

# **JOB SPECIFICATION AND SKILL TEST**

**JOB TITLE** : COMMUNITY FORESTRY FACILITATOR, L-1

**SECTOR** : FORESTRY

**SUB-SECTOR** : COMMUNITY RESOURCE MOBILIZER

COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING

**NATIONAL SKILL TESTING BOARD**

MADHYAPUR THIMI, BHAKTAPUR

December, 2006

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**DEVELOPED JOINTLY BY NATIONAL SKILL TESTING BOARD  
AND  
COFSUN, KATHMANDU**

**RECOMMENDED BY FORESTRY TECHNICAL SUB COMMITTEE**

**December, 2006**

<b>JOB SPECIFICATION</b>	
<b>1</b>	<p><b>JOB TITLE:</b> COMMUNITY FORESTRY FACILITATOR</p> <p><b>LEVEL:</b> 1</p>
<b>2</b>	<p><b>JOB DESCRIPTION:</b> A Community Forestry Facilitator, Level–1 assists in Formulation/Reformulation and Institutional Strengthening of Community Forest User Group (CFUG).</p>
<b>3</b>	<p><b><u>LIST OF TASKS:</u></b></p> <ol style="list-style-type: none"> <li>1. Assisting in Identification of Forest Users and Forest Area.</li> <li>2. Assisting in Preparation of Participatory Social Map (PSM).</li> <li>3. Assisting in Participatory Well–being ranking (PWR).</li> <li>4. Visiting each Household of Forest Users.</li> <li>5. Performing Discussion with Different Interest Groups/Small Groups.</li> <li>6. Assisting in Approving Constitution from General Assembly.</li> <li>7. Assisting in Formation of Executive Committee.</li> <li>8. Assisting in Conduction of Meeting and preparing minutes.</li> <li>9. Assisting in Conduction of General Assembly and preparing minutes.</li> <li>10. Assisting in Accounting System.</li> <li>11. Assisting in Revision of Constitution.</li> </ol>
<b>4</b>	<p><b>QUALIFYING NOTES (ENTRY REQUIREMENTS etc)</b></p> <ul style="list-style-type: none"> <li>• Normal health.</li> <li>• As per NSTB rules and regulations.</li> </ul>

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Identification of Forest Users and Forest Area. <b>JOB TITLE:</b> CF FACILITATOR, L-1  <b>TASK NO:</b> 1
<b>6</b>	<b>TASK ELEMENTS:</b>  1.1 Prepares list of checklists.  1.2 Lists the names of key informants to be interviewed.  1.3 Builds rapport with key informants or local leaders of village.  1.4 Assists to identify the users of particular forest.  1.5 Assists to identify major forest products use by different community.  1.6 Assists in documentation of history of Forest.  1.7 Prepares the list of forest users.  1.8 Prepares sketch map of forest.

## TASK SPECIFICATION

<b>7</b>	<b>TASK PERFORMANCE REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Pen</li><li>• Note Book</li><li>• Pencil</li><li>• Eraser</li><li>• Brown Paper</li><li>• Marker</li><li>• Voter List</li></ul>
<b>8</b>	<b>TASK PERFORMANCE STANDARDS</b> <ol style="list-style-type: none"><li>1.1 Prepared specific and clear check lists.</li><li>1.2 Listed inclusive, relevant and knowledgeable persons.</li><li>1.3 Built rapport using simple and clear language.</li><li>1.4 Assisted to identify potential users of particular forest.</li><li>1.5 Assisted to identify forest area and major forest products use by different community.</li><li>1.6 Assisted in documentation of history of particular forest.</li><li>1.7 Prepared the tentative list of forest users.</li><li>1.8 Prepared sketch map of forest.</li></ol>

