts for timely recording and reporting.

Key Responsibilities

- Support in establishing robust Monitoring and Evaluation System for the project at Rural Municipality and Cluster level
- Facilitate specified cluster teams for effective and robust planning, implementation, monitoring and reporting of project interventions at cluster level and field level
- Work closely with the staff at the municipality and cluster level to set up and implement group and community-level monitoring and evaluation systems including those related to Farmer Field School (FFS), Nutrition Field School (NFS) and Farmer Business School (FBS) process and follow-up support programmes in connection with the local-level institutions such as ward, municipality and province level
- Provide training to different stakeholders at cluster and rural municipality level on the use of indicators, data collection activities, reporting and information management
- Build capacity of project and counterpart staff on monitoring, supervision and report writing for different project activities
- Assist in analyzing information on agreed output indicators (e.g. production and marketing, and public and private-sector activities, nutrition practices) and include them as a part of the monitoring system
- Facilitate in harmonizing the project monitoring and evaluation system with existing sectoral M&E system for effective management decisions at province and rural municipality level



- Assist in the implementation of data collection, storing and monitoring of reporting formats and institutionalize them at province, municipality and ward levels
- Support the implementation of baseline line surveys (type of data, questionnaires, sampling size, statistical analysis) at the beginning of the programme to collect all needed data for measuring progress and impact achieved during the baseline, mid-term and final evaluations
- Supervise reporting of all programme activities in the assigned municipalities and processing of the reports in databases and progress reports
- Provide technical assistance and supervise development of programme database(s) and, when ready, assist and supervise data entry and management of programme database
- Conduct/initiate studies to document implementation and impact of different programme approaches and collect success stories
- Ensure timely data collection, analysis and reporting on key programme indicators on periodic basis to plan and implement interventions based on data and gaps identified
- Prepare technical reports as may be required or requested and prepare an end-of-assignment report
- Submit a work plan and monthly progress report as per the format developed by the project.
- Undertake any other work as assigned by the M&E Specialist and the Team Leader pertaining to project with focus to project monitoring and evaluation
- As a Cluster Coordinator
- Take responsibility for the day-to-day management of the programme in the respective programme cluster and coordination of planning, implementation supervision of activities to ensure efficient provision of both administrative and technical support services at municipality level
- Supervise and manage the portfolio of subcontracts at cluster level
- Participate in district working groups of institutions, programmes and initiatives active in the respective project clusters on providing support to farmers to improve nutrition and agriculture production
- Facilitate exchange of information between Agriculture Extension and Nutrition Extension Government teams at cluster and municipality level and with other implementing partners as well
- Ensure effective and functional coordination and communication among the team at cluster level

Minimum Requirements

- Advanced University Degree in Agriculture Economics, Statistics or any related field with a background in Agriculture and Food Security or Rural Development
- Five Years of relevant experience in the design and establishment of monitoring and evaluation system in the field of agriculture, livestock and nutrition development programs with knowledge for the design of indicators, database system and reporting
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point) and M&E database management
- Experience with similar internationally funded development projects will be an added advantage

V.2.11 Cluster Technical Officer-Nutrition cum Behavior Change Communication (BCC) Officer

Duty Station: Cluster Office (Saptari, Dhanusha, Sidhupalchowk, Gorkha) **Duration:** 44 months

Reporting Lines

Under the direct supervision of the Project Nutrition Specialist and operational supervision of the Team Leader, the Cluster Technical Officer (CTO) Nutrition will primarily be responsible for effective planning and quality implementation of nutrition-related activities of the project. He/she will supervise the activities and provide guidance to the field-based project staff as appropriate. The CTO-Nutrition will spend considerable time in the field supporting, providing technical backstopping and monitoring the field-level staff work, farmer groups, mothers' groups and other beneficiaries of the project for effective implementation of nutritional interventions as well as ensuring the integration



of nutrition into agricultural interventions. The CTO-Nutrition will coordinate with concerned stakeholders at rural municipality level for coordinated efforts for food and nutrition security and advocate for nutrition sensitive agriculture and food-based nutrition.

