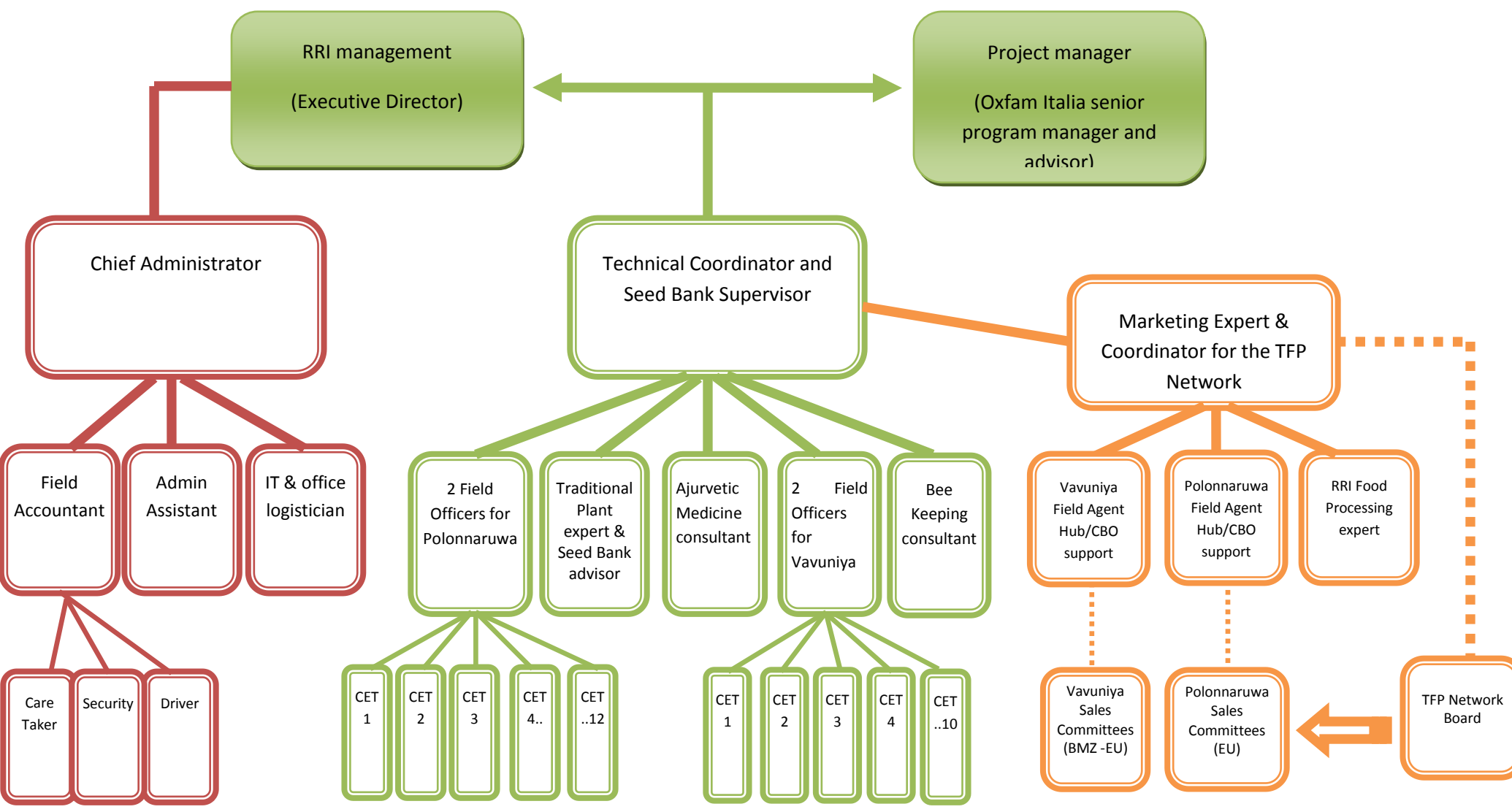


**Organizational Chart - Rainforest Rescue International / Oxfam Italy –Sri Lanka, reconciliation happens through respect for environment healthy organic food and joined marketing opportunities**



