

# Terms of Reference

## Program Officer - Rural Development (Kupang)

<b>Position Title:</b>	Program Officer - Rural Development (Kupang)
<b>Reports To:</b>	1) Contractor representative for AIPD 2) Program Director 3) Rural Development Coordinator
<b>Location:</b>	Kupang, and travel throughout Nusa Tenggara Timur
<b>Reference:</b>	No. 002 – PO-RD

### 1. Organisational Goals

(The mission of the organisation)

The Australia Indonesia Partnership for Decentralisation (AIPD) is a five-year program providing technical assistance and capacity building support to local governments and civil society to better manage public resources, leading to improved service delivery and reduced poverty.

AIPD works with GOI and civil society partners to improve local governments' capacity to manage their own resources – to prioritise, plan, budget for and implement their responsibilities in health, education and infrastructure.

AIPD supports both 'supply' (national, provincial and local government) and 'demand' (civil society) side stakeholders, by providing Technical Assistance and capacity building based on demand from local partners, and utilising local expertise and institutions. On the supply side, the program works to help build capacity for improved budget planning and execution in provincial and district governments. On the demand side, the AIPD facilitates improved transparency and accountability and strengthen civil society engagement in budget planning and monitoring.

### 2. Position Purpose

(why the position exists)

The purpose of this position is to provide assistance to Rural Development Coordinator on technical and implementation management issues relevant to rural development under the upcoming AIPD-Rural Program and to assist in providing oversight and advice to AIPD on the implementation of AusAID's support to local economic development initiatives, including food storage activity.

### 3. Principal Accountabilities

Accountabilities or Key Result Areas (KRA) <i>(The main activities to be undertaken as agreed by the incumbent and manager)</i>	Major Objectives and Key Performance Indicators (KPI) <i>(The expected outcomes for each accountability and the</i>
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<b>3. Principal Accountabilities</b>	
	<i>matrices used to measure performance)</i>
<p>As a member of a Technical Support Team, primarily responsible for managing the grain storage intervention in NTT that will assist with rural productivity activities in preparation of the AIPD Rural Program.</p> <p>Duties include:</p> <p><u>General:</u></p> <ol style="list-style-type: none"> <li>1. Assist the Rural Development Coordinator in developing strategic directions for program implementation at province and district levels.</li> <li>2. Supervise the implementation of strategic direction of AIPD-Rural with particular attention to ensuring that the Program Approach and Principles are reflected in the design and implementation of all interventions. This includes emphasis on building capacity to enable scale-up of the intervention as well as completion of the activities.</li> <li>3. Assist the Contractor Representative in supervision of procurement, contractual and financial processes.</li> <li>4. Integrate inputs from Advisory Panel and other agreed recommendations.</li> <li>5. Monitor implementation of interventions and advise Provincial/District teams on necessary adjustments, including supervision of monitoring activities.</li> <li>6. Other duties consistent with program planning, development, management and oversight.</li> </ol> <p><u>Specific:</u></p> <p>To supervise and assist the Rural Development Coordinator to manage the activity of 'Maize grain storage to reduce harvest loss in NTT', with the following scope:</p> <ul style="list-style-type: none"> <li>• Working in close collaboration with SPADU and the Anggur Merah Secretariat in implementing the maize grain storage, including acting as a member of the activity implementation team alongside staff from Bappeda NTT and the Desa Mandiri Anggur Merah Secretariat.</li> <li>• Working in close collaboration with the Assistant Program Director NTT to oversight the activity implementation, monitoring and reporting, both technical and financial.</li> <li>• Develop and maintain good relations with all stakeholders involved in this activity in providing assistance to farmers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Effective implementation activities and maintenance of good relationships, ensuring ownership of the Program by Government and stakeholders.</li> <li>2. Reports as required highlighting issues that require a management response.</li> <li>3. Six-monthly review of the strategy adjusting the approach as appropriate.</li> <li>4. Substantive written input to six-monthly and annual work plans and reports.</li> <li>5. Compliance requirements are met by sub-contracted partners in a timely manner.</li> </ol>

### 3. Principal Accountabilities

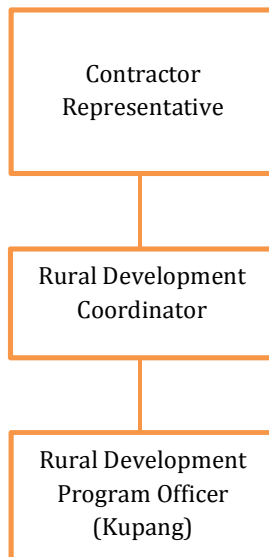
- Timely and quality oversight of planning, budgeting, implementation, monitoring and reporting of the program and its interventions.

### 4. Key Selection Criteria

1. Graduate degree in agricultural science, rural development or relevant study fields with a minimum of five years' experienced in program implementation of rural development.
2. Experienced in working with a diverse range of stakeholders, government systems and public sectors.
3. Extensive experience in program management particularly in proposal development, community development, and over-sighting program implementation.
4. In-depth understanding of economic, gender, socio-culture and political issues in Nusa Tenggara Timur Province.
5. Excellent communication skills (both English and Bahasa Indonesia) and well-developed interpersonal skills.
6. Self-motivated and able to work with minimum supervision.
7. Demonstrated ability to provide high quality reports and other outputs on-time.
8. Good team player and available to extensive travel as required.

### 5. Reporting Structure

(What are the position's organization relationships?)



<b>6. Key Relationships</b> (Main Internal and External Contacts)	
<b>Internal</b>	<b>Nature of Relationship</b>
Contractor Representative	Reporting on administrative, Human Resource (HR) and contract compliance issues
Rural Development Coordinator	Reporting on program implementation, oversight and quality control of interventions
Assistant Program Director (NTT)	Reporting on a regular basis of the progress of program implementation
<b>External</b>	<b>Nature of Relationship</b>
Program Director and Deputy Program Director	Reporting on all substantive programmatic issues
Provincial Bappeda NTT (Anggur Merah Secretariat and SPADU)	Liaising on program implementation and quality oversight issues

<b>7. Other Relevant Information</b> (Is there any other information that would assist in defining the scope of this position?)
<p>This position is intended to liaise with Local Government (Pemda) of NTT to manage and to implement the activity of 'Grain Storage to Reduce Maize Harvest Loss in AIPD Target Areas in NTT'. This activity is a support given by AusAID to Pemda NTT in their initiatives to improve the community's welfare through improving incomes and community development of poor people.</p>