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
1	1.1 1.2 1.3 1.4,1.5 1.6,1.7 1.8	<ul style="list-style-type: none"> <li>• Knowledge of developing checklist.</li> <li>• Knowledge of Gender/Equity and Social Inclusion.</li> <li>• Knowledge of Rapport building technique.</li> <li>• Knowledge of questioning technique.</li> <li>• Knowledge of documentation technique.</li> <li>• Knowledge of preparing sketch map of forest.</li> </ul>			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Identification of Forest Users and Forest Area</p> <p><b>TASK NO: 1</b></p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>1.1 Prepare specific and clear checklist.</p> <p>1.2 List the inclusive, relevant and knowledgeable persons.</p> <p>1.3 Build rapport in simple and clear language.</p> <p>1.4 Assist to identify potential users of particular forest.</p> <p>1.5 Assist to identify forest area and major forest products use by different community.</p> <p>1.6 Assist in documentation of history of particular forest.</p> <p>1.7 Prepare the tentative list of forest users.</p> <p>1.8 Prepare the sketch map of forest.</p>		

<b>TASK SPECIFICATION</b>		
<b>5</b>	<b>TASK TITLE:</b> Assisting in Preparation of Participatory Social Map.  <b>TASK NO:</b> 2	<b>JOB TITLE:</b> CF FACILITATOR, L-1
<b>6</b>	<b>TASK ELEMENTS:</b>  2.1 Gathers the Key informants/users.  2.2 Performs transect walk to the village with the key informants/users.  2.3 Assists to start to make the Participatory Social Map  2.4 Empowers the informant/users to participate for preparing Participatory Social Map.  2.5 Assists to check the Participatory Social Map  2.6 Draws the Participatory Social Map.  2.7 Assists to verify the Participatory Social Map with the key informant/users.	

## TASK SPECIFICATION

**7**

### **TASK PERFORMANCE REQUIREMENTS**

- Sand
- Mud
- Stone
- Leaf
- Abir (Red powder)
- Keshari (Yellow powder)
- Stick
- Beans
- Ash
- Note Book
- Pencil
- Eraser
- Drawing Paper/Photocopy Paper

**8**

### **TASK PERFORMANCE STANDARDS**

- 2.1.1 Informed relevant and knowledgeable persons at least one day before the event.
- 2.1.2 Gathered the relevant and knowledgeable persons in defined Venue, Date and Time.
- 2.2 Walked in 'S' shape through the village with key informants/users.
- 2.3 Assisted to prepare Participatory Social Map by using local materials.
- 2.4 Actively participated key informant/users in Participatory Social Map preparation process.
- 2.5 Assisted to check position of the resources (Household, Tap, Health Post, Bridge, Road, Temple, Electric Pole, School, and Forest etc).
- 2.6 Drawn the map as per the ground map.
- 2.7 Assisted to verify of Participatory Social Map with key informant/users.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
2	2.1	Knowledge of communication skills.			
	2.2	Knowledge of transect walk.			
	2.3	Knowledge of Participatory Social Map.			
	2.4	Knowledge of Empowerment technique.			
	2.5	Knowledge of questioning technique.			
	2.6	Knowledge of map drawing technique.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Preparation of Participatory Social Map.</p> <p><b>TASK NO:</b> 2</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
<p>Did the Candidate?</p> <p>2.1.1 Inform relevant and knowledgeable persons at least one day before the event.</p> <p>2.1.2 Gather the relevant and knowledgeable persons in defined Venue, Date and Time.</p> <p>2.2 Walk in 'S' shape through the village with key informant/users.</p> <p>2.3 Assist to prepare Participatory Social Map by using local materials.</p> <p>2.4 Empower key informants/users to participate in Participatory Social Map preparation process.</p> <p>2.5 Assist to check position of the resources.</p> <p>2.6 Draw the map as per the ground map.</p> <p>2.7 Assist to verify of Participatory Social Map with key informant/users.</p>			

