

## **TERMS OF REFERENCE FOR SMSMCL – DESIGN OF TRAININGS ON SUSTAINABLE AGRICULTURAL PRACTICES (SAP)**

### **A. Project Title:**

**Strengthening Multi-Sectoral Management of Critical Landscapes in Samoa**

### **B. Project Description or Context and Background:**

The SMSMCL Project Document was approved and signed on 31st October 2013. The first Project Group Meeting to initiate the project was held in February 2014, but the project started in earnest following the contracting of a Senior Technical Advisor and a Project Manager in October and November 2014 respectively.

The primary objective of this project is to *strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse gas emissions and promote nature conservation whilst enhancing sustainable local livelihoods*. In order to achieve this objective the project will support local household and wider community actions to reduce pressures on natural resources from competing land uses in the wider landscape.

Several recent developments and projects were either completed or initiated during the planning period of the SMSMCL project and its signing, until the Inception Workshop. They had an impact on the results-based framework, on the need to review and re-assess indicators baseline and target figures, and also on outputs and activities' implementation. In addition, several new policies related to SLM and Forestry are in their final stages of preparation, based on recent 2013-2014 National Land Cover mapping, Carbon Biomass assessments and National Forest Inventory and mapping, including updated assessments of deforestation and land degradation.

A major part of the Inception Phase had the project team held meetings and a technical consultations series with key stakeholders to review and update and/or validate the main project elements. Apart from local communities in both Savaii and Upolu, three groups of stakeholders were particularly targeted and included institutions, organizations and Government Divisions that were involved in the original project design. The findings re-affirm the validity of the project assumptions and priorities in terms of outputs and activities of the SMSMCL project to address issues related to land degradation and forest conservation.

On behalf of the Government of Samoa and the Ministry of Natural Resources and Environment, UNDP is now recruiting an expert to develop a training programme for sustainable agricultural practices for farming communities in project targeted areas. The project will target at least 5000 households to get adopted sustainable land and water management practices in their land by the end of the project. These will include land to be cultivated with ecologically sustainable traditional agricultural practices bolstered by integration with environmental friendly climate and pest resistant crop varieties, mixed cropping, organic farming, agroforestry, contour/alley/terracing farming, as well as land to be covered

with indigenous tree plantations under community management.

### **C. Scope of Work:**

The project will assist farmer households to adopt sustainable land and water management practices on parcels of land they utilize under household management. The project will work with farmers in targeted sites to assist them in adopting sustainable land and water management practices and assist other farmers outside the targeted areas. The tasks of the expert will include, but are not limited to:

- Conducting a preliminary needs analysis and profile understanding of the community core groups to be trained.
- Identify and document which sustainable agricultural practices needs to be applied in Samoa building on ecologically sustainable traditional practices while at the same time integrating environmentally friendly climate and pest resistant crop varieties, mixed cropping, organic farming, agroforestry, contour/alley/terrace farming and indigenous tree plantations under community management and other sustainable agricultural practices
- Support the project management unit in developing a plan for how 18,000 ha land can be cultivated through ecologically site-appropriate sustainable traditional agricultural practices as described above .
- Liaise with the Samoa Qualification Authority (SQA) which is the principal organisation mandated to quality assurance of PSET in designing a training programme (including training materials/resources) for farmers incorporating the various needs of the target audience as well as the site appropriate sustainable agricultural practices
- Build modules around concepts to be delivered.
- Share training programme and modules with trainers and to conduct 3 trainings to test programme and transfer training of learning and facilitation skills to local facilitators
- Development of an action plan for the project to ensure training is transferred in to day to day practices of the project team, their advisers and partners engaged in the field implementation of the trainings and capacity-building of farmers, including NGOs and Government Ministries' staff.

### **D. Expected Outcomes and Deliverables:**

Specific deliverables are:

- Inception report detailing proposed approaches and specific workplan on achieving specific deliverables for the full period (within 5 working days after start of contract);
- Weekly progress report of work programme and update to the provided to the Project Manager.

