

**Terms of Reference**  
**Study Tour to Japan for Agricultural Knowledge and**  
**Technology Exchange**

<b>Project Title:</b>	Japan-Caribbean Climate Change Partnership
<b>Beneficiary countries:</b>	Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, and Suriname
<b>Contracting Authority:</b>	United Nations Development Programme (UNDP)
<b>Contract Type:</b>	Professional Services Contract (PSC)
<b>Duration of Assignment:</b>	60 working days (between Sep, 2017 & Mar, 2018)
<b>Start Date:</b>	September 4, 2017

## **1. BACKGROUND**

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Given the current condition of the marine environment, most coastal areas have few defences against the raging surfs of hurricanes and tropical storms, and the likely consequences would be significant coastal damage including beach erosion and infrastructure damage. Negative impacts associated to climate change on land, water resources and biodiversity have also been predicted, and ultimately, tourism and agriculture will be negatively impacted by these changes. Meanwhile, Caribbean countries emit such relatively small amounts of greenhouse gas emissions, which mean that they will suffer disproportionately from the impacts of climate change.

The Government of Japan has been one of leading donors in the target of climate change. Japan has delivered development assistance total of \$17.6 billion to vulnerable countries from October 2009 to December 2012 for mitigation and adaptation. The Government of Japan intends to continue its assistance in this area to create enabling environment with a view to formulate a new framework applicable to all Parties by COP 21 in 2015. Especially, the Government of Japan sees it important to assist Small Islands Developing States (SIDS), and in this context, is interested in establishing a new regional assistance programme for Caribbean and/or CARICOM in the area of climate change under the framework of the Partnership for Peace, Development and Prosperity between Japan and the Member States of the Caribbean Community (CARICOM)<sup>1</sup>.

The Japan-Caribbean Climate Change Partnership (J-CCCP) aims to support countries in advancing the process of low-emission risk-resilient development by improving energy security and integrating medium to long-term planning for adaptation to climate change. In the pursuit of this objective, the initiative will support policy innovation through the development of a number of Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs) that will help guide Caribbean countries towards a green, low-emission and climate-resilient development pathway. The initiative will then also support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. The programme will strengthen institutional and technical capacities in selected countries for iterative development of comprehensive NAMAs and NAPs that are country-driven, and based on existing national/sub-national development priorities, strategies and processes. Each country will be able to tailor the specific assistance it will receive as informed by its priorities and needs.

J-CCCP's mandate under outcome 3 relates to strengthening knowledge networks within the Caribbean in order to foster South-South and North-South cooperation through sharing experiences. Specifically, output 3.3 speaks to the transfer of technical and process-oriented information on

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<sup>1</sup> [http://www.mofa.go.jp/region/latin/caricom/mc\\_1009/psp.html](http://www.mofa.go.jp/region/latin/caricom/mc_1009/psp.html)

experiences, good practice, lessons and examples of relevance. In light of this, and following the execution of a training needs assessment, the project is seeking to undertake a study tour to Japan which will focus on climate-smart agriculture, as approximately sixty percent of the pilot projects supported by the project are within this focal area.

Study tour participants will be approximately twenty farmers from J-CCCP beneficiary countries (Belize, the Commonwealth of Dominica, Grenada, the Republic of Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and the Republic of Suriname). The tour will be conducted in English for a two week period in March, 2018. The J-CCCP Project Management Unit (PMU) envisions that the study tour will incorporate both training sessions/lectures and practical training, particularly site/field visits, with applicable and transferable technologies promoted. Interested consultants can refer to the list of potential pilot projects to ascertain precise focal areas.

## **2. OBJECTIVE OF THE ASSIGNMENT**

UNDP is seeking to engage a firm to develop a curriculum and facilitate planning and implementation of a study tour to Japan. This tour is currently scheduled for March, 2018 and will focus on the transfer of agricultural knowledge, practices and technologies to Caribbean farmers.

