



Annex 1

Terms of Reference for

Deliverable Based Consultancy Services as Natural Resources Management (NRM) and Climate Change Adaptation (CCA) Expert for IFAD Funded Rural Development Projects of Goksu Taseli Watershed Development Project and Uplands Rural Development Project

1 BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP has been providing implementation support services for the Ministry of Agriculture and Forestry, within the scope of the Gökusu Taşeli Watershed Development Project (GTWDP) and the Uplands Rural Development Project (URDP). Ministry of Agriculture and Forestry (MoAF) has the overall responsibility for the management and the implementation of GTWDP and URDP. UNDP's role is to support the project in dealing with flow of funds arrangement, recruitment of project staff, contracting of technical assistance, accounting, auditing, and ensuring procurement of goods, civil works, and services. Both Projects are co-funded and hence monitored, supervised, and approved by International Fund for Agricultural Development (IFAD) (Financier).

1.A. GÖKSU TAŞELİ WATERSHED DEVELOPMENT PROJECT (GTWDP)

The overall objective of GTWDP is to reduce rural poverty by supporting economic diversification through value chain development and sustainable natural resource management. The Project started on 08 July 2016, and it will be closed on 31 December 2023.

The Project targets to increase farmers' income from improved agricultural production and marketing activities in the targeted area with strengthened resilience to climate shocks. Thus, the project expands rural employment opportunities and encourage small farmers to take initiatives individually or in groups and improve the social infrastructure, production, and capacities of institutions directly linked to the poor in rural areas. In addition, the project contributes to reducing rural poverty by developing an agricultural value chain within the region and achieving economic diversity through sustainable management of natural resources. The GTWDP includes three components namely: (i) Agricultural Productivity and Natural Resource Management, (ii) Market Access Enhancement and (iii) Project Management.

Component 1 of the project increases overall agricultural productivity and profitability through sustainable management of existing and often scarce land and water resources on upland areas through good agricultural practices and climate-friendly investments that reduce external shocks. Farmers who are resource-poor, financially troubled, and poorly educated are the most likely to suffer from a lack of adaptation. The component supports the following practices to increase the resilience of small farmers to climate change:

- i) Improving farmers' access to agricultural technology and knowledge,
- ii) To increase the quality, capacity, and accessibility of extension services,
- iii) To encourage farmers to insure their products against adverse weather conditions.

Component 1 consists of two sub-components as:

- i) Improved Agricultural Productivity and Quality and
- ii) Natural Resource Management.

Sub-component 1.2. Natural Resource Management promotes best practices and introduce adaptation measures for climate-resistant investments in agricultural and grazing lands. The Project area is prone to aggravated erosion due to the rugged topography and climate, forest and pasture degradation. However, the pressures are gradually decreasing due to the behavioral changes of the communities living in the uplands and the decrease in the number of small ruminants until recently due to socio-economic reasons.

The current compliance gap requires quick actions, with a focus on the following practices:

- i) Transition to drought resistant or tolerant crop / crop types,
- ii) Transition to drought tolerant or tolerant crop varieties,
- iii) Changing the planting pattern according to altitude,
- iv) Improvement of irrigation capacity and efficiency through new investments or rehabilitation to optimize irrigation water application,
- v) Optimizing fertilizer application,
- vi) Improving access to meteorological data,
- vii) Increasing water storage capacity,
- viii) Establishment of hail nets for fruit trees,
- ix) High strand system for vineyards,
- x) Improving the feeding and housing of livestock in the grazing land,
- xi) Improving access to finance for farmers to gain access to new technologies.

As a result of the project mid-term audit / review mission carried out in November-December 2019, GTWDP has developed pro-poor, and gender sensitive County Investment Plans (CIP) based on the cluster development approach to support the selection and implementation of relevant project investments and applicable value chains.

The Project does not support activities that may create significant irreversible or cumulative environmental impacts and are therefore classified as category "B" according to IFAD's Administrative Procedures for Environmental Assessment. The interventions and investments of the project are aimed at improving agricultural practices and natural resource management in fragile / fragile upland ecosystems.

The design of the GTWDP is also fully in line with IFAD's Environment and Natural Resources Management Policy, which guides "resilient livelihoods through the sustainable use of natural assets. Based on the recommendations of the 2019 project Mid-Term Review and the project Remote Control Mission realized in June-July 2020, in close cooperation with Ministry of Agriculture and Forestry-Forestry Directorate and the Ministry of Environment and Urbanization, GTWDP aims to provide short-term consultancy within the project implementation.