Key Responsibilities

- Undertake regular field supervision in the respective rural municipality where activities are under implementation based upon a supervision schedule (in coordination with CPSU) and submit timely reports of the field visit
- Liaise and provide support to the concerned units of the Rural Municipalities for implementation and capacity building for the home nutrition garden, nutrition services and BCC activities
- Guide and facilitate the formation/reactivation of mothers' groups, nutrition exhibitions, food demonstrations and the implementation of BCC and other nutrition activities at Rural Municipality and ward levels
- Coordinate, support and advocate for making nutrition interventions of the project nutrition sensitive for smallholders and farmer groups
- Identify needs and contribute to the design of the curriculum, lesson plans, guidelines and procedures for different training packages related to crop production to be embedded in ToT, refresher courses, Nutrition Field School (NFS) and Home Nutrition Garden and assist in their implementation
- Provide support for establishment of Nutrition Field School (NFS) in close coordination with ward offices of the Rural Municipality and other cluster team members
- Assist in the selection of NFS facilitators, other resource persons and provide technical backstopping on smooth implementation of NFS activities
- Support the Rural Municipality in establishing the Multi-Sector Nutrition Committees and provide technical support in building capacities of committee members
- Provide adequate orientation and supervision to field-based project staff on project activity implementation, timely implementation of nutrition and BCC, food demonstration, food processing and preservation and other nutrition related activities at the Rural Municipality, mother and farmer group levels
- Assess the effectiveness of the BCC and nutrition education programme by visiting households and interacting with mothers' groups and farmer groups
- Monitor nutrition related project activities and Small Grant sub-projects on nutrition and share information with concerned supervisors and stakeholders at local, provincial and central level
- Ensure that project-supported activities follow the appropriate code of practices for social and environmental safeguard, public health and food safety
- Participate in the Rural Municipality-level planning and coordination meetings, get timely updates about progress and ongoing work on nutrition activities and advocate on nutrition sensitive agriculture and food-based nutrition
- Apply and facilitate innovative approaches and promote good practices such as ICT use to support the effective implementation and service delivery
- Participate as a resource person in capacity building initiatives related to Food and Nutrition, Nutrition Sensitive Agriculture and Nutrition Field School
- Submit a work plan and periodic progress report as per the format developed by the Project
- Undertake other duties as assigned by Project Nutrition cum BCC Specialist and the concerned officials from PMU

Minimum Requirements

- Bachelor Degree in Food Science, Human Nutrition or any related field with a background in nutrition education, master degree preferred
- Three Years of relevant experience in developing and implementing food and nutrition programmes, tools and training materials
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage
- Ability to drive motorbike/scooter with valid license will be an added advantage



V.2.12 Cluster Technical Officer-Livestock Live Chain

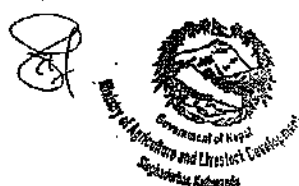
Duty Station: Cluster Office (Saptari, Dhanusha, Sidhupalchowk, Gorakha) **Duration:** 44 months

Reporting Lines

Under the direct supervision of the Project Livestock Production Specialist and operational supervision of the Team Leader, the Cluster Technical Officer (CTO) Livestock Production will primarily be responsible for effective planning and quality implementation of crop production and agriculture extension activities of the project. He/she will supervise the activities and provide guidance to the field-based project staff as appropriate. The CTO-Livestock Production will spend considerable time in the field supporting, providing technical backstopping and monitoring the field-level staff work, farmer groups, mothers' groups and other beneficiaries of the project for effective implementation of nutritional interventions as well as ensuring the integration of nutrition into agricultural interventions. The CTO-Livestock Production will coordinate with concerned stakeholders at rural municipality level for coordinated efforts for crop production and technology dissemination and advocate for food and nutrition security.