<b>TASK SPECIFICATION</b>	
<b>5</b>	<p><b>TASK TITLE:</b> Assisting in Participatory Well-being Ranking (PWR). <span style="float: right;"><b>JOB TITLE:</b> CF FACILITATOR, L-1</span></p> <p><b>TASK NO:</b> 3</p>
<b>6</b>	<p><b>TASK ELEMENTS:</b></p> <ul style="list-style-type: none"> <li>3.1 Writes name of all users in Meta cards.</li> <li>3.2 Gathers the key informants.</li> <li>3.3 Assist to rank the users in the order of their Well-being.</li> <li>3.4 Checks the outcome of Participatory Well-being ranking with the key informants.</li> <li>3.5 Documents the criteria of ranking used by key informants.</li> <li>3.6 Prepares the list of users' as per Well-being status.</li> <li>3.7 Verifies the Well-being status by sample visit.</li> </ul>

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Meta cards
- Marker
- Pen
- Note Book
- Pencil
- Eraser
- Rubber Band
- Voter List

8

### TASK PERFORMANCE STANDARDS

3.1 Wrote the names of all users carefully and clearly.

3.2.1 Informed the key informants (Tailor, Black Smith, Brahmin Purohit, Teacher, Leader, Ward member, Shopkeeper and Social Worker) at least one day before the event.

3.2.2 Gathered the key informants in defined Venue, Date and Time.

3.3 Assisted to rank the users in the order of their Well-being.

3.4 Checked outcome of PWR with key informants.

3.5 Documented the criteria of PWR used by key informants.

3.6 Prepared the complete list of users' as per Well-being status.

3.7 Verified the Well-being status by sample visit.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
3	3.2 3.3,3.4, 3.5 3.7	Knowledge of communication skills. Knowledge of PWR. Knowledge of documentation skills. Knowledge of triangulation technique.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Participatory Well-being Ranking (PWR) <b>TASK NO:</b> 3</p>	<p><b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>3.1 Write the names of all users carefully and clearly.</p> <p>3.2.1 Inform the key informants at least one day before the event.</p> <p>3.2.2 Gather the key informants in defined Venue, Date and Time.</p> <p>3.3 Assist to rank the users in the order of their Well-being.</p> <p>3.4 Check outcome of PWR with key informants.</p> <p>3.5 Document the criteria of PWR used by key informants.</p> <p>3.6 Prepare the complete list of users' as per Well-being status.</p> <p>3.7 Verify the Well-being status by sample visit.</p>		

<b>TASK SPECIFICATION</b>	
<b>5</b>	<p><b>TASK TITLE:</b> Visiting each Household of Forest Users. <span style="float: right;"><b>JOB TITLE:</b> CF FACILITATOR, L-1</span></p> <p><b>TASK NO:</b> 4</p>
<b>6</b>	<p><b>TASK ELEMENTS:</b></p> <p>4.1 Prepares format to collect information from home visit.</p> <p>4.2 Builds rapport with household members.</p> <p>4.3 Identifies the demand and supply of forest Products.</p> <p>4.4 Identifies household information in the format.</p> <p>4.5 Documents the demand and supply of forest products and household information.</p> <p>4.6 Provides information about community forestry.</p> <p>4.7 Empowers users to participate in small/interest group meeting.</p>

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Home visit format
- Pen/ Pencil
- Eraser
- Note Book
- Poster
- Flip chart
- Forest Act, Regulation and CF Guidelines

8

### TASK PERFORMANCE STANDARDS

4.1 Prepared simple and complete home visit format.

4.2 Built rapport with household members using simple and clear language.

4.3 Identified the demand and supply of forest products (Timber, Firewood, Fodder, Leaf litter, Grass) by asking question..

