

Terms of Reference	
Type	Drivers (5 nos.)
Division	Human Resource Management
Mode of employment	Contractual
Role	Support Staff
Location	Aizawl (Mizoram)
Report to	Deputy Project Director – Human Resources
Salary per month	Rs. 20,000/-
General Description of task(s) and objectives to be achieved	
I Background FOCUS 2.0 (Fostering Climate Resilient Upland Farming Systems) is a six-year, externally aided project supported by the United Nations - International Fund for Agricultural Development (IFAD). The project is designed to strengthen climate-resilient, market-led farming systems across all districts of Mizoram. Building on lessons learned from Phase 1, FOCUS 2.0 adopts a cluster-based approach (Zau) to enhance agricultural production and market access, ensuring that production is driven by market demand. FOCUS 2.0 promotes sustainable land use, integrated farming practices, and inclusive value chain development. The project emphasizes convergence with relevant government schemes and encourages deeper community engagement to build resilient livelihoods and drive equitable rural transformation. By adopting a market-led production system, the project aims to meet both local and national demands for agricultural products while ensuring climate resilience. The project is implemented by the Planning and Programme Implementation Department and focuses on facilitating transformative changes in the farming systems through innovative approaches and strategic partnerships. II. Overall objective The Drivers will report to and assist the Project Director and the Deputy Project Directors in all their day-to-day activities. A. Roles and responsibilities The responsibilities of the Drivers will be to provide support and assistance to the Project Director and the Deputy Project Directors in the following: • Conduct regular checks of the vehicle, perform minor repairs, and keep the vehicle clean. • Readily available for any tour to perform.	

- Maintaining accurate and up-to-date logs of mileage, fuel consumption, and maintenance issues.
- Day to day office work.
- Interact professionally and courteously with their Superiors/ Passengers.
- Adhering to all traffic laws and safety regulations to ensure the safety of passengers, cargo, and other road users.
- Any other tasks assigned by their superiors.

Qualification and Timeline.

IV. Required qualifications and experience

B. Qualifications & Experience:

Educational Qualification

- Class 8 passed.
- Should have at least a valid LMV driving licence. (Professional licence preferred)

Work Experience

- A minimum of 1 year working as a driver in private/ any organization.

Desirable Attribute

- Consideration may be given to candidates who can speak and understand both Hindi and English.

V. Duration and timeline

The position is for the duration of the project. The incumbent will be hired initially for one year, with annual extension based on performance.