<ul style="list-style-type: none"> <li>- In accordance with the inception report, a draft training programme to be reviewed by the PMU and presented to the key stakeholders for their review and comments</li> <li>- Training programme including technical modules and training materials and resources on SAP/SLM to be tested in 2 sites to transfer training of learning and facilitation skills to local facilitators and training reports including training programme issues and improvements to be incorporated into the final training programme</li> <li>- Final report including training programme and learning materials incorporating all comments, approved by the Project Steering Committee.</li> </ul>
<p><b><u>E. Institutional Arrangement:</u></b></p> <p>The hired consultant will directly be under the close supervision of the SMSMCL Project Manager, ACEO Land Resources Division in MNRE. Reports and documentation will be shared with the Project Manager in a timely manner, with copy to the UNDP MCO Programme Officer for the project.</p>
<p><b><u>F. Duration of the Work:</u></b></p> <p>The assignment will last 30 working days, and to be completed within a 4 months period. The final report shall be ready no later than November 30, 2015.</p>
<p><b><u>G. Duty Station:</u></b></p> <p>The consultant will be based in the SMSMCL Project office within the Land Management Division, MNRE</p>
<p><b><u>H. Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates commitment to the Gov. of Samoa mission, vision and values.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Focuses on result for the client and responds positively to feedback</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Demonstrates openness to change and ability to manage complexities</li> <li>• Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment</li> </ul>
<p><b><u>I. Qualifications of the Successful Contractor:</u></b></p> <ul style="list-style-type: none"> <li>• Post-graduate degree in natural resources management or related fields specialising in the area of sustainable agriculture;</li> <li>• A minimum of 10 years practical and proven experience in planning, designing and implementing training programmes on sustainable agricultural practices and sustainable land management</li> <li>• Working experience within the Pacific region in general and Samoa in particular would be highly</li> </ul>

desirable;

- Experience with UNDP-GEF projects or other donor project in land management , SLM or natural resource management in the Pacific is a requirement, in Samoa a strong asset;
- Experience in working as part of a multidisciplinary team of experts and consultants;
- Excellent communication, analysis and writing skills;
- Fluency in English (oral and written) is a requirement;
- Good interpersonal skills (the consultants will contact various actors and stakeholders of the project).

**Evaluation criteria: 70% Technical, 30% financial combined weight**

Technical Evaluation Criteria (based in the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria.

- Post-graduate degree in natural resources management or related fields specialising in the area of sustainable agriculture; (20%)
- A minimum of 10 years practical and proven experience in planning, designing and implementing training programmes on sustainable agricultural practices and sustainable land management in developing countries (30%)
- Working experience within the Pacific region in general and Samoa in particular would be highly desirable; (10%)
- Experience with UNDP-GEF projects or other donor project in land management, SLM or natural resource management in the Pacific is a requirement, in Samoa a strong asset; (20%)
- Experience in working as part of a multidisciplinary and multinational team and local community groups; (5%)
- Excellent communication, analysis and writing skills; (5%)
- Fluency in English (oral and written) is a requirement; (5%)
- Good interpersonal skills (the consultants will contact various actors and stakeholders of the project). (5%)

**J. Scope of Bid Price & Schedule of Payments:**

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP SATISFACTORY PERFORMANCE OF DELIVERABLES
1. Upon completion of the	5 working days after the	\$xxx

following deliverable/products: <ul style="list-style-type: none"> <li>Inception report detailing proposed approaches and specific workplan on achieving specific deliverables for the full period.</li> </ul>	start of contract (15%)		
2. In accordance with the inception report, a draft training programme submitted to be reviewed by the PMU and presented to the key stakeholders for their review and comments.	8 working days after the start of contract (20%)	\$xxx	
3. Training programme including technical modules and training materials on SAP/SLM to be tested in 2 sites to transfer training of learning and facilitation skills to local facilitators and training reports including training programme issues and improvements to be incorporated into the final training programme	25 working days after the start of contract (35%)	\$xxx	
4. Final report including training programme and learning materials incorporating all comments, approved by the Project Steering Committee.	30 working days after the start of contract (30%)	\$xxx	
TOTAL (30 working days)		\$xxx	
<b>5. Recommended Presentation of Proposal:</b>  Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available ( Letter of Offer to complete financial proposal)  CVs with a proposed methodology addressing the elements mentioned under deliverables must be			



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submitted by **14<sup>th</sup> August 2015** electronically on UNDP Job Site: <https://jobs.undp.org/>. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit  
[procurement.ws@undp.org](mailto:procurement.ws@undp.org)