4.4 Identified household information (Population, Educational Status, Livestock and Profession) by asking question.

4.5 Documented the demand and supply of forest products and household information.

4.6 Provided the relevant information about the community forestry.

4.7 Users committed to participate in small/interest group meeting.

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
4	4.1 4.2 4.3,4.4 4.5 4.6 4.7	Knowledge of preparing home visit format. Knowledge of rapport building technique. Knowledge of interviewing technique. Knowledge of documentation technique. Knowledge of presentation skill Knowledge of using of poster, flip chart. Knowledge of Forest Act (Chapter 5, Column 25 to 30 and Chapter 9, Column 41 to 45) Forest Regulation (Chapter 4, Rule 26 to 38) and Community Forestry Guidelines. Knowledge of empowering techniques.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Visiting each Household of Forest Users.  <b>TASK NO:</b> 4</p>	<p><b>LOCATION OF TEST:</b>  <b>CANDIDATE'S NAME:</b>  <b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
<p>Did the Candidate?</p> <p>4.1 Prepare simple and complete home visit format.</p> <p>4.2 Build rapport with household members using simple and clear language.</p> <p>4.3 Identify the demand and supply of forest products by asking question..</p> <p>4.4 Identify household information by asking question.</p> <p>4.5 Document the demand and supply of forest products and household information.</p> <p>4.6 Provide the relevant information about the Community Forestry.</p> <p>4.7 Empower users to participate in small/interest group meeting.</p>			

<b>TASK SPECIFICATION</b>	
<b>5</b>	<p><b>TASK TITLE:</b> Performing Discussion with Different Interest/Small Groups.      <b>JOB TITLE:</b> CF FACILITATOR, L-1</p> <p><b>TASK NO:</b> 5</p>
<b>6</b>	<p><b>TASK ELEMENTS:</b></p> <p>5.1 Identifies the Interest/Small Group.</p> <p>5.2 Gathers the Interest/Small Group</p> <p>5.3 Records users' presence in Interest/Small Group meeting.</p> <p>5.4 Discusses about the FUG Constitution.</p> <p>5.5 Discusses about users' views within contents.</p> <p>5.6 Collects views within content.</p> <p>5.7 Empower users to participate in General Assembly.</p>

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Note Book
- Pen/Pencil
- Eraser
- Forest Act, Forest Regulation and CF Guidelines
- Brown Paper and Marker
- Masking Tape
- Poster
- Copy/Line Paper

8

### TASK PERFORMANCE STANDARDS

- 5.1 Identified the Interest/Small Group at least two days before the event.
- 5.2.1 Informed the Interest/Small Group at least one day before the event.
- 5.2.2 Gathered the Interest/Small Group in defined Venue, Date and Time.
- 5.3 Recorded users' attendance systematically.
- 5.4 Discussed about the FUG Constitution using simple and clear language.
- 5.5 Discussed within the contents of Constitution.
- 5.6 Collected views within the contents.
- 5.7 Users committed to participate in General Assembly.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
5	5.1	Knowledge of Interest/Small Groups.			
	5.2.1	Knowledge of communication skills			
	5.2.2	Knowledge of different sitting arrangements for better participation.			
	5.4	Knowledge of developing process of FUG Constitution, Knowledge of presentation skills. Knowledge of consensus building.			
	5.5	Knowledge of recording views.			
	5.6	Knowledge of empowering techniques.			
	5.7	Knowledge of Forest Act, Forest Regulation and CF Guidelines.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Performing Discussion with Different Interest/Small Groups.</p> <p><b>TASK NO:</b> 5</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
<p>Did the Candidate?</p> <p>5.1 Identify the Interest/Small Group at least two days before the event.</p> <p>5.2.1 Inform the Interest/Small Group at least one day before the event.</p> <p>5.2.2 Gather the Interest/Small Group in defined Venue, Date and Time.</p> <p>5.3 Record users' attendance systematically.</p> <p>5.4 Discuss about the FUG Constitution using simple and clear language.</p> <p>5.5 Discuss within the contents of Constitution.</p> <p>5.6 Collect views within the contents.</p> <p>5.7 Empower users to participate in General Assembly.</p>			

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Approving Constitution from General Assembly <b>JOB TITLE:</b> CF FACILITATOR, L-1  <b>TASK NO:</b> 6
<b>6</b>	<b>TASK ELEMENTS:</b>  6.1 Assists to prepare draft Constitution.  6.2 Assists to present draft constitution in General Assembly.  6.3 Facilitates to empower users to participate in the discussion.  6.4 Facilitates to make decision in each article ( <i>Dapha</i> ).  6.5 Assists in preparing minutes.  6.6 Assists in preparing constitution based on the decisions of General Assembly.