1.B. UPLANDS RURAL DEVELOPMENT PROJECT (URDP)

The overall objective of the Upland Rural Development Project (URDP), on the other hand, is to enhance the welfare and socio-economic resilience of small farmers in highlands. This objective can be attained

by making the use of natural resources sustainable and improving the resilience and economic opportunities of poor people in rural areas based on farms and agribusinesses linked to more profitable economic clusters. The key strategy of the Project includes developing rural production, encouraging sustainable use of soil and water, and enhancing the adaptation capacity of smallholding farmers to climate change. This strategy depends on two basic complementary outcomes (outputs):

- (i) Development of critical agribusinesses through better natural resource management and high added value for rural transformation by using an economic clustering approach,
- (ii) Enhancing access of small farmers to financial services by strengthening special financial resources.

At the first stage, the Project is being implemented in the Eastern Mediterranean (Adana, Mersin, Osmaniye) and the Western Black Sea (Bartın, Kastamonu, Sinop) regions targeting 45 districts and 30,000 households. At the second stage of the programme, the inclusion of additional provinces will be evaluated by IFAD depending on the successful implementation of first phase. Quantitatively URDP's two phases are expected to benefit about 60,000 households, or 294,000 beneficiaries. URDP beneficiaries are divided into three main categories:

- (i) Economically active poor households,
- (ii) Economically active households with upsides, and
- (iii) Contributors to rural development and clustering investments.

URDP has three components:

- (i) Clustering for Flexible Rural Transformation,
- (ii) Inclusive Rural Finance,
- (iii) Project Management

2 OBJECTIVE AND SCOPE

The natural resources in the target areas of the projects, especially the mountainous pasture areas, remain highly vulnerable to the negative effects of climate change and variability, as they are mostly rain-fed and gradually under water stress. The rugged topography and climate make the project areas prone to aggravated erosion due to forest and pasture degradation. The purpose of the consultancy is to facilitate and support GTWDP and URDP to determine, plan and implement the best practices applicable to NRM and complementary measures for climate change adaptation (CCA) and mitigation measures in agricultural lands and pastures which are under the objectives of the Projects.

The individual consultant (IC) will work closely with the Department of Survey and Projects (DSP), and the Provincial Coordinators in Konya and Karaman provinces within the scope of the GTWDP and the Regional Coordinators in Adana and Kastamonu provinces within the scope of the URDP. In close coordination with the Department of Survey and Projects, in consultation with Provincial/Regional Coordinators, and in cooperation with the provincial project management unit (PPMU) team members, the individual consultant will

- Take into consideration Turkey's priorities and commitments within the scope of the Seventh National Communication and the country's National Strategies regarding climate change adaptation and/or mitigation measures, under the Country's INDC (Intended Nationally Determined Contribution),
- Evaluate and prioritize NRM and CCA feasible measures in CMPs, including light measure complementary options,

- Support PPMUs in the development of CCA-related capacity building materials for ongoing and planned project activities,
- Identify the livestock development and pasture improvement opportunities in line with the investment plans,
- Develop of an action plan for the implementation of project activities in livestock development and pasture improvement,
- Support PPMUs in fulfillment of the action plan for the implementation of the project activities in livestock development and pasture improvement and
- Support PPMUs in development of capacity building action plans and materials, covering livestock development and pasture improvement.

3 DUTIES AND RESPONSIBILITIES OF INDIVIDUAL CONSULTANT

UNDP in consultation with MoAF will mobilize an Individual Consultant (IC) to provide deliverable-based consultancy services as Natural Resources Management (NRM) and Climate Change Adaptation (CCA) Expert for IFAD Funded Rural Development Projects of Goksu Taseli Watershed Development Project and Uplands Rural Development Project. Within this scope, the IC will provide the deliverables defined in “Section 5. Deliverables” and work closely with the CPMU(Central Project Management Unit) staff within DSP, MoAF.

The IC will carry out the following activities while producing the deliverables listed in this Terms of Reference (ToR). The deliverables expected from the consultant are as follows:

