

ANNEX 1-TERMS OF REFERENCE FOR CONSULTANCY SERVICES REGARDING MUSHROOM GROWING

1. BACKGROUND

The overall objective of Göksu Taşeli Watershed Development Project (GTWDP), as phase one of a two-Project Program, is to reduce rural poverty by supporting economic diversification through value chain development and sustainable natural resource management.

The Project targets to increase farmers' income from improved agricultural production and marketing activities in the targeted area with strengthened resilience to climate shocks. The Project would also contribute to improving the standards of living of the nomadic Yörük tribes in the highlands of the Taurus Mountains, through capacity building that would assist them to organize for improved management of the common natural resources. The project outcomes would include:

- i) sustainably increased farm productivity;
- ii) higher product prices received by smallholder producers.

The GTWDP would be implemented in selected villages of 11 districts of Konya (Konya (Ahırılı, Bozkır, Taşkent, Hadim, Yalılıhöyük, Akören and Güneysınır), and Karaman (Karaman Center köyler, Başyayla, Sarıveliler and Ermenek) provinces of Central Anatolia. These districts are located in the Göksu sub-catchment, one of the four in the East Mediterranean Watershed.

The Project area includes 212 villages that are situated in the mountainous parts of the 11 districts where the elevation varies between 600 m and 1 800 m. Each component would focus on elements of the identified value chains (VCs).

The GTWDP would include three components namely:

- i) Agricultural Productivity and Natural Resource Management;
- ii) Market Access Enhancement; and
- iii) Project Management

In light of above, UNDP will need to contract a Mushroom Growing expert who will support Agricultural Productivity and Natural Resource Management which is one of the main components of Göksu Taşeli Watershed Development Project.

2. OBJECTIVE AND SCOPE

In the project districts within the scope of GTWDP; contributed grant schemes and demonstrations are aimed to increase the economic incomes of small-scale farmers with modern gardens and greenhouses planned to be expanded. The topics to be supported by the project are growing strawberries, grapes, cherries, vegetables and mushrooms.

Lack of agricultural knowledge of the farmers have to be eliminated to ensure that the installed gardens and greenhouses have the best possible maintenance. The main task of the Individual Consultant (IC) is to plan and implement the interventions needed by the trainings to be provided in the villages by making the necessary determinations in order to make sustainable investments of the farmers.

In addition, in order to increase the institutional capacity, it will help to increase the information capacities of the institution staff in related issues by working in consultation with the agricultural engineers working in the Provincial/District Directorates of Agriculture and Forestry.

Within the scope of the Assignment; the Individual Consultant (IC) is expected to provide consultancy services for the below listed generic activities

2.1 Basic Trainings: Individual Consultant will prepare training curriculum on ***Mushroom growing*** to farmers in the gardens/greenhouses established within the scope of GTWDP, giving theoretical and practical basic trainings in the villages considering good farming practices. The duties and responsibilities of the Consultant within the context of basic trainings are:

- To give information about anthesis and fecundation biology and selection of anthesis types;
- To identify and inform about the requirements of inputs for Integrated Pest Management (IPM)
- In terms of climate, environment and soil characteristics, showing the improvement methods of the measures to be taken to the producers by making evaluations about the weather conditions during the winter cold of the plant and fruit development and harvesting;
- Demonstration of practical applications in the field about Winter pruning, cultivation operations (eg, the central lead system) and top cutting applications;
- Making the necessary guidance on soil cultivation (ventilation, depth, weed control) and fertilization;
- Informing the producers at the gardens about the proper irrigation methods, the water needs of the plants depending on the season, the amount of water to be given according to the growth status, the effective use of the drip irrigation system;
- Preparing and informing the producers with application program about the necessary cautions to be taken against disease and harmfulness in the gardens/greenhouses.
- Planning for renewal and conservation of the gardens.
- Informing the producers about the points to be considered during harvesting.
- Providing information on storage, preservation and packing of products in order to minimize post-harvest losses.
- Good Agricultural Practices

2.2 The IC will be responsible for ***Mushroom growing*** and for the implementation of the above mentioned basic training items in the villages and will fulfill the responsibilities given below.

- Delivery of village based assessment reports after each training to UNDP and CPMU. The reports should include their own expertise opinion on other investment opportunities, shortcomings in knowledge identified, general framework of theoretical and practical trainings, fundamental issues identified in established gardens, indicative changes expected after training, shortcomings of tools and equipment, and other investment opportunities.
- During the trainings, it is also aimed to increase the information capacity by providing participation of the Provincial / District Directorate of Agriculture and Forestry (P/DDAF) staff. In this context, the Consultant will also guide the P/DDAF staff with agricultural control / monitoring issues and assist in the planning of these activities.
- Preparation of content and texts related to visual materials to be printed in order to be distributed to the producers in villages before the trainings (***printing costs will be covered by CPMU***). Visual materials should include; agriculture calendar, agricultural stages, input usage amounts, irrigation and other important topics.
- During the practical training, trainings will be recorded by video and will be published in the social media account of GTWDP. The IC will provide the necessary business cooperation with the person / institution who will be assigned/authorized by UNDP.

2.3 In case of extraordinary situations that may arise in matters such as care, feeding and plant diseases, UNDP may request on-site inspections from the IC and additional services including training on

the subject. In this case, UNDP will consult the requirements and the implementation schedule, taking the availability of the IC into account.

2.4 The demand for services provided by the IC regarding the above-mentioned issues may be made by UNDP at various times during the year in accordance with the crop agriculture schedule and the maintenance plan.

