



Government of Nepal

Ministry of Industry, Commerce and Supplies
Nepal's Increased Sustainable Tea Exports Project

Vacancy Announcement

First Date of Publication: 10 November, 2022

The Ministry of Industry, Commerce and Supplies (MoICS) in collaboration with National Tea and Coffee Development Board (NTCDB) has been implementing **Nepal's Increased Sustainable Tea Exports Project (NISTEP)** with financial support from Enhanced Integrated Framework (EIF). The project is being implemented with the overarching objective of increasing Nepali tea's exports in a sustainable manner. The project was started in November 2020 and will complete on November, 2023. The project seeks application from deserving candidates for the position of **National Project Coordinator** no later than 15 days from the first date of publication of this notice.

Academic Qualification:

- Master's degree in agriculture, economics or management with specialized knowledge in horticulture, agriculture economics, agriculture business management, trade economics or international trade.

Age: Below 65 years (on the last day for application)

Experiences:

- At least ten years of experience in agriculture in particular value chain development of agriculture products.
- Experience in managerial position of project implemented by the Government of Nepal involving multi-stakeholders and funded by development partners will be an asset.
- Work experiences in tea sector and trade promotion program will be an advantage.

Remuneration and benefits

Basic salary and benefits (Monthly, including taxes as per the government rules): NRs. 150,000/- to NRs. 175,000/- (based on negotiation)

Selection Process

Selection process will be carried out at three stages: Shortlisting, presentation and interview. Only shortlisted candidates will be contacted for the next stages of selection process.

Interested applicants are requested to submit **application** along with (a) maximum two page of strategy (based on project document and job description) that the candidate will adopt to achieve the desired results of the project, and (b) **Curriculum Vitae** (including two references from previous organizations) via email at nistep@moics.gov.np within **15 days (24 November, 2022 by 16:00hr Nepal Time)**. The applications received after the given time will not be included in the selection process. For further inquiries please contact at 01-4211500 or 9843441513. The vacancy announcement notice, project document and Job Description of National Project Coordinator can be accessed at www.moics.gov.np and www.teacoffee.gov.np.

Job Description
National Project Coordinator

I. Position Information	
Job Title: National Project Coordinator Project name: Nepal's Increased Sustainable Tea Export Project (NISTEP)	Duty Station: NTCDB, Kirtipur, Kathmandu

II. Background
<p>Tea is one of the export potential products of Nepal identified in the Nepal Trade Integration Strategy (NTIS, 2016) and as a major crop identified by the Agriculture Development Strategy (ADS, 2015-2035). Nepali orthodox tea has demonstrated great domestic and international market potential. The Tea Sector Export Strategy of Nepal (2017-2022) has focused on improving Nepali tea quality with a view to increasing export revenues, diversifying export destinations and leveraging opportunities in the international market for each production grade. Following these policy documents, the Ministry of Industry, Commerce and Supplies (MoICS) in collaboration with National Tea and Coffee Development Board (NTCDB) has been implementing Nepal's Increased Sustainable Tea Exports Project (NISTEP) with financial support from Enhanced Integrated Framework (EIF). The project is designed with the overarching objective of increasing Nepali tea's exports in a sustainable manner. The major outcomes of the project are improved Compliance to international standards of Nepal Tea through technology-based traceability and Institutionalization of Organic certification practices, Improved access to international markets through Strengthening, Promotion and establishment of Collective trademark "<i>Nepal Tea</i>" <i>Quality from the Himalayas</i>, and Increased access and sales to new markets c) Formulation of tea sector investment strategies. The project was started in November 2020 with three year duration.</p>
III. Functions/Key Results Expected
<p>A. Policy and Planning</p> <ol style="list-style-type: none">1. Prepare, with due consultation with the MoICS and NTCDB, annual workplan, budget and monitoring plan,2. Prepare all necessary documents and processes for the meeting of Project Steering Committee as required,3. Prepare a mechanism of coordination with the core team,4. Analyze and carry out research on key/emerging issues in global tea trade outlook and provide expert advices to MoICS and NTCDB with practical recommendations to benefit from international trade, and

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5. Analyze the trend of international market, trade regime and standards of tea, and identify the key areas of policy intervention to enhance our export.

