

ANNEX 1- TERMS OF REFERENCE FOR CHERRY GROWING EXPERT

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 will 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 will include:

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

The GTWDP is being implemented in selected villages of 11 districts of Konya (Ahırlı, Bozkır, Taşkent, Hadım, Yalılıhöyük, Akören and Güneysınır), and Karaman (Karaman Center, 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 238 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 includes three components namely:

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

In light of above, UNDP will mobilize 3 Individual Contractors as Cherry 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. Among the topics to be supported by the project are strawberries, grapes, cherries, vegetables and mushrooms growing.

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 ICs 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 Consultants (ICs) are expected to provide consultancy services for the below listed generic activities

1. Basic Trainings: The Individual Consultant will prepare the training curriculum on cherry growing in the garden/greenhouses established within the scope of the GTWDP, and provide both theoretical and practical trainings on good farming practices in the villages, including

- Information about anthesis and fecundation biology and selection of anthesis types;
- The requirements and inputs of Integrated Pest Management (IPM);
- Measures to be taken during extreme weather conditions on plant growing and harvesting, taking into consideration the climatic, environmental and soil characteristics,
- Demonstration of practical applications in the field on winter pruning, cultivation operations (e.g. the central lead system) and top cutting applications;
- Guidance on soil cultivation (ventilation, depth, weed control) and fertilization;
- 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 and the effective use of the drip irrigation system;
- Disease prevention, treatment and pest control;
- Biological control and ecosystem services;
- Planning for renewal and conservation of the gardens;
- Harvesting methods and techniques with minimized loss,
- Information on storage, preservation and packaging to minimize of post-harvest losses;
- Other related good agricultural practices.

2. The IC will also bear the following responsibilities:

- Delivery of village-based assessment reports after each training to the UNDP and CPMU: The reports should include gaps in the existing knowledge base, content of the theoretical and practical training, indicative improvements expected after training sessions, fundamental issues identified in established gardens, shortcomings of tools and equipment and other investment requirements.
- During the trainings, it is also aimed to increase the overall knowledge level by ensuring the participation of the Provincial / District Directorate of Agriculture and Forestry (P/DDAF) staff. In this context, the IC will also lead the P/DDAF staff

with agricultural control / monitoring issues and assist in the planning of these activities.

- Preparation of the course materials to be printed before the training sessions (printing costs will be covered by the project). The printed training materials shall include agriculture calendar, agricultural stages, irrigation, disease prevention and pest control, pruning, harvesting and other important topics.
 - The practical training sessions will be video recorded and published in the social media account of the Project for outreach and dissemination purposes. The IC will cooperate with the person / institution who will be assigned/authorized for video recording by the administration.
3. During extraordinary situations arising from improper care, deficient feeding and plant diseases, the administration may request on-site inspections and additional services including training on the subject from the ICs. In this case, the administration will consult the ICs on the requirements and the implementation schedule, taking into account the availability of the ICs.
 4. The demand for services provided by the ICs on the above-mentioned issues may be made by the Administration at various times during the year in accordance with the agricultural schedules and the maintenance plan.

If required by UNDP, the ICs could be requested to provide additional support and consultancy services on topics related detail above, in line with the duties and responsibilities stipulated in this Terms of Reference, for other activities of the GTWDP.

3. INSTITUTIONAL ARRANGEMENTS

UNDP will provide all relevant background documents. UNDP is not obliged to provide any physical facility for the work of the ICs. However, Ministry of Agriculture and Forestry (MoAF) and/or Central Project Management Unit (CPMU) may provide physical facility for the work of the ICs 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. MoAF-CPMU and UNDP will facilitate meetings between the ICs and other stakeholders, if and when needed.

The Consultants will be under the direct supervision of the LED (Local Economic Development) Projects Coordinator and work and report in close collaboration with MoAF-CPMU and UNDP project management of “GTWDP”.

Arrangements of visits of the ICs 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.

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4. DELIVERABLES

UNDP will mobilize 3 Individual Contractors as Cherry Growing Expert on a framework contract basis. Following duties and responsibilities are indicative and subject to further detailing through specific service requests to be made by UNDP in coordination with MoAF during contract duration.

Service requests will be developed by the LED Projects Coordinator and the time schedule for each assignment will be determined by UNDP. Service request will be effective upon signing and return by the consultant.

The deliverables will be subject approval of UNDP LED Projects Coordinator in consultation with MoAF-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	Outputs	Description
1	Agricultural Schedule of Product and Maintenance Plan	Taking into account the seasonal agricultural requirements in the region, the maintenance plans, including site controls and training requirements for healthy plant growing with IPM (Integrated Pest Management).
2	Training Materials	Training materials (including the manufacturer's manual) to be printed on the related training topics.
3	Minutes of Training Sessions in Villages	Attendance lists of training sessions, including the names and signatures of the participants.
4	Training Reports	Village-based training reports with the following details: <ol style="list-style-type: none"> 1. Observed lack of experience and knowledge, 2. Scope of the provided training, 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 (specific on the subject), 8. Good agricultural practices.

If required by UNDP, the ICs could be requested to provide additional support and consultancy services on topics related detail above, in line with the duties and responsibilities stipulated in this Terms of Reference, for other activities of the Projects within GTWDP.

Reporting Language: All reports shall be submitted in Turkish.

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5. MINIMUM QUALIFICATION AND REQUIREMENTS

The required qualifications and/or experience are presented below:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none">• Bachelor's degree from Faculty of Agriculture• 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 Engineering; Horticulture and Field Crops
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>Cherry growing</u>.	<ul style="list-style-type: none">• Articles published or having experiences in Agricultural Research Institutes or Universities. on the topics of Grape, Cherry, Strawberry Breeding

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 in April 2019 and is expected to be completed by the end of April 2020 and IC(s) are expected to invest **maximum 45 working/days** throughout the contract validity. UNDP does not entail into a commitment through signature of the contract with regards to requesting service from the expert or using the maximum number of working days indicated in this Terms of Reference.

7. PLACE OF WORK

Place of work for the assignment is GTWD Project sites, Konya/Karaman, TURKEY. It may be expected that the ICs travels within the scope of the work. It is required that the terms of such travels are approved by the UNDP LED Projects Coordinator with the coordination of MoAF-CPMU prior to each travel. The details of the travels will be outlined in relevant specific service requests.

In case travel is needed, all travel and accommodation costs of these missions out of the residence of the IC will be borne by UNDP. The costs of these missions may either 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) or,
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expense by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to following constraints/conditions provided in below table;
- Covered by the combination of both options.

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

8. PAYMENTS

The contract to be signed between UNDP and successful candidate(s) 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.

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 Consultants to the satisfaction of UNDP as approved UNDP LED Projects Coordinator, no payment will be made even if the consultants has invested working/days to produce and deliver such deliverables.

Payment terms and conditions will be specified in the specific service requests. 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 ICs. Payments will be made against submission of the deliverable(s) in the specific service requests by the ICs and approval of such deliverables by UNDP. The total amount of payment to be affected to the Consultants within the scope of this contract cannot exceed equivalent of 45 working/days.

Consultants will be paid in TRY within 30 days upon submission and approval of the corresponding deliverables by the UNDP. The consultant shall be paid in USD if he/she resides in a country different than Turkey. In that case, the payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer.

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

Tax Obligations: The ICs are 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.