Key Responsibilities

- Support the Rural Municipality in the preparation of need based integrated annual work plan for the component related to dissemination of related to dissemination of livestock production, technology dissemination and in implementing the project activities at rural municipality and cluster level
- Provide technical support to Rural Municipality for farmers' adoption of improved Climate Smart Agriculture (CSA) and other innovative technologies by mastering the management skills (Good Livestock Production Practices) required for sustainable production increases and post-harvest processing
- Provide support to strengthen the capacity of extension services at the rural municipality level to ensure effective service delivery for livestock production
- Act as a resource person for training the extension agents, agro-vet dealers and farmers in safe use of pesticides and chemicals in addition to promoting IPM practices in the project areas
- Coordinate, support and advocate for making livestock development interventions of the project nutrition sensitive for smallholders and farmer groups
- Ensure effective and functional coordination among the cluster team members for integrated project interventions at the field level
- Identify needs and contribute to the design of the curriculum, lesson plans, guidelines and procedures for different training packages related to livestock production to be embedded in ToT, refresher courses, Farmer Field School (FFS) and Home Nutrition Garden and assist in their implementation
- Provide support for establishment of FFS and formation of farmer groups for other project interventions in close coordination with ward offices of the Rural Municipality
- Assist in the selection of FFS facilitators, leader farmers, other resource persons and provide technical backstopping to the groups and facilitators on smooth implementation of project activities
- Provide adequate orientation and supervision to field-based staff on project activity implementation, for timely implementation of livestock production and farmer organization related activities at the wards and Farmer Group levels
- Support in ensuring appropriate establishment of forage demonstrations on the intensification of terrace risers and bunds for increased livestock feed supply and their protection from grazing
- Support in ensuring the adequate and timely supply of forage seeds/saplings for both demonstration and dissemination
- Ensure that project-supported activities follow the appropriate code of practices for environmental safeguard, public health and food safety
- Support in ensuring that the support services and inputs are adequately available for livestock development activities
- Assist in identifying the potential groups for marketing linkages, including the establishment of agribusiness centers for livestock



- Participate in the Rural Municipality-level planning and coordination meetings, get timely updates about progress and ongoing work on livestock development and technology dissemination components and advocate on livestock related project activities
- Report to the concerned officials at cluster, province and central level on the progress at the field level, issues encountered and timely reporting and suggestion on resolving the issues
- Undertake regular field supervision in the respective rural municipality where activities are under implementation based upon a supervision schedule in coordination with Cluster Project Support Unit (CPSU) and submit timely reports of the field visit
- Apply and facilitate innovative approaches and promote good practices such as ICT use to support the effective implementation and service delivery
- Monitor livestock related project activities and share information with concerned supervisors and stakeholders at local, provincial and central level
- Submit a work plan and periodic progress report as per the format developed by the Project
- Undertake other duties as assigned by Project Livestock Production Specialist and the concerned officials from PMU

Minimum Requirements

- Bachelor Degree in Animal Science/Veterinary Science or any related field with a background in livestock production, master degree preferred
- Three Years of relevant experience in developing and implementing livestock development and food security programmes, tools and training materials
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar internationally funded development projects will be an added advantage
- Ability to drive motorbike/scooter with valid license will be an added advantage

V.2.13 Cluster Technical Officer-Crop Value Chain

Duty Station: Cluster Office (Saptari, Dhanusha, Sidhupalchowk, Gorakha) **Duration:** 44 months

Reporting Lines

Under the direct supervision of the Project Crop Production Specialist and operational supervision of the Team Leader, the Cluster Technical Officer (CTO) of Crop Production will primarily be responsible for effective planning and quality implementation of crop production and agriculture extension activities of the project. He/she will supervise the activities and provide guidance to the field-based project staff as appropriate. The CTO-Crop Production will spend considerable time in the field supporting, providing technical backstopping and monitoring the field-level staff work, farmer groups, mothers' groups and other beneficiaries of the project for effective implementation of nutritional interventions as well as ensuring the integration of nutrition into agricultural interventions. The CTO-Crop Production will coordinate with concerned stakeholders at rural municipality level for coordinated efforts for crop production and technology dissemination and advocate for food and nutrition security.

Key Responsibilities

- Support the Rural Municipality in the preparation of need based integrated annual work plan for the component related to dissemination of crop production, technology dissemination and in implementing the project activities at rural municipality and cluster level
- Support and provide technical support to Rural Municipality for farmers' adoption of improved Climate Smart Agriculture (CSA) and other innovative technologies by mastering the management skills (Good Agriculture Practices) required for sustainable production increases and post-harvest processing



