**COOPERATIVE REPUBLIC OF GUYANA**

**MINISTRY OF AGRICULTURE**

**HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL DEVELOPMENT PROJECT**

**Loan No. 2000001704/ Grant No. 2000001705**

**TERMS OF REFERENCE**

**Field Facilitator**

**Objective:**

The Field Facilitator is to be responsible for the support, effective and timely implementation of the Hinterland Project’s field supervision work, collecting field data and assist in monitoring field activities in Region 1.

1. **Characteristics of the Appointment**
2. **Type of Appointment:** Individual
3. **Duration:** 1 year, renewable on the basis of performance.
4. **Place of Work:** Hinterland Environmentally Sustainable Agriculture

Development Project Office, Moruca, Region 1, Guyana.

1. **Reporting:** The Facilitator will report to the Project Manager, and will work closely with both Regional Project Coordinator based in Mabaruma, other PMU staff, and service providers.
2. **Qualification:**
3. **Desired Minimum Qualification** : Diploma in either Agriculture, Economics, Business or Social Sciences or similar fields with two (2) years’ post qualification experience
4. **Compulsory Minimum Qualification:** Six (6) CSEC subjects including English Language with four (4) years’ post qualification experience. (*Shortlisting Criteria*)
5. **Specific Experience:**
6. At least one (1) year of field experience as a facilitator working as a volunteer and/or employee in the public/NGO sector with developmental programmes implemented in Region 1 at the communities and/or at the District and/or Regional level. (*Shortlisting Criteria*)
7. Two (2) years rural areas grass roots experience working with Amerindian communities and culture is essential. (*Shortlisting Criteria*)
8. **Desired Experience**
9. Knowledge about the FPIC process will be considered as an asset.
10. Previous experience and knowledge with gender equality, ideally in a project/programme framework
11. Experience and knowledge with market access or value chain projects will be advantageous
12. Experience and knowledge in monitoring and evaluation activities and reporting related to projects is an advantage
13. **General Experience:**
14. Good interpersonal, facilitation, organizational, communication and knowledge transfer (using print and/or other media) skills are essential
15. Functional in Computer Software (Word, Excel, etc.) is essential
16. **Position Responsibilities**

The Field Facilitatorwill:

1. Assist the M&E Specialist in the overall M&E and knowledge management tasks and will also provide support to the project administration and account staff in the following-up to timely submission of proof of purchase and payment regarding expenditures from local services providers in the regions. Specifically, he/she will:
2. Assist with the timely collection of quotes, bills, receipts, proof of purchase and payment regarding expenditures from local service providers in the regions, technical and financial reports from communities or producers’ groups in order to facilitate timely disbursements in scope of investment plans.
3. Be directly responsible for the timely collection of reliable data required for measuring the LF indicators; while using disaggregated data will allow monitoring the targeting strategy and the mainstreaming of vulnerable groups (sex, age groups, tribes) and inputs into database;
4. Follow-up with service providers in the regions (including the Financial Institution (s)), in order to ensure they provide the Project Management Unit with the required data, reliable and timely;
5. Provide training to rural and indigenous communities and producers groups in the use of participatory monitoring and evaluation tools developed by the M&E Specialist;
6. Assist with the coordination and implementation of the annual Regional Evaluation and Planning Workshops, ensure recording of results for use in next year’s AWPB;
7. Accompany the Regional Coordinator, PMU staff and external consultants in the process for developing value chain action plans (VCAPs), and their associated Public or Collective Investment Plans (PCIP), Community Training Plans (CTPs) and Business Plans (BP).
8. Liaise with the Social Inclusion and Gender Equity Specialist and ensure a social inclusion approach is rolled out across all field activities.
9. Assist with development of evidence-based knowledge products;
10. Assist PMU staff and project beneficiaries from indigenous and rural communities and producers’ groups in developing the writing of short development (success) stories;
11. Assist with the setting up and regular meetings of thematic networks in the Region that would lead to capturing knowledge; and
12. Assist with the development of short videos and radio programmes (as alternative to written communication for beneficiaries).
13. **Compensation Package**

The contract will be for one-year duration but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in place for projects funded by IFAD.