

Terms of Reference

Title	Agriculture Livelihoods Consultant
Type of Contract	IC
Duration	Up to 26 working days within the period between September 2019 and February 2020
Location	Sittwe and other project locations in Rakhine State
Supervisor	Livelihood Specialist, UNDP

A. Background

Over the last decade, Myanmar has embarked on a major transition towards democracy, market style economy and peace. As a country with low middle-income status (LMIC), Myanmar is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Supporting this aim, in its second year of implementation of the current Country Programme (2018-2022), UNDP strives to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

Rakhine State has received significant national and international attention due to the difficult socioeconomic situation of its population, weak economic infrastructure and production, vulnerability to natural disasters and climate change, recurring ethnic tensions and violence.

As one of main underlying causes of a weak socioeconomic situation, the conflict in Rakhine State is complex, with center-periphery tensions and inter-communal disputes. It is fueled by disenfranchisement and discrimination, chronic poverty, and competition over natural and economic resources. People feel marginalized due to the perceived little attention and investment they receive from the State and Union level governments. This feeling is reinforced by geographical isolation, as the state is separated from the mainland by the Rakhine-Yoma mountain range. These tensions impact how people from all communities relate to the State and to each other.

Inter-communal tensions and conflict between ethnic Rakhine and Rakhine Muslim communities resulted in violent outbreaks since 2012 and 2013, which caused loss of life, destruction of livelihoods and public assets, and displacement, primarily affecting the Muslim community. In August 2017 a series of violent clashes in the northern part of Rakhine further resulted in over 720,000 Rakhine Muslims fleeing the state to seek refuge in Bangladesh, and 129,000 Internally Displaced Persons (IDPs) now living in camps within Rakhine. Although migration to Bangladesh has slowed in recent months, urgent needs among vulnerable communities in Rakhine for basic food security, as well as few livelihoods opportunities, exacerbate and magnify intercommunal tensions.

To address some of the main developmental challenges in Rakhine, UNDP is implementing a Joint Program with UNHCR and UN Women - *Creating conditions conducive to the voluntary, safe, dignified and sustainable return of displaced persons from and within Rakhine State*. The Joint Program, funded by the Government of Japan, will be implemented by UNDP, UNHCR, and UN Women in Rakhine State from April 2019 to March 2020. The Joint Program will deliver humanitarian and development assistance in the support to the Government of Myanmar (GoM)'s efforts towards comprehensive and durable solutions to the issue of displacement from and within Rakhine State, as well as of the GoM's implementation of the Rakhine Advisory Commission recommendations.

Complementing related initiatives implemented by the Participating United Nations Agencies (PUNOs) in Rakhine State, the Joint Program will aim to achieve four outcomes: (i) The Government of Myanmar is supported in its effort in creating conditions conducive for the voluntary, safe, and sustainable return of displaced persons from and within Rakhine State and to prevent and address statelessness; (ii) pending dignified solutions to displacement, critical humanitarian supports in the areas of protection, shelter, NFI, and camp coordination and camp management are provided to the camp population to ensure their dignified living conditions; (iii) Community priorities and needs are better met through inclusive and responsive service delivery, improved access to justice, and increased local development opportunities that promote social cohesion for men and women; and (iv) Women are empowered to engage in, contribute to, and benefit from community resilience, and inclusive growth and development in Rakhine State.

Within the larger umbrella of an area based approach, UNDP and UN Women are also implementing a Joint Program on Women's Empowerment and Resilient Inclusive Communities in Rakhine (2018-2021), funded by the Government of Canada, which complements and builds on the joint project and focuses on promoting gender equality and women's empowerment for inclusive development and resilience building in Rakhine, strengthening cohesion, and improving access to justice, and strengthening more inclusive sub-national governance institutions. This Joint Program will also contribute to strengthen the gender-sensitivity of coordination between development and humanitarian initiatives in Rakhine.

UNDP's area-based programme approach in Rakhine (RABP) has a strong emphasis on promoting livelihoods and social cohesion for all communities in Rakhine State. The UNDP livelihoods approach is anchored in the "UN policy on employment creation, income creation and reintegration in post-conflict situations" which provides an operational framework for project interventions. Aiming to promote livelihood recovery through rehabilitating livelihood assets and generating income of vulnerable households, in the first phase from in April 2018 to March 2019, UNDP, in the partnership with three local CSOs, implemented cash-for-work (CfW) interventions in Pauktaw, Rathedaung, Mrauk U and Ponnagyun townships. The livelihood activity reached over 15,000 households in 88 villages and 27 village tracts in four townships.

Since April 2019, UNDP is implementing a new cycle of sustainable livelihood support to target population in Rakhine in a conflict sensitive manner. The sustainable livelihood activity aims to promote sustainable and inclusive economic growth in the target locations, with an emphasis on piloting gender-responsive agri-fisheries value chains and supporting market linkages where feasible, and conditions allow, on select product(s), increased women's access to markets, supporting climate-resilient diversified farming, fisheries based economic opportunities and micro and small businesses, while laying a foundation for building inter-community trust and social cohesion.