## **3. SCOPE OF WORK**

The successful firm will be tasked with:

- Development of the study tour curriculum. This includes, but is not limited to:
  - Provision of a detailed schedule from arrival to departure with secondary options for field/site visits provided
  - Outlining objectives for each activity articulated in the schedule
  - Date, time and duration of each activity articulated in the schedule, including allowances for travel time (to and from training/site locations)
  - Provision of background information on site visit locations, trainers etc.
  - Production/provision of all training materials such as presentations, videos, handouts, assignments, reinforcement tools and activities etc.
  - Seeking possible synergies with existing similar trainings/initiatives provided by other development partners such as Japan International Cooperation Agency (JICA) is encouraged
  - **All material must give consideration to the training needs assessment conducted by UNDP, which will be shared with the contracted firm**
- Planning, management and facilitation of a 7-10 day innovative and interactive tour programme including, but not limited to:
  - Provision of cost estimates for all study tour activities
  - Recommendations for and procurement of training and field visit locations
  - Coordination and procurement of all transportation needs (arrival and departure to/from Japan)
  - Provide recommendations for and support the procurement process for participants' accommodation (request quotations)
  - Coordination and execution of orientation session, including security advisory
  - Coordination and execution of training sessions/field trips (including recommending and securing trainers)

- Coordination with the UNDP offices and other required organisations
- Provision of translation services
- Provision of point-person who can respond to participants' queries and concerns (must be fluent in English)
- Conducting pre and post tour assessments and analysis (assessment must cover tour content, trainers, logistics etc.)

#### **4. INSTITUTIONAL ARRANGEMENT**

The selected firm will report directly to the J-CCCP Project Manager, with support from the Communications Associate. The entity will provide briefs and updates to the Project Manager and the respective UNDP personnel on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. UNDP will review for certification of acceptance the outputs produced by the contracted consultant.

#### **5. REPORTING REQUIREMENTS**

All deliverables should be submitted in Microsoft Word and PDF. If relevant, copies of high resolution graphics should also be submitted to the J-CCCP Project Manager in png, jpg, or pdf formats.

#### **6. REMUNERATION**

##### **Payment**

Payment will be remitted subject to the approval of final deliverables by the J-CCCP Project Manager and based on the contractor's price proposal. Expected days of work and deadlines are as follows:

<b>Deliverable</b>	<b>No. of days</b>	<b>Due Date</b>
Inception report/work-plan (including training objectives, outputs and preliminary indications of cost and suitability of UNDP's draft concept)	4 days	15 September, 2017
First draft agenda (including proposed presenters) and list of suggested training and field visit venues	12 days	20 October, 2017
First draft training curricula	12 days	24 November, 2017
Second draft training curricula, all other materials and finalised logistical arrangements	10 days	8 January, 2018
Final copies of training materials	6 days	29 January, 2018
Facilitation of training programme	14 days	2 April, 2018
Final report (including assessment analysis)	2 days	30 April, 2018

The contractor's price proposal will include all expected costs of the assignment.

## **7. QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE**

The firm most suited to complete this assignment will have:

Pre-evaluation Criteria:

- At least one reference from a prior study tour group;
- At least two years' experience in managing and facilitating training seminars and particularly those with visiting groups whose native language is English
- Fluency in both written and oral English and Japanese is required

Evaluation Criteria [scored out of 70]:

- Experience in managing and facilitating training seminars and particularly those with visiting groups whose native language is English [15];
- Aptitude for working with multi-national participants and ensuring appropriate tailoring of content [15];
- Knowledge of and experience working in climate change/environment, with knowledge of climate-smart agricultural practices [10]
- Short concept note of 2 to 3 pages [30]

## **8. SUBMISSIONS**

Interested firms must submit the following to demonstrate their suitability:

- Short concept note of 2 to 3 pages;
- At least one reference from a prior study tour group;
- Company background/overview;
- Financial proposal quoted in Japanese Yen (JPY), itemizing costs for each deliverable listed under Section Six above