3. INSTITUTIONAL ARRANGEMENTS

UNDP will provide all relevant background documents. UNDP is not obliged to provide any physical facility for the work of the IC. However, Ministry of Agriculture and Forestry (MAF) and/or Central Project Management Unit (CPMU) may provide physical facility for the work of the IC when needed. Also depending on the availability of physical facilities (e.g. working space, printer, telephone lines, internet connection etc.) and at the discretion of UNDP and relevant stakeholders such facilities may be provided at the disposal of the IC. MAF-CPMU and UNDP will facilitate meetings between the IC and other stakeholders, if and when needed.

The Consultant will be under the direct supervision of the GTWDP administrator and work and report in close collaboration with MAF-CPMU and UNDP project management of “GTWDP”.

Arrangements of visits of the IC to the villages will be provided by P/DDAF and village meetings (including the invitations and training places of the producers) will be arranged by P/DDAF.

Expenses related to printing and reproduction of all kinds of visual materials will be covered by GTWDP.

Reporting Language: All reports shall be submitted in Turkish.

Title Rights: The title rights, copyrights and all other rights whatsoever nature regarding any material produced under the provisions of this ToR will be vested exclusively in UNDP.

4. EXPECTED OUTPUTS AND DELIVERABLES

The Assignment will include several deliverables, which will be defined in specific service requests to be made by UNDP in coordination with MAF-CPMU to the IC. The deliverables will be subject to approval by UNDP GTWDP Administrator in consultation with MAF-CPMU within the deadlines to be set in specific service requests.

The specific service request form will include basic information such as job description, village list, number of producers targeted by trainings and number of days to be invested by the IC regarding the below-mentioned subjects.

No	Measurable Outputs	Activity
1	Agriculture Schedule of Product and Maintenance Plan	Taking into account the agriculture season calendar in the region, maintenance plans will be prepared, including site controls and training requirements for healthy growth and development of plants.
2	Visual Content and Texts	Content and texts of the visual materials (including the manufacturer's manual) to be printed on the training topic.
3	Minutes of Village Trainings	Attendance lists should be included names and signatures of participants after each village meeting.

No	Measurable Outputs	Activity
4	Trainings Reports	<p>Village based training reports. The report should contain the following details:</p> <ol style="list-style-type: none"> 1. Observed lack of information 2. Scope of trainings given 3. The shortcomings identified in the gardens and the issues that need to be improved. 4. Specific performance indicators to follow. 5. Tools and equipment requirements. 6. Integrated Pest Management (IPM). 7. Other investment opportunities the project can provide. (Specific on the subject) 8. Good Agricultural Practices

Each and every activity to be conducted by the Consultant is subject to UNDP approval. Each step shall be conducted upon approval of the previous step by UNDP.

The IC will be contracted through a framework basis agreement in which the services will be received through the specific Service Requests. The deliverables will be identified by UNDP Turkey CO in the multiple service requests.

5. MINIMUM QUALIFICATION REQUIREMENTS

The consultant should have the following minimum experience and qualifications:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Agricultural Engineer. • Fluent written and spoken Turkish • Strong computer skills in MS Office. 	<ul style="list-style-type: none"> • A Master's degree in Agricultural Engineering and/or related social sciences, preferably with major in rural development. • Bachelor's degree in Agricultural Engineer department of Gardening
Professional Experience and Qualifications	<ul style="list-style-type: none"> • Minimum 10 (ten) years of professional experience in agricultural sector/s. 	<ul style="list-style-type: none"> • Work experience at the Agricultural Research Institute on garden plants for at least 3 years would be an asset.
Specific Experience and Qualifications	<ul style="list-style-type: none"> • At least 3 years professional work experience on <u><i>mushroom farming</i></u>. 	<ul style="list-style-type: none"> • Articles published on the topic or. • Experiences on <u><i>mushroom farming</i></u> in Agricultural Research Institutes or Universities.

Notes:

- Internships (paid/unpaid) are not considered professional experience.
- Obligatory military service is not considered professional experience.
- Professional experience gained in an international setting is considered international experience.
- Female candidates are encouraged to apply.

6. TIMING AND DURATION

The assignment is expected to start on 15.11.2018 and expected to be completed by 14.11.2019. The Consultant is estimated to invest (at maximum) 100 working/days to fulfil the required tasks as per specific service requests to be made by UNDP throughout contract validity.

7. PLACE OF WORK

Place of work for the assignment is Merkez Districts of Konya and Merkez District of Karaman. It may be expected that the IC travels within the scope of this assignment. It is required that the terms of such travels are approved by the UNDP Project Administrator in coordination with MAF-CPMU prior to each travel. The details of the travels will be outlined in specific service requests.

In case travel is needed, all travel and accommodation costs of these missions outside the duty station will be borne by UNDP. The costs of these missions will be arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC (any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP).

8. PAYMENTS

The contract to be signed between UNDP and successful candidate will *not* entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP. The service requests will be detailed and signed by both parties for a Service Request to be effective. However, if the deliverables are not produced and delivered by the consultant to the satisfaction of UNDP and MAF-CPMU, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

Payment terms and conditions will be specified in the specific service requests. Payments will be made within 30 days upon acceptance and approval of the corresponding service request by UNDP on the basis of actual number of days invested in that respective service request and the pertaining Certification of Payment document signed by the expert and approved by UNDP. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP. The total amount of payment to be effected to the IC within the scope of this contract cannot exceed equivalent of 100 working/days.

The amount paid to the Consultant shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.