**Main Tasks for technical staff:**

POSITION	Main tasks	Reporting Formats
<p><b>Oxfam Italy Senior Project Manager &amp; advisor (PM):</b></p> <p>“Has at least 5 years experience as expatriate working for International NGO. Has good experience in relation with Local Partners and International stakeholders.</p> <p>Rural Development background, experience in program implementation, reporting, program design and staff management are essential requirements. Good computer skills, good English.”</p>	<ol style="list-style-type: none"> <li>1) Livelihood program support and supervision</li> <li>2) Coordinate Action Plan and Progress reports</li> <li>3) Delivery of technical reports to the donors</li> <li>4) Delivery of final financial reports to Italian Donors or donors where OITA is applicant</li> <li>5) Maintain relation and coordination with Oxfam confederation</li> <li>6) Maintain coordination with OITA HQ</li> <li>7) Coordinate development and submission of new proposals/programs in coordination with RRI management</li> <li>8) Develop stakeholder relation at local and international level</li> </ol>	<p>Official technical reports to the donor and all reporting to co-funding donors based in Italy</p> <p>Action Plans</p>
<p><b>Technical Coordinator (TC):</b></p> <p>“Is an agronomist with experience in organic/sustainable agriculture, community based capacity building, environmental aspects, leadership and coordination capacities, computer skills and good English”</p>	<ol style="list-style-type: none"> <li>1) Coordinate the project actions, developing and following up the Action Plans</li> <li>2) Support all project actions giving advices and directions</li> <li>3) Collect, supervise staff reports (from ME, FOs, TPE, AME) to monitor/support their activities and submit those reports to PM and RRI Director</li> <li>4) Ensure the capacity building at FOs and CETs level</li> <li>5) Coordinates consultants like as Bee keeping expert, Technical officers...</li> </ol>	<p>Year Action Plan</p> <p>Monthly Action Plan (Excel sheet)</p> <p>Monthly progress report</p> <p>Add specific outcomes related mainly on the given project indicators</p>

	<p>6) Responsible for Seed Bank development strategies</p> <p>7) Coordinate the certification process</p> <p>8) Coordinate and follow up monitoring missions from donors/stakeholders</p> <p>9) Report to PM and RRI Director</p>	
<p><b>Marketing Expert (ME):</b></p> <p>“Is an economist with experience in marketing, marketing chains, exports, specifically on traditional agriculture and no agriculture products, experience in dealing with marketing stakeholders and clients, computer skills and good English”</p>	<p>1) Responsible for Marketing TFP Network built up and follow up</p> <p>2) Prepare, direct and co-implement the capacity building program on Marketing (1<sup>st</sup> – 2<sup>nd</sup> -3<sup>rd</sup> – sessions)</p> <p>3) Supervision and coordination of the FAs and FPE activities</p> <p>4) Collect, supervise staff reports (from FAs and FPE) to monitor/support their activities and submit those reports to TC</p> <p>5) Develop marketing linkages in support of the TFP, ensuring new communities join the process</p> <p>6) Report to the TC</p> <p>7) Develop external marketing relation with Oxfam Shop Australia and other international stakeholders</p>	<p>Year Action Plan</p> <p>Monthly Action Plan (Excel sheet)</p> <p>Monthly progress report</p> <p>Add specific outcomes related mainly on the given project indicators</p>
<p><b>Marketing Agents (MA):</b></p> <p>(1 for Vavuniya, one for Polonnaruwa)</p> <p>“Has experience in organic/sustainable agriculture, community based capacity building and mobilization, basic marketing</p>	<p>1) Responsible for Hub’s development, ensure a direct link with the selected Sales Committees to develop all related activities (land identification, permissions, hub construction, equipment installation, monitoring hub’s established activities, ensuring hub’s reporting)</p> <p>2) Monitor products availability, development of the yearly forecast of production at Hub and community level,</p>	<p>Year Action Plan</p> <p>Monthly Action Plan (Excel sheet)</p> <p>Monthly progress report</p> <p>Add specific outcomes related mainly on the given project</p>