- Provide support to strengthen the capacity of extension services at the rural municipality level to ensure effective service delivery for crop production
- Act as a resource person for training the extension agents, agro-vet dealers and farmers in safe use of pesticides and chemicals in addition to promoting Integrated Pest Management (IPM) practices in the project areas
- Provide technical support to the rural municipality and Cluster Project Support Unit (CPSU) for seed multiplication programs locally through selected farmer groups in a community-based seed production system and facilitate in quality assurance and control
- Identify needs and contribute to the design of the curriculum, lesson plans, guidelines and procedures for different training packages related to crop production to be embedded in ToT, refresher courses, Farmer Field School (FFS) and Home Nutrition Garden and assist in their implementation
- Apply and facilitate innovative approaches and promote good practices such as ICT use to support the effective implementation and service delivery
- Provide support for establishment of FFS and formation of farmer groups for other project interventions in close coordination with ward offices of the Rural Municipality
- Assist in the selection of FFS facilitators, leader farmers, other resource persons and provide technical backstopping to the groups and facilitators on smooth implementation of project activities
- Provide adequate orientation and supervision to field-based staff on project activity implementation, for timely implementation of crop production and farmer organization related activities at the wards and Farmer Group levels
- Support in ensuring that the support services and inputs are adequately available for crop development activities
- Coordinate, support and advocate for making crop development interventions of the project nutrition sensitive for smallholders and farmer groups
- Assist in identifying the potential groups for marketing linkages, including the establishment of agribusiness centers for crop
- Ensure that project-supported activities follow the appropriate code of practices for environmental safeguard, public health and food safety
- Participate in the Rural Municipality-level planning and coordination meetings, get timely updates about progress and ongoing work on crop development and technology dissemination components and advocate on crop related project activities
- Report to the concerned officials at cluster, province and central level on the progress at the field level, issues encountered and timely reporting and suggestion on resolving the issues
- Undertake regular field supervision in the respective rural municipality where activities are under implementation based upon a supervision schedule (in coordination with CPSU) and submit timely reports of the field visit
- Monitor crop related project activities and share information with concerned supervisors and stakeholders at local, provincial and central level
- Ensure effective and functional coordination among the cluster team members for integrated project interventions at the field level
- Submit a work plan and periodic progress report as per the format developed by the Project
- Undertake other duties as assigned by Project Agriculture Production Specialist and the concerned officials from PMU

Minimum Requirements

- Bachelor Degree in Agriculture or any related field with a background in crop production, master degree preferred
- Three Years of relevant experience in developing and implementing agriculture and food security programmes, tools and training materials
- Having experience of working with multi-disciplinary team will have an advantage
- Working knowledge of English, Nepali and local language
- Candidate should have knowledge of computer skills (MS Office package: word, excel and power point)
- Experience with similar development projects will be an added advantage
- Ability to drive motorbike/scooter with valid license will be added advantage



V.3. Visibility

FAO will ensure full visibility of the project through logos, boards, stickers and publications, and national and international media as appropriate.

V.4. Procurement of Materials and Equipment

S.N.	Item	Number
1	Four-Wheel drive vehicle for field use	1
2	Motor Bike	20
2	Security equipment such as VHF/HF radio set	1
4	A/C	2
5	Office supplies and materials	As required
6	Desktop and laptop computers	30
7	Printer Heavy	1
8	Normal Printer	4
9	Mobile phone	30
10	Camera HR	2

V.5. Working Hours and Holidays for FAO Experts

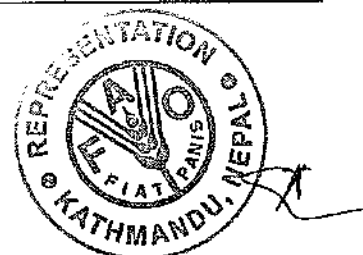
FAO Experts will follow Government of Nepal working hours as in other ongoing FAO-executed projects in Nepal and will be eligible for annual and other holidays as per the rules of FAO.