B. Implementation of Activities

1. Work according the workplan to ensure timely and successful completion of the project activities,
2. Under the guidance of the MoICS, and NTCDB carry out day to day administration and overall management of the project,
3. Coordinate, manage and monitor the implementation of the project activity under implementation,
4. Support the MoICS and NTCDB to procure goods and services in accordance to the approved annual work plan and implementation plan.

C. Inter-agency Coordination

1. Collaborate with TEPC and other international organizations to improve market access of Nepali tea in the international markets,
2. Provide technical support, analysis and guidance to MoICS and NTCDB in consultation with relevant government agencies, private sector organizations and international organizations,
3. Liaise with the relevant departments and personnel in MoICS, NTCDB and line ministries in project implementation,
4. Coordinate capacity building activities with national and international training service providers,
5. Coordinate with relevant agencies as required by each project activity.

D. Monitoring and Reporting

1. Report to the Project Focal Point of the project at MoICS in writing of overall project activities daily and weekly verbally and Report in writing every month,
2. Report to NTCDB on the activities under Outcome1 of the project activities daily and weekly verbally and Report in writing every month,
3. Provide all necessary information to the EIF ES and UNOPS (EIF TFM) monitoring missions, and facilitate such missions,
4. Report any challenges during implementation of project activities to MoICS or NTCDB,
5. Coordinate and facilitate regular field monitoring visits to the project areas, assess prior challenges or problems that might arise during implementation,
6. Supervise MRO and his monitoring and reporting activities,

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7. Monitor the progress of implementation of project activities and key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports,
8. Support to ensure conduct financial audit.

IV. Expected Deliverables

- Project outputs are achieved meeting high quality standards within the given resources and timeframes,
- Inter-sectoral coordination in tea sector development is strengthened,
- Robust reporting system is in place and reports are prepared timely with qualitative manner,
- Project results and achievements are well monitored, reported, documented and disseminated.

V. Other Duties and Responsibilities

- Any Other jobs, tasks and assignments related to the project directly or indirectly as directed by the MoICS and NTCDB.

VI. Age, Academic Qualifications and Experiences

Age

- Below 65 years (on the last day for application)

Education

- Master's degree in agriculture, economics or management with specialized knowledge in horticulture, agriculture economics, agriculture business management, trade economics or international trade.

Experience

- At least ten years of experience in agriculture in particular value chain development of agriculture produces,
- Experience in managerial position of project implemented by the Government of Nepal involving multi-stakeholders and funded by development partners will be an asset,
- Work experiences in tea sector and trade promotion program will be an advantage.

Language requirement

- Proven evidence of fluency in English and Nepali, both written and oral, at professional level are essential.

VII. Competencies

Corporate Competencies

- Good inter personal and communication skills,
- Organized and good with following up pending issues, meet deadlines,

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- Focuses on delivering results by taking calculated risks and problem-solving approach
- Teamwork and leadership,
- Promote learning and knowledge management sharing

Functional competencies

- Experience in the agriculture high value production and promotion projects/ institutions,
- Exposure in the trade intelligence, market access improvement, and international trade and investment,
- Experience in coordination, technical assistance and advisory support to government and private institutions,
- Experience in delivering training and other needed capacity/ institutional building support to private sectors organizations,
- Demonstrates excellent project management, organizational and administrative skills,
- Identifies and communicates relevant information for a variety of stakeholders,
- Demonstrates strong written and presentation skills for preparing quality reports, briefs and other knowledge products,
- Has experience working with logical framework and monitoring and evolution tools.

VIII. Remuneration and benefits

Basic salary and benefits (Monthly, including taxes as per the government rules): NRs. 150,000/- to NRs. 175,000/- (based on negotiation)

IX. Selection Process

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Interested applicants are requested to submit application along with (a) maximum two page of strategy (based on project document and job description) that the candidate will adopt to achieve the desired results of the project, and (b) the Curriculum Vitae (including two references from previous organizations) via email at nistep@moics.gov.np within 15 days (24, November, 2022 by 16:00hr Nepal Time). The applications received after the given time will not be included in the selection process. For further inquiries please contact at 01-4211500 or 9843441513. The notice, project document and Job Description of National Project Coordinator can be accessed at www.moics.gov.np and www.teacoffee.gov.np.