

1. Terms of Reference for Supply Chain Supervisor (SCS)

Position:	Supply Chain Supervisor
Number of Positions:	3 (Three)
Duration:	Project Period
Duty station:	Enterprises Service Centre (ESC) / District Project Unit
Supervises:	Economic Development Facilitator
Report to:	Supply Chain Officer (SCO)
Mode of Contract:	Contracts will be made annually with a probation period of six months. The annual contract will be extendable up to the project period based on satisfactory performance in the preceding contract assessed by the project;

Roles and Purpose of the Assignment:

The **Supply Chain Supervisor will** work under the **corridor office being in Cluster/hub Unit** to support the implementation of the project's field activities through providing technical and strategic support to Economic Development Facilitator and enabling an effective flow of information from field to inform the planning activities of the Corridor Office & overall RERP. S/he will work as a field supervisor/coordinator under the direct supervision of the Supply Chain Officer in respective Corridors offices. S/He will work with close coordination with thematic team of the project and under administrative guidance from the Corridor Coordinator of the project.

Specific duties and responsibilities:

- Provide technical, administrative and strategic support to Economic Development Facilitator (EDF) and enable effective communication between EDF and the strategic planning of thematic teams (Economic empowerment, Financial Inclusion, Migration & Remittances) in Corridor Offices;
- Support EDF & Enterprises Service Centre Coordinator to identify/map enterprises & supply chains clusters through ensuring that indicators and criteria to identify inclusive market opportunities are followed;
- Support EDF to identify migrant's families and returnees to get established and expanded microenterprises and supply chain-based enterprises as proper utilization of remittances, including dissemination of partner financial institution financial products and services to enhance banking transaction with establishment of enterprises;
- Assist and support Enterprise Service Centre (ESC) in identifying & preparing rosters of LRPs, SPs, BDS and ESPs and their linkages with entrepreneur and supply chain actors in accessing their services in timely & effective manner;
- Monitor and validate EDF rapid mapping outcomes to ensure that these are thorough and meet project objectives;
- Provide a conduit for communication, learning exchange and mutual support between EDFs;
- Provide strategic support to EDFs on social mobilization process that support & ensure Gender & Social Inclusion and the inclusion of poorer households, migrants and returnees in economic opportunities;
- Ensure that EDFs communicate project activities to poorer households, migrants' families & returnees within potential clusters and that the opportunities and risks are clearly explained and based on project validated economic models;
- Provide technical backstopping to EDF to enable the timely collection of data for the MIS and liaise with M&E team to ensure optimal operation of MIS towards project objectives;
- Facilitate interaction, linkages and negotiation between supply chain stakeholders within clusters and enable learning exchange between different clusters and among actors;
- Facilitate linkage and coordination with financial education & TVET service providers and Migration Information Center to involve migrant's families & returnees in project economic initiatives: decent employment, supply chain business and enterprises
- Provide technical and advisory support to EDFs in the assessment and development of household proposals to access project financial instruments;

- Mentor EDFs in the identification of Business Financial Literacy Facilitators (BFLF), monitor the effectiveness of training and provide feedback to enable capacity building to be optimized;
- Support to analyze information collected from EDFs to support the strategic planning requirements of ESC, the Saving & Credit cooperatives and MFI, as and when required;
- Support the implementation of project financed investments through technical assistance, regular monitoring and feedback in close coordination with project thematic team: Economic Empowerment comprising decent employment, local microenterprises and Supply chains development; Financial Inclusion and Migration& Remittances;
- Prepare program implementation plan in coordination with Supply Chain Officer & Thematic Team members and implement accordingly in direct supervision and coordination of corridor office;
- Ensure participation of women and disadvantaged group including dalits, Muslims, janjatis and poor household in every project activity thereby achieving project GeSI targets;
- Conduct and facilitate district level training to farmers, entrepreneurs, service providers as per training module prescribed from the project;
- Facilitate district level stakeholders & partners meeting and also ensure quality implementation of activities planned, regular monitoring and reporting in a timely manner;
- Coordinate with local bodies, local agencies and like-minded organizations and seek contribution in maximizing project benefits;
- Timely and regular field data collection/management, analysis, and reporting to Supply Chain Officer (SCO) as per prescribed format, hard or electronic, or both;
- Facilitate and support documentation of experiences, lessons learned, good practices, case studies as part of knowledge development and facilitate exchange of information and knowledge exchange with the support of RERP corridor teams;
- Take responsibility for the overall performance of EDF field level activities implemented within own command areas
- Other activities as directed by the SCO, and PMO personnel.

Academic Qualifications and Work Experience

- Bachelor's in business studies, social work or equivalent with at least 2 years of working experience in relevant field as market led social mobilization, enterprises and supply chain development.
- Capacity for human resource management and strategic planning, networking and coordination.
- Good inter-personal skills and the ability to work effectively with smallholder households and diverse supply chain actors including entrepreneurs.
- Good computer skills (MS Office, internet).

Preferences will be given to:

- Candidate with experience in Enterprises promotion, business facilitation, supply chain development and market-oriented projects.
- Women candidates & Candidates from ethnic minorities.

Benefits and Remuneration:

- The total annual remuneration will be of NPR /- (Nrs 35000 -40000 month) Inclusive of Insurance, medical Allowance, Unused leave, PF/CIT etc. as decided by RERP
- Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and the Daily Subsistence Allowance (DSA) will be as per the prevailing GoN rule as applied for the gazette III class staff while traveling out of the workstation for official purpose.
- The procedure of salary increment, leave, and holiday will be as per the RERP-SAMRIDDHI personnel policy and rules.

Supervision and Administrative Control:

The Supply Chain Supervisor will be administratively (such as approval of leave and travel, evaluation of performance etc.) accountable to the Acting AEC Manager. S/He will be technically accountable to the Supply Chain Officer.

Performance Assessment:

- The performance assessment of the Supply Chain Supervisor will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be negotiated and agreed upon on a later stage once s/he signs contract with the RERP. The RERP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
- The Terms of Reference are subject to revision/update annually per requirement of the RERP based on planning trajectory, modification in RERP project design, or as recommended by Joint Reviews/Supervision Missions and lessons learned during the course of implementation.