## TASK SPECIFICATION

<b>7</b>	<b>TASK PERFORMANCE REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Draft Constitution</li><li>• Minute Book</li><li>• Pen</li><li>• Stamp Pad</li><li>• Brown Paper</li><li>• Marker</li><li>• Masking Tape</li></ul>
<b>8</b>	<b>TASK PERFORMANCE STANDARDS</b> <p>6.1 Assisted to prepare draft Constitution in standard format at least one day before.</p> <p>6.2 Assisted to present draft Constitution in General Assembly sequentially and clearly.</p> <p>6.3 Facilitated to make participation of socially excluded groups (Women, Poor, Dalits, and Ethnic Groups) in decision making process.</p> <p>6.4 Facilitated to make decision in each article (<i>Dapha</i>).</p> <p>6.5 Assisted to record all decisions in minute clearly.</p> <p>6.6 Assisted in preparing constitution based on the decisions of General Assembly clearly.</p>

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
6	6.1	Knowledge of writing constitution.			
	6.2	Knowledge of presentation skills.			
	6.3	Knowledge of empowering technique.			
	6.4	Knowledge of consensus building technique.			
	6.5	Knowledge of recording.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Approving Constitution from General Assembly.</p> <p><b>TASK NO:</b> 6</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>6.1 Assist to prepare draft Constitution in standard format at least one day before.</p> <p>6.2 Assist to present draft constitution in General Assembly sequentially and clearly.</p> <p>6.3 Facilitate to make participation of Socially excluded groups (Women, Poor, Dalits, and Ethnic Groups) in decision-making process</p> <p>6.4 Facilitate to make decision in each article (<i>Dapha</i>).</p> <p>6.5 Assist to record all decisions in minute clearly.</p> <p>6.6. Assist in preparing Constitution based on the decisions of General Assembly clearly.</p>		

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Formation of Executive Committee. <b>JOB TITLE:</b> CF FACILITATOR, L-1 <b>TASK NO:</b> 7
<b>6</b>	<b>TASK ELEMENTS:</b> 7.1 Prepares the list of users. 7.2 Facilitates in nomination for Executive Committee. 7.3 Facilitates in selection of Executive Committee. 7.4 Facilitates to finalize the list of Executive Committee.

## TASK SPECIFICATION

<b>7</b>	<b>TASK PERFORMANCE REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Pen</li><li>• Note Book</li><li>• Pencil</li><li>• Eraser</li><li>• Brown Paper</li><li>• Marker</li><li>• Masking Tape</li><li>• Copy/Line Paper</li><li>• List of Users</li><li>• Constitution</li></ul>
<b>8</b>	<b>TASK PERFORMANCE STANDARDS</b> <p>7.1 Prepared the list of different social groups (Brahmin, Chhetri, Newar, Dalit, Janajatis and Gender).</p> <p>7.2 Facilitated in nomination of users in Executive Committee as per constitution.</p> <p>7.3 Facilitated in selection of Executive Committee from the perspective of gender and social inclusion.</p> <p>7.4 Facilitated to finalize the list of Executive Committee from the General Assembly.</p>

9	10	TASK TRAINING DATA			
TASK No	T.E. No	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY AND HYGIENE
7	7.1 7.2 7.3 7.4	Knowledge of documentation. Knowledge of facilitation skills. Knowledge of Constitution. Knowledge of Gender/Equity and Social inclusion. Knowledge of consensus building technique. Knowledge of election procedure.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Formation of Executive Committee.</p> <p><b>TASK NO:</b> 7</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>7.1 Prepare the list of different social groups (Brahmin, Chhetri, Newar, Dalit, Janajatis and Gender).</p> <p>7.2 Facilitate in nomination of users in Executive Committee as per constitution.</p> <p>7.3 Facilitate in selection of Executive Committee from the perspective of gender and social inclusion.</p> <p>7.4 Facilitate to finalize the list of Executive Committee from the General Assembly.</p>		