As a part of the overall sustainable livelihood activity, UNDP, in a partnership with MOALI and local CSO implementing partners, is piloting an intervention in Pauktaw township to promote farmers productivity and crops diversification aiming to improve small farmers income. Under this intervention, UNDP, in a coordination with relevant township line-departments and local CSOs, will provide water pumping units for agricultural/agriculture based livelihoods diversification to local farmer groups selected through a competitive call for applications, on- and off-farm support to established user groups as well build capacity of agriculture related township departments to plan and provide supportive extension services. To this end, UNDP is seeking for an experienced technical consultant to support agriculture based livelihoods to support the pilot intervention in Pauktaw, with possible replication/ scaling up in other townships.

B. Objective:

The overall objective of this service is to support the design and implementation of agriculture intervention to improve small farmers income through diversification of crops and increased productivity in a sustainable manner. Specific objectives are: a) to build capacity of township departments and UNDP's CSO implementing partners in establishing and training water pump user groups in one village tract in Pauktaw township in a sustainable manner; b) to develop on- and off-farm support package for the water pump user groups members; and c) to develop baseline assessment methodology and tools for the evaluation of the intervention.

C. Scope of Work

The following tasks will be performed by the consultant:

1. To develop on- and off-farm support package for the water pump user groups (WPUGs) members, including:
 - a. Conduct an assessment of farmers' (WPUGs) needs focused on knowledge, skills and assets for effective crops diversification and improved productivity, with a specific focus on women farmers; sample – one village tract in Pauktaw
 - b. Conduct capacity assessment of Pauktaw DoA, AMD, DRD and other relevant departments focused on:
 - i. Mapping of existing agriculture extension services providers amongst departments, including planning and coordination mechanisms; identify and map other non-institutional providers (e.g commercial)
 - ii. Identification of gaps in planning and providing extension services in the context of the intervention
 - c. Prepare a programming note including:
 - i. Recommended short and mid-term on- and off-farm support to selected farmers organized within WPUGs; with a particular set of support for women farmers
 - ii. Recommended capacity building plan for line-township departments to provide extension services to support WPUGs, including identification of departments' capacity gaps (skills, knowledge, resources)
 - iii. Recommended strategy for strengthening and ensuring sustainability of WPUGs
2. To build capacity of line-township departments and UNDP's CSO implementing partners in establishing and training WPUGs, including:
 - a. Review and update of existing Standard Operating Procedure (SOP) for water pump user groups
 - b. Conduct a ToT on SoP WPUS for staff of Pauktaw DoA, AMD and UNDP's CSO implementing partners
 - c. Conduct ToT to relevant township departments in Pauktaw on extension services (to be confirmed; as per 1. c. ii. findings)
3. To support the evaluation of WPUGs performances, sustainability and potential for replication/scaling up and the overall intervention, including developing baseline assessment

methodology and tools for the evaluation of the intervention

D. Expected Outputs

The consultant will be responsible for delivering the following output:

#	Deliverables	Timeframe
1	Conducted a rapid assessment of farmers organized in WPUGs in one village tract in Pauktaw; including providing the following sub-deliverables: brief assessment methodology with instruments in English language	Within three weeks from the beginning of the contract
2	Conducted capacity assessment of Pauktaw DoA, AMD, DRD and other relevant departments; including providing the following sub-deliverables: brief assessment methodology with instruments in English language	Within three weeks from the beginning of the contract
3	Provided a programming report with a) recommended short and mid-term on- and off-farm support to selected farmers, b) recommended capacity building plan for line-township departments; in English language, and c) recommended strategy for supporting sustainability of WPUGs	Within four weeks from the beginning of the contract
4	Provided updated Standard Operating Procedure for WPS user groups in English and Myanmar languages	Within one week from the beginning of the contract
5	Conducted one two-day ToT on SoP WPUG for Pauktaw DoA, AMD and UNDP's CSO implementing partners, including providing the following sub-deliverables: agenda and session plan, participants handout, training report and participants list in English and Myanmar language	Within two weeks from the beginning of the contract
6	Conducted up to three ¹ one-day ToT to relevant township departments in Pauktaw on extension services, including providing the following sub-deliverables: agenda and session plan, participants handout, training report and participants list in English and Myanmar language	Within eight weeks from the beginning of the contract
7	Developed baseline gender-sensitive assessment methodology and tools for the evaluation of the intervention	Within four weeks from the beginning of the contract

E. Institutional Arrangement

The Consultant will directly report to Livelihood Specialist based in Sittwe, including submission of all reports and other agreed products. All reports and products will be cleared and approved by the Livelihood Specialist, Head of UNDP Sittwe Office and Head of Sustainable and Inclusive Growth Unit, based in Yangon.