<p>of agricultural products, computer skills and English”</p>	<p>monitor quality of the products according to the different deliveries</p> <p>3) Participate in the preparation and co-implementation of the capacity building on marketing (1<sup>st</sup> – 2<sup>nd</sup> -3<sup>rd</sup> – sessions)</p> <p>4) Support the ME in linking the hubs to the TFP Network and the markets, by monitoring supporting Sales Committee in delivery orders</p> <p>5) Report to the ME</p> <p>6) Ensure certification process in coordination with the TC in the different communities of producers and with FO support</p>	<p>indicators</p>
<p><b>Field Officers (FO):</b> (one each 4-5 communities and CETs), “Has field experience in organic/sustainable agriculture, community based capacity building and mobilization, computer skills”</p>	<p>1) Direct support and monitor of the CETs activities (in particular in the FMGs development and capacity building to the farmers)</p> <p>2) Mobilize CBOs and farmers to be involved in the different community actions (water rehabilitation, Aquaculture, Forest remediation)</p> <p>3) Organize farmers groups with the CET to attend to training and other project activities (FMG distributions, assessments...)</p> <p>4) Report to the TC on monthly base</p>	<p>Monthly reports on CET progress sheets to the farmer</p>
<p><b>Community Extension Trainees (CETs):</b> “Selected by the local CBO is well representing the whole community, have a good back</p>	<p>1) Develop a regular monitoring/assistance to the farmers, organized in small groups, in progressing in the FMG activities, and ensure proper book keeping.</p> <p>2) Develop directly Farmer’s training program</p> <p>3) Mobilize farmers to participate to the capacity building</p>	<p>Monthly report of FMG progress sheet</p> <p>Specific assessment format</p>

<p>ground in agricultural practices or in marketing/production aspects and have good communication capacities and attitude of leadership. English and computer skills are not compulsory requirements”</p>	<p>program</p> <p>4) Link CBO and farmers to the collective actions (tank rehabilitation, aquaculture, forest remediation) under the direction of the FO</p> <p>6) Assist FO and FA in the certification process</p> <p>5) Report on monthly base to the FO</p>	
<p><b>Traditional Plant Expert (TPE):</b> (based in the seed bank)</p> <p>“Has a deep knowledge on agronomic practices, seed production/selection/management, and experience in nurseries development and have practical knowledge on cultivating with organic practices a wide range of traditional and improved species. Knowledge of English and computer skills are not compulsory”.</p>	<p>1) Ensure the Seed Bank nursery production &amp; management</p> <p>2) Ensure seeds production (including YAM), collection, selection and storage</p> <p>3) Develop seed tests as per requirement in coordination with the TC</p> <p>4) Implement demonstrations on seed saving program in the new selected communities</p> <p>5) Capacity building to farmers/CETs on traditional plants and seeds</p> <p>6) Report to the TC</p>	<p>Monthly progress sheets</p> <p>Seasonal production at the seed bank nursery</p> <p>Seed bank inventory of seeds and tubers</p>
<p><b>Ajurvetic Medicine Expert (AME):</b></p> <p>“Has a consolidated experience on Ajurvetic medicine, plants and products to be harvested,</p>	<p>1) Develop the capacity building program on medical plants, CKDu preventions, nutritional aspects</p> <p>2) Contribute to linking medical plants produced / harvested at farmer level to market opportunities</p>	<p>Year Action Plan</p> <p>Monthly Action Plan (Excel sheet)</p>