<b>TASK SPECIFICATION</b>		
<b>5</b>	<b>TASK TITLE:</b> Assisting in Conduction of Meeting and Preparing Minutes  <b>TASK NO:</b> 8	<b>JOB TITLE:</b> CF FACILITATOR, L-1
<b>6</b>	<b>TASK ELEMENTS:</b>  8.1 Facilitates to identify the agenda.  8.2 Facilitates to invite concerned persons with agenda.  8.3 Assists to record the presence of members in the Meeting.  8.4 Facilitates in the discussion.  8.5 Facilitates in decision-making process.  8.6 Assists in recording decisions.  8.7 Assists to verify the decisions.  8.8 Facilitates in closing of minuting.	

## TASK SPECIFICATION

**7**

### **TASK PERFORMANCE REQUIREMENTS**

- Agenda
- Meeting minute
- Pen
- Stamp Pad
- Constitution
- Operational Plan

**8**

### **TASK PERFORMANCE STANDARDS**

8.1 Facilitated to identify the notified agenda.

8.2 Facilitated to invite at least Executive Members with agenda.

8.3 Assisted to record list of Executive Members' name in minute.

8.4 Facilitated to make participation of Socially excluded groups (Women, Poor, Dalits, and Ethnic Groups) in decision making process.

8.5 Facilitated in decision-making process.

8.6 Assisted to record all decisions in minutes clearly.

8.7 Assisted to verify the decisions clearly.

8.8 Facilitated in closing of minuting as per constitution.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
8	8.2	Knowledge of communication skills			
	8.3	Knowledge of quorum			
	8.4	Knowledge of empowering technique.			
	8.5	Knowledge of consensus building technique.			
	8.6	Knowledge of recording.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Conduction of Meeting and Preparing Minutes</p> <p><b>TASK NO:</b> 8</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET</b></p> <p><b>(COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>8.1 Facilitate to identify the notified agenda.</p> <p>8.2 Facilitate to invite at least Executive Members with agenda.</p> <p>8.3 Assist to record list of Executive Members' name in minute.</p> <p>8.4 Facilitate to make participation of Socially excluded groups (Women, Poor, Dalits and Ethnic Groups) in decision-making process.</p> <p>8.5 Facilitate in decision-making process.</p> <p>8.6 Assist to record all decisions in minutes clearly.</p> <p>8.7 Assist to verify the decisions clearly.</p> <p>8.8 Facilitate in closing of minuting as per constitution.</p>		

**TASK SPECIFICATION**

<b>5</b>	<b>TASK TITLE:</b> Assisting in Conduction of General Assembly and Preparing minutes. <b>JOB TITLE:</b> CF FACILITATOR, L-1  <b>TASK NO:</b> 9
<b>6</b>	<b>TASK ELEMENTS:</b>  9.1 Facilitates to identify the agendas and invitees.  9.2 Assists to develop Annual Progress, Financial report and Future Plan.  9.3 Facilitates to invite users with agenda.  9.4 Facilitates to develop program schedule.  9.5 Assists to record the presence of users and invitees.  9.6 Facilitates users to participate in the discussion.  9.7 Facilitates in decision-making process.  9.8 Assists in recording decisions.  9.9 Facilitates in closing of minuting.

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Meeting, General Assembly Minute Book
- Pen and Stamp Pad
- Constitution and Operational Plan
- Brown Paper, Marker, Masking Tape
- Program Schedule, Annual Progress, Financial/Audit report and Future Plan

8

### TASK PERFORMANCE STANDARDS

9.1.1 Facilitated to identify the agenda by Executive Committee.

9.1.2 Facilitated to identify the invitees by Executive Committee.

9.2 Assisted to develop Annual Progress, Financial report and Future Plan in standard format.

9.3 Facilitated to invite users with clear agenda at least one week before General Assembly.

9.4 Facilitated to develop clear program schedule before hand.

9.5 Assisted to record Users' and invitees' name in the minute.

9.6 Facilitated to make participation of Socially excluded groups (Women, Poor, Dalits and Ethnic Groups) in decision-making process.