¹ Actual number and type of training to be determined after the needs assessment

All meetings and trainings, envisaged under this ToR, be arranged by UNDP. Training material, including training design/session plan, participants handout and PPPs should be submitted, by the Consultant, in English and Myanmar language five working days prior a training start. UNDP will clear those submissions within three working days.

Training reports and other products should be submitted, in English language (and in Myanmar when appropriate), within seven working days since a task completion. UNDP will clear reports submissions within 10 working days.

The Consultant will have to arrange and pay travel to Sittwe and any accommodation costs. Travel from Sittwe to Pauktaw will be arranged by UNDP.

F. Duration of the Work

The required service will be provided within the period from September to December 2019, as per above schedule of deliverables. The final work plan will be agreed between UNDP and Consultant, which may lead to modification of total working days number.

Expected maximum number of working days broken down per deliverable:

Deliverable	Working days
Rapid assessment of farmers organized in WPUGs in one village tract in Pauktaw	2 working days (preparation) 1 working day (assessment in Pauktaw)
Conducted capacity assessment of Pauktaw DoA, AMD, DRD and other relevant departments	2 working days (preparation) 1 working day (assessment in Pauktaw)
Provided a programming report with a) recommended short and mid-term on- and off-farm support to selected farmers and b) recommended capacity building plan for line-township departments	2 working days (first draft) 1 working day (final draft)
Provided updated Standard Operating Procedure for WPS user groups	2 working days
Conducted one two-day ToT on SoP WPUG for Pauktaw DoA, AMD and UNDP's CSO implementing partners, including providing the following sub-deliverables: agenda and session plan, participants handout, training report and participants list in English and Myanmar language	2 working days (preparation) 2 working days (training) 0.5 working day (reporting)
Conducted up to three ² one-day ToT to relevant township departments in Pauktaw on extension services, including providing the following sub-deliverables: agenda and session plan, participants handout, training report and participants list in English and Myanmar language	3 X 1 working day (preparation) 3 X 1 working day (training) 3 X 0.5 working day (reporting) (Activity to be confirmed)
Developed baseline assessment methodology and tools for the evaluation of the intervention	2 working days (first draft) 1 working day (final draft)

G. Duty Station

Services will be provided in Sittwe and Pauktaw with possible travel to other locations in Rakhine State.

² Actual number and type of training to be determined after the needs assessment

Other preparatory and desk review work will be home-based.

H. Qualifications of the Successful Contractor

Education:

- University degree in agriculture studies; Master degree preferred

Experience:

- Minimum 10 years of relevant experience in the national agriculture sector, with demonstrated agriculture based livelihood experience with smallholder's irrigation support, home gardening and winter crops
- Excellent understanding of the state and Union level policy environment in Myanmar related to agriculture, vegetable farming, and irrigation;
- Demonstrated experience in conducting agriculture-related programming, or research related to agricultural development
- Strong trainer's background and experience in institutional capacity building preferred
- Experience with community user group initiatives for agriculture and vegetable farming is an asset
- Knowledge of agriculture sector in Rakhine State is an asset

Language and other requirements:

- Fluency in English and Myanmar language is required.
- Strong interpersonal and communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, as well as to build and maintain effective partnerships.
- Willingness to travel in rural Rakhine by road or boat is required
- Proficiency in office software packages (MS Word, Excel, PowerPoint, etc.).

I. Presentation of Offer

Candidates should present their offer to UNDP in the following form:

- I. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- II. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- III. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. The Financial Proposal should provide a breakdown of 1) daily rate per working day, 2) travel costs (e.g. return flight Yangon-Sittwe) and 3) accommodation costs in Sittwe.
- IV. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

J. Evaluation criteria

Individual consultants will be evaluated based on the *cumulative analysis* of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 point from the technical evaluation would be considered for the financial evaluation.

Assessment Area	Points (max. 100)
University degree in agriculture studies	10
Master degree in relevant field	5
Minimum 10 years of relevant experience in the national agriculture sector, with demonstrated experience with smallholder's irrigation support, home gardening and winter crops	15
Excellent understanding of the policy environment in Myanmar related to agriculture, vegetable farming, and irrigation;	10
Demonstrated experience in conducting agriculture-related programming, or research related to agricultural development	10
Strong trainer's background and experience in institutional capacity building	5
Experience with community user group initiatives for agriculture and vegetable farming is an asset	10
Knowledge of agriculture sector in Rakhine State	10
Fluency in English and Myanmar language	10
Strong interpersonal and communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, as well as to build and maintain effective partnerships	5
Willingness to travel in rural Rakhine by road or boat	5
Proficiency in office software packages (MS Word, Excel, PowerPoint, etc.)	5

Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum points (30) will be assigned to the lowest financial proposal.