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མོ་ནམ་དང་ནགས་ཚལ་ལྷན་ཁག་དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུ་།

DEPARTMENT OF AGRICULTURE

Ministry of Agriculture and Forests

Royal Government of Bhutan

Tashichhodzong, Thimphu: Bhutan



DoA/NOFP-CU/17/2019-20/ 34

24th April 2020

To

1. Programme Director(s),
Wengkhar, Samtenling and Bajo
2. Dzongkhag Agriculture Officer(s)
All Dzongkhags

Subject: TOR for Dzongkhag and ARDC Organic Focal persons

Dear Colleagues,

Please find enclosed the TORs for the Dzongkhag and ARDC organic focal persons. This has been developed to provide a clear direction and responsibilities to the focal persons in the Dzongkhag and ARDCs in taking forward the organic agriculture.

The Department would like to urge DAOs and Programme Directors to instruct and guide the focal persons to follow and implement the TORs with immediate effect. For any clarification and support please contact Programme Director, RDC- OA, Yusipang.

Best Regards

Yours sincerely,

Kinlay Tshering (Ms)
DIRECTOR

Copy to:

1. Hon'ble Secretary, MoAF, Thimphu for kind information.
2. DashoDzongdag(s), Dzongkhag Administration, All Dzongkhags for kind information and necessary support.
3. Chief(s), ARED and APD, DoA for information.
4. Programme Manager, NOFP-CU for information.
5. Programme Director, RDC-OA, Yusipang for information and follow-up.

Terms of Reference for:

A. Dzongkhag Organic Agriculture Focal

Dzongkhag organic agriculture focal will be responsible to deliver the following services in the respective Dzongkhag.

1. Key Responsibilities:

- i. Sensitize and create awareness on organic agriculture, its importance and benefits.
- ii. Coordinate and facilitate the promotion of organic agriculture.
- iii. Support and facilitate farmers/youth/private sectors to market organic products and value addition.
- iv. Maintain and share data on organic agriculture (area & production) including registration, certification, enterprises, products with RDC-OA, Yusipang.
- v. Keep DoA, ARDCs and RDC-OA, Yusipang informed and updated on organic activities of the Dzongkhag.

2. Specific responsibilities

2.1 Promote Organic Agriculture

- i. Train gewog extension officials on organic agriculture principles and practices.
- ii. Provide guidance to gewog extension staff and farmers during selection of organic production area and production planning.
- iii. Coordinate/organize farmers training in collaboration with DAO/commodity coordinators/central agencies/ARDCs on organic agriculture.
- iv. Facilitate and coordinate the supply of organic inputs.
- v. Coordinate feasibility studies based on proposal for organic farming/enterprise received from proponents.
- vi. Support and facilitate farmers/youth/private sectors and organic operators engaged in organic agriculture/enterprises.

2.2 Registration and Certification

- i. Assist, facilitate and process registration and certification of organic operators with RDC-OA and/or BAFRA.
- ii. Facilitate the inspection of proposed farms to complete the registration and certification.

- iii. Assist the implementation of Internal Control System (ICS) for third party certification of groups.
- iv. Assist farmer/youth/private entrepreneurs and extension to record and maintain farm diary.

2.3 Marketing and product development

- i. Facilitate organic product value addition and diversification.
- ii. Facilitate packaging and labeling of organic product.
- iii. Coordinate with DAMC and other programmes (SHFP, OGOP, etc.) to market organic products.
- iv. Coordinate with DAMC and RDC-OA, Yusipang to facilitate participation of farmers/youth/private sector in national and international trade fairs in collaboration with ARDCs.

2.4 Monitoring and reporting

- i. Regularly monitor organic operators for compliance of BOS.
- ii. Regularly collect data on organic area and production including registration and certification as per the format provided by RDC-OA, Yusipang through the ARDCs with complete set of data.

Terms of Reference for:

B. ARDC Organic Agriculture Focal

ARDCs' Organic agriculture focal will be the regional technical support to the dzongkhags in their region. They will provide support by providing the following services

1. Key Responsibility

- i. Sensitize and create awareness on organic agriculture, its importance and benefits in the respective region.
- ii. Coordinate and facilitate the promotion of organic agriculture in close collaboration with Dzongkhag Organic Focal.
- iii. Lead the development and management of the permanent plots at the ARDCs as a place of education and demonstration at the regional level with technical support from RDC- OA, Yusipang.
- iv. Coordinate and facilitate technical support to Dzongkhags in planning and implementation of organic activities/programme.
- v. Promote new, appropriate and promising organic technologies.
- vi. Facilitate marketing and value addition of organic products.

2. Specific Responsibility

2.1 Planning and Coordination

- i. Assist in the regional coordination, planning and implementation of the organic development programmes supported by RDC-OA, Yusipang, NOFP and other organic projects under the Ministry of Agriculture and Forests.
- ii. Represent Dzongkhags during the regional or national events related to organic agriculture.
- iii. Assist dzongkhag organic focal person to conduct feasibility study for organic farming/enterprise proposals received from the proponents

2.2 Monitoring and Reporting

- i. Timely monitor and facilitate the registration and certification of organic operators with RDC-OA, Yusipang.

- ii. Collate, compile and share regional data on organic agriculture and enterprise development with RDC-OA, Yusipang and NOFP-CU as per the format provided.
- iii. Ensure the collection and maintaining of organic database for the region.
- iv. Facilitate the inspection of proposed farms to complete the registration and certification.
- v. Facilitate knowledge sharing among Dzongkhags and organic operators.