9.7 Facilitated in participatory decision-making process.

9.8 Assisted in record all decisions in minutes clearly.

9.9 Facilitated in closing of minuting as per constitution.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
9	9.3	Knowledge of Communication skills			
	9.4	Knowledge of schedule preparation.			
	9.6	Knowledge of empowering technique.			
	9.7	Knowledge of consensus building technique.			
	9.8	Knowledge of recording.			

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<b>11</b>	<b>TASK TITLE:</b> Assisting in Conduction of General Assembly and Preparing Minutes <b>TASK NO:</b> 9	<b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATOR'S NAME:</b>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	Did the Candidate?  9.1.1 Facilitate to identify the agenda by Executive Committee. 9.1.2 Facilitate to identify the invitees by Executive Committee. 9.2 Assist to develop Annual Progress, Financial report and Future Plan in standard format. 9.3 Facilitate to invite users with clear agenda. 9.4 Facilitate to develop clear program schedule before hand. 9.5 Assist to record Users' and invitees' name in the minute. 9.6 Facilitate to make participation of Socially excluded groups (Women, Poor, Dalits and Ethnic Groups) in decision- making process. 9.7 Facilitate in participatory decision-making process. 9.8 Assist in record all decisions in minutes clearly. 9.9 Facilitate in closing of minuting as per constitution.		

<b>TASK SPECIFICATION</b>	
<b>5</b>	<p><b>TASK TITLE:</b> Assisting in Accounting System. <span style="float: right;"><b>JOB TITLE:</b> CF FACILITATOR, L-1</span></p> <p><b>TASK NO:</b> 10</p>
<b>6</b>	<p><b>TASK ELEMENTS:</b></p> <p>10.1 Assists to keep the record of income and expenditure.</p> <p>10.2 Facilitates to table the income and expenditure in the meeting.</p> <p>10.3 Facilitates to publish income and expenditure.</p> <p>10.4 Assists to encourage auditing system.</p> <p>10.5 Facilitates to approve Financial/Audit report from General Assembly.</p>

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Bill, Voucher
- Cash Receipt
- Pass Book/ Bank Statement
- Cheque Book
- Meeting/General Assembly Minutes
- Pen
- Forest Products Distribution Register
- Income and Expenditure Record Books
- Financial/Audit Report
- Inventory Register
- Ledger

8

### TASK PERFORMANCE STANDARDS

- 10.1 Assisted to keep the record of income and expenditure separately and clearly.
- 10.2 Facilitated to table all records of income and expenditure in each meeting.
- 10.3 Facilitated to publish income and expenditure records in notice board and public places.
- 10.4 Facilitated to form an internal auditing committee from General Assembly.
- 10.5 Facilitated to approve the Financial/Audit report from the General Assembly.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
10	10.1 10.2 10.3	Knowledge of keeping simple account. Knowledge of auditing. Knowledge of public, internal, external auditing. Knowledge of developing financial report.	Simple arithmetic calculation		

**TASK PERFORMANCE TEST (SKILL ASSESSMENT)**

<p><b>11</b></p>	<p><b>TASK TITLE:</b> Assisting in Accounting System.</p> <p><b>TASK NO:</b> 10</p>	<p><b>LOCATION OF TEST:</b></p> <p><b>CANDIDATE'S NAME:</b></p> <p><b>EVALUATOR'S NAME:</b></p>	
<p><b>12</b></p>	<p><b>TEST FACTORS AND ITEMS</b></p>	<p><b>STANDARD MET</b></p>	<p><b>STANDARD NOT MET (COMMENT)</b></p>
	<p>Did the Candidate?</p> <p>10.1 Assist to keep the record of income and expenditure separately and clearly.</p> <p>10.2 Facilitate to table all records of income and expenditure in each meeting.</p> <p>10.3 Facilitate to publish income and expenditure records in notice board and public places.</p> <p>10.4 Facilitate to form an internal auditing committee from General Assembly.</p> <p>10.5 Facilitate to approve the Financial/Audit report from the General Assembly.</p>		