ANNEX II: TOTAL FUNDING CEILING AND PAYMENT SCHEDULE

Table II.1 Total Funding Ceiling

Budget Line	Budget head	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Total
	Output 1:						
5013	Consultant	105,112	220,064	220,064	191,648	66,856	803,744
5014	Contract	115,824	203,425	203,425	203,425	45,714	771,813
5021	Travel	11,000	13,095	13,095	13,095	3,929	54,214
5023	Training	154,040	107,000	20,000			281,040
	Output 1 Total	385,976	543,584	456,584	408,168	116,499	1,910,812
	Output 2:						
5013	Consultant	14,208	28,416	28,416	18,944	9,472	99,456
5014	Contract	16,165	13,714	13,714	13,714	0	57,307
5021	Travel	11,000	13,095	13,095	13,095	3,929	54,214
5023	Training	41,000	29,000				70,000
	Output 2 Total	82,373	84,225	55,225	45,753	13,401	280,977
	Output 3:						
5013	Consultant	38,348	86,352	86,352	76,880	23,956	311,888
5014	Contract	54,245	98,284	98,284	98,284	22,857	371,954
5021	Travel	11,000	13,095	13,095	13,095	3,929	54,214
5023	Training	38,000	51,000	7,000			96,000
	Output 3 Total	141,593	248,731	204,731	188,259	50,742	834,056
	Output 4:						
5013	Consultant	63,760	133,404	133,404	132,864	65,460	528,892
5021	Travel	36,000	38,095	13,095	13,095	3,929	104,214
5023	Training	13,000	8,000	4,000	13,000	9,000	47,000
5024	Exp. Procurement	23,880	14,000	11,000	11,000	9,000	68,880
5025	Non Exp. Procurement	91,120					91,120
	Output 4 Total	227,760	193,499	161,499	169,959	87,389	840,106
	TSS and Operational cost 5						
5027	Technical Support Services	15,000	20,000	15,000	15,000	11,000	76,000
6116	Evaluation Cost					47,000	47,000
6111	Reporting Cost					7,000	7,000
5028	General Operating Expenses	14,930	24,620	24,620	24,320	8,420	96,910
5050	Direct Operating Cost	67,561	42,196	42,196	39,456	14,796	206,205
	TSS and Operational cost Total 5	97,491	86,816	81,816	78,776	88,216	433,115
	Subtotal (1+2+3+4+5)=I	935,192	1,156,856	959,856	890,916	356,245	4,299,065



Budget Line	Budget head	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Total
5,029	Indirect - Support Costs (7% per) -II	65,464	80,980	67,190	62,364	24,937	300,935
Grand Total=I+II		1,000,656	1,237,836	1,027,046	953,280	381,182	4,600,000

Notes to Table:

- "Salaries Professional" include salaries of Staff
- "Salaries General Services" include salaries of support personnel
- "Contracts" include local implementing partners contracted by FAO on a Letter of Agreement (LoA), or another FAO. If any reimbursable expenses to be paid to the Government are included, the Bank's prior approval shall be obtained to confirm eligibility of such expenditures
- "Non Exp. Procurement" includes equipment, vehicles, etc. for the use of FAO team to provide the Technical Assistance, and the total budget for this category cannot exceed 25 percent of the Total Funding Ceiling
- "General Operating Expenses" include cost of internet services, courier services, vehicle maintenance, insurance, etc.
- "General Operating Expenses- External Services" include charges from service providers (communications, DHL, etc.)
- "General Operating Expenses – Internal Services Chargeback" include proportionate charges, e.g. publications, interpretation, etc. provided by FAO internal sources
- "Reporting Costs" is a fixed cost amount editing of the reports
- "Project Evaluation Costs" will be applied according to FAO rules and regulations. Evaluation cost will be applied to the project if agreeable to the Government.
- "Technical Assistance to Field Projects" is for cross-support for the headquarters, regional and subregional offices' Staff for review and advice on as needed basis.

FAO shall indicate if any part of this Agreement is delegated to another UN organization: "Yes/No". [If Yes, FAO to provide the details] _____

II.2 Payment Schedule

Upon the clearance of six monthly narrative report of FAO TA (Jan- June and July-Dec) by the Government as per the workplan mentioned in Annex-1, the payment will be made as given in table II.2. The Payment and associated deliverables is given in table II 3.

Table II.2: Estimated yearly cost breakdown and plan for fund request on six-monthly basis

Year	Estimated cost (USD)	First Half	Second Half
1	1,000,656	550,361	450,295
2	1,237,836	742,702	495,134
3	1,027,046	616,228	410,818
4	953,280	571,968	381,312
5	381,182	381,182	0
Total	4,600,000	2,862,441	1,737,559