<p>processed and used in ajurvedic treatments. Capable to link producers with ajurvedic sector, English knowledge and computer skills are required”</p>	<p>coordinating with ME and FAs</p> <ol style="list-style-type: none"> <li>3) Develop quality control for medicine plants products in coordination with the FPE</li> <li>4) Disseminate and improve the medicinal plant manual among farmers/stakeholders</li> <li>5) Report to the TC</li> </ol>	<p>Monthly progress report</p> <p>Add specific outcomes related mainly on the given project indicators</p>
<p><b>Food Processing Expert (FPE):</b></p> <p>“Has a consolidated experience on a wide range of food processing lines, equipments and products, especially in the agro-food sector. Knowledge on requirements for marketing internally and abroad, quality standard requirements English and computer skills are required”</p>	<ol style="list-style-type: none"> <li>1) In the new communities develop an assessment on the main products available and the potential food processing lines</li> <li>2) Accordingly and in coordination with TC and ME, contribute to the hub design and in the delivery of a final list of equipment for each hub</li> <li>3) Ensure equipment installation and the capacity building to properly manage the processing lines. Develop and distribute specific guidelines for machinery use.</li> <li>4) Develop food processing training, health &amp; Hygienic practices in the hubs, distributing specific manuals</li> <li>5) Ensure regular follow up of the TFP product’s quality in the food processing lines and assistance to the hubs on this process according to needs and upon request from the ME</li> <li>6) Report to the Marketing Expert</li> </ol>	<p>Year Action Plan</p> <p>Monthly Action Plan (Excel sheet)</p> <p>Monthly progress report</p> <p>Add specific outcomes related mainly on the given project indicators</p>
<p><b>Bee Keeping Expert (BKE):</b></p> <p>“Has a consolidated experience in bee keeping, experience on training peoples, honey processing practices, English and computer</p>	<ol style="list-style-type: none"> <li>1) Organize and implement training to start bee keeping program</li> <li>2) Monitoring and periodic technical assistance to the farmers/hubs in bee keeping and related aspects</li> </ol>	<p>Specific monitoring reports for the different activities and supervision</p>

<p>skills are not compulsory”</p>	<p>3) Report to the TC according to his implementation period and assessment/field assistance</p>	
<p><b>Chief Administrator (CA):</b>  “Has a consolidated experience in finance and administrative management, experience in relation with international stakeholders/donors, knowledge of procurement procedures, leadership capacities, good computer skills and good English”</p>	<p>Financial and admin responsible</p>	
<p><b>Field Accountant (FA):</b>  “Is an accountant/administrator with experience in the daily management of petty cash, banks, payments, delivery orders, small procurement, M&amp;E of internal administrative procedures, good computer skills, English knowledge”</p>	<p>Responsible for petty cash/local procurement/ requests of payments in the field office</p>	
<p><b>Administrative Assistant (AA)</b>  “Basic admin &amp; Finance knowledge, with experience in the daily management of petty cash, banks,</p>		

<p>payments, delivery orders, small procurement, M&amp;E of internal administrative procedures, good computer skills, English knowledge”</p>		
<p><b>IT &amp; Office Logistician (IT)</b>  “Very good computer skills and IT skills, knowledge of office services, English knowledge”</p>	<p>Logistic and IT supervision and support</p>	
<p><b>Care Taker (CT):</b>  “Has at least 3 years of experience as care taker, English knowledge”</p>	<p>Responsible for office cleaning and daily hospitality</p>	
<p><b>Security Officer (SO):</b>  “Has at least 3 years of experience as Security Officer, English knowledge”</p>	<p>Night guardian service</p>	
<p><b>Driver (D):</b>  “Has at least 3 years of experience in driving and vehicle maintenance, English knowledge. Driving license for vehicles compulsory”</p>	<p>Responsible for vehicle management and maintenance, is the only authorized to drive the project vehicle assigned</p>	



<b>RRI Executive Director (ED)</b>	Supervision and monitoring of the RRI staff. Technical and scientific support on environmental aspects Signature of administrative and official technical documentation under the RRI responsibilities	