

**Terms of Reference  
of  
Master Trainer  
Agriculture and Food Security Project in the CHT, Phase III (AFSP III)  
Rangamati Hill District Council**

**Title and Reporting Structure:**

Title	Master Trainer (MT)
Supervisor	District Officer-AFSP
Duty Station	Barkal Upazilla, Rangamati District
Salary	BDT. 42,000 (Consolidated) and other benefits (DSA, Fuel, mobile, internet, vehicle etc.) according to project LoA.
Duration of Contract	Initially up to April,2021 (renewable upon satisfactory performance and availability of LoA fund)

**Description of the Work Assignment:**

The Agriculture and Food security Project in the CHT, Phase III (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where 3 Hill District Councils are key partners. The objectives of AFSP III are: i) *Increased pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in CHT; and ii) Hill District Councils with enhanced capacity to manage transferred agricultural services in line with CHT Peace Accord.* The project interventions suggest that adult agricultural education leads to increased productivity and profits – thus, contributing towards empowerment of marginal and small farmers and thereby enabling them to be better in charge of their lives and circumstances. Moreover, increased capacity of local institutions in terms of Hill District Councils (HDCs) will make them better at handling agricultural services in line with the CHT Peace Accord. Implementation of Farmer Field School and relevant arrangements are key target of AFSP III.

Under supervision of the District Officer-AFSP and close cooperation with Senior Master Trainers, the MT will be responsible for providing training to FFS facilitators and monitors. S/he will provide necessary technical/follow-up support in implementation of the FFS at certain Upazilla/s. S/he will also be responsible for facilitating follow-up by the local departmental staff. MTs will be actively involved in review and planning workshops and revision of FFS curriculum as per need. S/he will be facilitating training on marketing and market linkage to respective concern and extend support in implementing marketing activities under the project. S/he will be based at Upazilla with spending time for field visit other than training and reporting. S/he will perform any other duties/assignments as and when required by the project.

**Training Facilitation and Reporting:** Overall responsible for developing capacities of Farmer Facilitators and to ensure implementation of AFSP III activities that encompasses with-

- Along with Senior Master trainer, support to prepare training plans and budgets, contributing to in developing the training modules / materials and arranging trainings for Farmer Facilitators (FF), Upazilla FFS Coordinator, UpazillaGoB Officers and partner NGO staffs (if needed);
- Organize and facilitate training in the SLL venue as per training schedule and provide feedbacks to Senior Master trainer, accompanying trainees in the other time of training in regards to preparation of different work assignments provided by the other Master trainers;
- Monitoring and supports to FFs for preparation of different learning plots at SLL venue and provide technical support for developing FF, progress record and sharing the practical fieldfindings at the SLL venue;
- Supports to Senior Master Trainer regarding pre and post evaluation of FFS and recommend for final appointment of FFs;
- Assist to develop monitoring tools and template to be used for monitoring the training quality, outputs and result at training venue;

- Assist the Market Development Facilitator and other team members in implementing market linkage activities including training programme;
- Take necessary measures based on the feedbacks from the Upazilla FFS Coordinators;
- Supporting preparing and analyzing monthly Training reports to provide necessary feedbacks to the field staff members;
- Supports to prepare and submit Monthly, Quarterly, and Annual Training Report;
- Perform any other task related to the project implementation.

**FFS Support visits:**

- Utilizing at least 60% of working time for the field visits in backstopping of FFS implementations thus support needed;
- All training related reports, evaluations, field observation reports with recommendations to AFSP management are produced on time and as required;

**Coordination:**

- Coordinate with other master trainers from Line dept. on training activities of IFM FFS in the respective district;
- Coordinate with SID-CHT Project team members relating to the implementation of the Planned training;
- Coordinate with GoB line department officers for follow up technical support to the FFS sessions.

**Skills and Competencies:**

- Well conversant with Participatory Approach and Techniques;
- The person must be readily available as and when necessary and s/he must have adequate and flexible time to provide residential training;
- Proactive, energetic and good in interpersonal communication;
- Sensible and flexible working in a multi-cultural context;
- Very good working skill in word processing, Microsoft Office Excel, Power Point, Internet and other communication programmes;
- Eligible women candidates will be given preference
- A local graduate will receive an extra advantage for qualifying as a Master Trainer.

**Required Qualifications and Experiences:**

<b>Education:</b>	Bachelor degree in Agricultural Science from any reputed University
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 4 years of experience with good track record of planning, implementation and monitoring of farmer training programs;</li> <li>▪ S/he should have clear concept on IFM FFS approach, strong facilitation skills using various participatory methods including non-formal education, group facilitation skills;</li> <li>▪ She must have sound knowledge on CHT agriculture;</li> <li>▪ Work experience in the CHT for longer period would be an added advantage;</li> <li>▪ <b>Priority will be given to the persons with experience as Master Trainer in CHT on IFM-FFS or comprehensive working experience on FFS approach;</b></li> <li>▪ <b>Preferred maximum age limit for the position: 50 years.</b></li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Excellent English written and communication skills;</li> <li>▪ Excellent command of Bangla;</li> <li>▪ Working knowledge on any of the CHT indigenous languages would be an added advantage</li> </ul>