Table II.3: Payment schedule and Deliverables

Instalment No.	Amount (USD)	Deliverables	Time	Instalment No.	Amount (USD)	Deliverables	Timeline
1	550,361	Upon the signature	June 2019	2	450,295	First Six Monthly report	July 2019
3	742,702	Second Six Monthly report	Jan 2020	4	495,134	Third Six Monthly report	July 2021
5	616,228	Forth Six Monthly report	Jan 2021	6	410,818	Fifth Six Monthly report	July 2022
7	571,968	Sixth Six Monthly report	Jan 2022	8	181,312	Seventh Six Monthly report	July 2023
9	381,182	Eight Six Monthly report	Jan 2023				





Annex III: Reporting Requirements

FAO shall submit the following reports for the Deliverables agreed in Annex I, with a copy to Bank:

1. The Payment Request that is based on the payment schedule of Annex II

The project will produce the following reports :

Inception Report: FAO will prepare a detailed work plan including the timing of each activity and modalities of project execution in consultation with the PD of the FANSEP.

Progress Reports: will be prepared Annually and half-annually basis to fulfil the reporting requirements of both GoN and FAO following standard template. Further, a separate report will also be submitted on four monthly basis to meet the specific requirement of the Government of the Nepal. Such reports will consist of the key elements of project activities and financial report including the extent to which the project's scheduled activities have been carried out, the outputs produced and progress towards objectives realized with suggestions for any corrective actions if need be. A work plan and an expenditure plan will also be included. The Team Leader (TL) will be responsible for reporting to the Government of Nepal with due technical clearance from LTO and consent from FAO representation office.

Final Report: Towards the end of the project, the TL together with the National Project Director will prepare a draft Final Report in accordance with FAO procedures. This report will contain a complete review of activities undertaken, major results obtained, problems encountered, progress towards achieving the specific objectives of the project and impact on the beneficiaries. A section on recommendations and lessons will be included. The TL will be responsible for reporting.

Towards the end of project activities, FAO will organize a meeting to present and discuss project achievements and provide suggestions and recommendations for possible follow-up activities and development interventions.

All financial reports shall be expressed in United States dollars. The UN Operational Rate of Exchange shall be used for converting expenditures made in other currencies.



Sample of Financial Report Template



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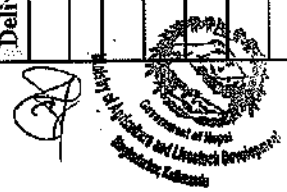
Grant No:
Name of Project and FAO Project Symbol:

Financial Report (in USD) as at:

BL	Description	Prior Period Contribution Received (as at XX/XXXX)	Current Period Contribution Received (as at XX/XXXX)	Cumulative Contribution Received (as at XX/XXXX)	Total Funds Received			Cumulative Contribution Received (as at XX/XXXX) (D = B+C)
					Total Budget (A)	Prior Period Expenditures (as at XX/XXXX) (B)	Current Period Expenditures (as at XX/XXXX) (C)	
3051	Contribution Received							
3052	Interest Earned							
BL	Description				Total Budget (A)	Prior Period Expenditures (as at XX/XXXX) (B)	Current Period Expenditures (as at XX/XXXX) (C)	Balance (A-D)
Deliverable 1:								
5011	Salaries Professional				-			
5012	Salaries General Services				-			
5013	Consultants				-			
5014	Contracts				-			
5020	Locally Contracted Labour				-			
5021	Travel				-			
5023	Training				-			
5024	Exp. Procurement				-			
5025	Non Exp. Procurement				-			



Subtotal Deliverable 1		-	-	-	-	-
Deliverable n:						
5011	Salaries Professional	-	-	-	-	-
5012	Salaries General Services	-	-	-	-	-
5013	Consultants	-	-	-	-	-
5014	Contracts	-	-	-	-	-
5020	Locally Contracted Labour	-	-	-	-	-
5021	Travel	-	-	-	-	-
5023	Training	-	-	-	-	-
5024	Exp. Procurement	-	-	-	-	-
5025	Non Exp. Procurement	-	-	-	-	-
Subtotal Deliverable n:		-	-	-	-	-
5027 Technical Support Services and General Operating Expenditures						
6111	Reporting Costs	-	-	-	-	-
6116	Project Evaluation Costs	-	-	-	-	-
6120	Technical Assistance to Field Projects	-	-	-	-	-
5028	General Operating Expenses	-	-	-	-	-
5040	General Operating Expenses - External Services	-	-	-	-	-
5050	General Operating Expenses - Internal Services Charge Back	-	-	-	-	-
Subtotal Technical Support Services and General Operating Expenditures		-	-	-	-	-
Total		-	-	-	-	-
5029 Indirect - Support Costs (.....%)		-	-	-	-	-
Grand Total Expenditures		-	-	-	-	-
Balance						-