**TASK SPECIFICATION**

<p><b>5</b></p>	<p><b>TASK TITLE:</b> Assisting in Revision of Constitution.      <b>JOB TITLE:</b> CF FACILITATOR, L-1</p> <p><b>TASK NO:</b> 11</p>
<p><b>6</b></p>	<p><b>TASK ELEMENTS:</b></p> <p>Builds rapport with CFUG(Community Facilitator User Group) committee.</p> <p>Assists to conduct meeting with different stakeholders.</p> <p>Assists to identify the contents to be revised.</p> <p>Assists to prepare work plan to revise constitution.</p> <p>Follows the process of CFUG formation.</p> <p>Assists to prepare the draft constitution.</p> <p>Facilitates to approve the revised constitution from General Assembly.</p>

## TASK SPECIFICATION

7

### TASK PERFORMANCE REQUIREMENTS

- Constitution
- Note Book
- Pen
- Brown paper
- Forest Act, 1993 (Chapter 5, Column 25 to 30 and Chapter 9, Column 41 to 45)
- Forest Regulation, 1995 (Chapter 4, Rule 26 to 38)
- CF Guidelines
- Meeting/General Assembly minutes
- Marker
- Masking Tape

8

### TASK PERFORMANCE STANDARDS

- 11.1 Built rapport with CFUG committee.
- 11.2 Assisted to conduct meeting with different stakeholders.
- 11.3 Assisted to identify the contents to be revised by using change and trend analysis technique in the involvement of socially excluded groups (Women, Dalits and Ethnic Groups).
- 11.4 Assisted to prepare work plan to revise constitution with appropriate Venue, Date, Time and responsible persons.
- 11.5 Followed the process of CFUG formation (Task No 2 to 7).
- 11.6 Assisted to draft the constitution sequentially.
- 11.7 Facilitated to approve the revised constitution from General Assembly.

<b>9</b>	<b>10</b>	<b>TASK TRAINING DATA</b>			
<b>TASK No</b>	<b>T.E. No</b>	<b>TECHNICAL KNOWLEDGE</b>	<b>APPLIED CALCULATION</b>	<b>GRAPHIC INFORMATION</b>	<b>SAFETY AND HYGIENE</b>
11	11.1	Knowledge of rapport building techniques.			
	11.3	Knowledge of Change, Trend analysis techniques.			
	11.4	Knowledge of preparing work plan.			
	11.5	Knowledge of CFUG formation process.			
	11.6	Knowledge of consensus building process.			

<b>TASK PERFORMANCE TEST (SKILL ASSESSMENT)</b>			
<b>11</b>	<b>TASK TITLE:</b> Assisting in Revision of Constitution. <b>TASK NO:</b> 11	<b>LOCATION OF TEST:</b> <b>CANDIDATE'S NAME:</b> <b>EVALUATOR'S NAME:</b>	
<b>12</b>	<b>TEST FACTORS AND ITEMS</b>	<b>STANDARD MET</b>	<b>STANDARD NOT MET (COMMENT)</b>
	<p>Did the Candidate?</p> <p>11.1 Build rapport with CFUG committee.</p> <p>11.2 Assist to conduct meeting with different stakeholders.</p> <p>11.3 Assist to identify the contents to be revised by using change and trend analysis technique in the involvement of socially excluded groups (Women, Dalits and Ethnic Groups).</p> <p>11.4 Assist to prepare work plan to revise constitution with appropriate Venue, Date, Time and responsible persons.</p> <p>11.5 Follow the process of CFUG formation (Task No 2 to 7).</p> <p>11.6 Assist to draft the constitution sequentially.</p> <p>11.7 Facilitate to approve the revised constitution from General Assembly.</p>		