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"We hereby confirm to the best of our knowledge and based on the available records that the above amounts have been paid for the proper execution of the Agreement and in accordance with the terms and conditions thereof. We confirm that the share of supplies and equipment has not exceeded the share (percentage) approved for this Agreement. All documentation authenticating these expenditures has been retained by FAO in accordance with its document retention policy and will be available to FAO's External Auditors for examination in the course of the audit of FAO's Financial Statements



Certified by the budget holder:

Approved by CSFE:

Name and Title:

Name and Title:

Date:

Date:



ANNEX IV: COUNTERPART STAFF, SERVICES, FACILITIES AND PROPERTY TO BE PROVIDED BY THE GOVERNMENT

The Parties agree that the Government commits to provide, at its own expense and at no cost to FAO, the following inputs to facilitate successful implementation of this Agreement:

1. Counterpart staff (qualified experts to work with FAO team): The Project Director along with four Class II Officers, four Class III officers and other staffs will assist the consultants and experts in performing their assigned tasks.
2. The Government shall provide suitable office accommodation and access to facilities as are required to successfully implement the project; and will facilitate access by the project personnel to official documents and meetings with government officials, the private sector and academia, as required.
3. Property: NA
4. The Government will be responsible for the cost of import and customs clearance of project equipment, its transportation, handling, storage, and related expenses within the country; its safe custody, maintenance, insurance and replacement, if necessary, after delivery to the project site.

The Project Director (Coordinator) and his/her team at the Centre will serve as the Government counterpart for the project in general, and in particular s/he will assist all consultants and experts in the performance of their assigned tasks.

Counterpart Staff (*all on full-time basis*)

A. At the PMU (Central) Level

1. Project Director
2. Senior Agriculture Economist
3. Senior M&E Officer
4. Senior Agriculture officer (Livestock/Veterinary)
5. Undersecretary (Account)
6. Agriculture Officer (Crop-3, Livestock-1) - 4
7. Accountant (Non-GAZ-I)
8. Nayab Subba (Non-GAZ-I)



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B. At the Cluster Level

The designated officer from the GoN side will act as chief of PMU at cluster level and will be supported by GoN officers/personnel as specified in the project document and FAO cluster level officers (crop, livestock and nutrition). Besides the cluster offices will be supported by M&E officers, who will be facilitating two clusters.

C. At the municipal, Ward Level-

Crop technicians, livestock technicians and project facilitators hired through the FAO TA contracted service providers will coordinate and collaborate with the technicians of municipality in the implementation of FANSEP field interventions.



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ANNEX V: COST OF FAO's SERVICES

Budget Line	Budget head	Year 1 (2019)	Year 2 (2020)	Year 3 (2021)	Year 4 (2022)	Year 5 (2023)	Total
5013	Consultant	221,428	468,236	468,236	420,336	165,744	1,743,980
5014	Contract	186,233	315,423	315,423	315,423	68,571	1,201,073
5021	Travel	69,000	77,381	52,381	52,381	15,714	266,857
5023	Training	246,040	195,000	31,000	13,000	9,000	494,040
5024	Exp. Procurement	23,880	14,000	11,000	11,000	9,000	68,880
5025	Non Exp. Procurement	91,120					91,120
5027	TSS and operations	15,000	20,000	15,000	15,000	65,000	130,000
5028	General Operating Expenses	14,930	24,620	24,620	24,320	8,420	96,910
5050	Direct Operating Cost	67,561	42,196	42,196	39,456	14,796	206,205
	Sub total	935,192	1,156,856	959,856	890,916	356,245	4,299,065
5029	Indirect - Support Costs (7% per)	65,464	80,980	67,190	62,364	24,937	300,935
	Grand Total	1,000,656	1,237,836	1,027,046	953,280	381,182	4,600,000

* The term "Support Costs" means the fee charged by FAO for the administrative services and operational costs incurred in the implementation of the project, including costs associated with recruitment, procurement and contract management, budgeting, accounting and reporting, custody of funds and non-technical project supervision.