1. **Inception Report** clearly describing the work schedule and methodology to carry out the outlined duties with reference to specific tasks, outputs, and desired outcomes (to be provided as task log frame in appendix). The approval of work schedule/ methodology by DSP and UNDP is a must before proceeding to the next step,
2. **Field Studies:** The consultant will have initial meetings with DSP, PPMUs and UNDP. Following the completion of the field works, presentations will be realized to summarize field study findings to be used as an input for Natural Resource Management and Climate Change Adaptation Assessment Reports and Pilot Activity Action Plans for GTWDP and for URDP.
3. **Natural Resource Management and Climate Change Adaptation Assessment Reports and Pilot Activity Action Plans (draft versions)** shall be inclusive of at least the following sections:
 - a. Overview and Background:
 - i. Analysis of potentials, challenges and problems of the natural resource management and climate change adaptation in the projects’ areas, from the point of view of its impact on sustainable agricultural and rural development based of field study findings,
 - ii. The review and assessment of the existing master plans and comparative analysis of the status in projects’ areas.
 - iii. Identification of strengths and weaknesses with respect to the improvement of the natural resource management and adaptation to climate change: Analysis should have sufficient narratives and data on the poor & ineffective practices, training needs & awareness, and linkages between supply and demand.
 - b. Project Interventions:
 - i. The description of target groups and their characteristics,

- ii. The identification of suggested interventions,
- iii. Discussion on how the interventions will respond to close the gaps and utilize the untapped potential,
- iv. Specific activities to be carried out under each intervention (including training requirements of smallholders and other agents),
- v. Feasibility analysis of the interventions (with sufficient details on costs, budget, and profitability estimations),
- vi. Natural resource management and climate change adaptation modalities and annual investment plans for project to accomplish the desired outcomes,
- vii. Inclusiveness and preparedness of women and young smallholders,
- viii. The sustainability mechanism of selected interventions and the linkages with the sector.

c. Policy implications of the findings, recommendations, and the way forward.

4. **Draft NRM&CCA Assessment Reports and PAI Plans:**

In addition to the main Potential Assessment Reports, the consultant shall provide the detailed Pilot Activity Implementation Plans (draft versions):

- a. Specifics of location, actors, timing, and modalities,
- b. Estimated budget and financial projections,
- c. Stakeholder analysis,
- d. Work plans (time schedules, milestones, and risks),
- e. Replicability plan of pilot activities.

5. **Development of Capacity Development Materials**

The IC will compile capacity building materials and awareness raising hand-outs related to climate change adaptation and risk mitigation measures as well as natural resource management.

6. **Final NRM&CCA Assessment Reports, PAI Plans, and Final Presentation**

The draft reports will be reviewed by DSP and UNDP and any comments/feedback shall be reflected in the final reports. The consultant will complete the assignment after the submission of the final reports and the successful delivery of the final presentation.

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4 **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, Department of Survey and Projects 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. DSP and UNDP will facilitate meetings between the IC and other stakeholders, if and when needed.

DSP and PPMUs will provide the individual consultant with required information on the project, including up-to-date project implementation guides and project progress reports, investment plans, annual work plan and budgets (AWPB), available technical materials, necessary information on capacity building activities and other relevant documentation

The Consultant will report to the IFAD Projects Coordinator, Portfolio Manager and/or project personnel to whom delegates by Portfolio Manager.

When needed, arrangements of visits of the IC to the villages will be provided by Provincial Directorates of Agriculture and Forestry (PDAFs) and village meetings (including the invitations and training places of the producers) will be arranged by PDAFs.

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

5 **DELIVERABLES**

IC's deliverables will be subject to certification and approval by the UNDP IFAD Projects Manager within the deadlines, and the payment will be done upon approval of the reports by UNDP IFAD Projects Manager.

The IC shall be responsible for preparation and submission of the following deliverables listed in the table below:

Major task	Activity	Deliverable	Target delivery date to UNDP for Approval and Acceptance*
1. Developing "Natural Resource Management and Climate Change Adaptation Assessment Report"	-Background Analyses -Mapping of the findings -Determination of Methodology -Clarification on Work Schedule	Deliverable 1: Inception Reports for GWDP and URDP	30.11.2021
	-Initial Meetings with SPD, PPMUs and UNDP -Realizing Field Study -Making surveys (if necessary) -Determining Field Study Findings -Developing Field Study Reports & Presentations	Deliverable 2: Field Study Reports and Presentations for GTWDP and URDP	31.12.2021
	-Making analysis of potentials, challenges and problems of the natural resource management and climate change adaptation in the projects' areas -Making review and assessment of the existing master plans and comparative analysis -Realizing analyses on the poor & ineffective practices -Realizing analyses on training needs & awareness -Making linkages between supply and demand -Defining target groups and their characteristics -Making identification of suggested interventions -Defining specific activities to be carried out under each intervention - Making feasibility analysis of the interventions	Deliverable 3: Draft Natural Resource Management and Climate Change Adaptation Assessment Reports (NRM & CCA ARs) for GTWDP and URDP	20.01.2022

	<ul style="list-style-type: none"> -Developing natural resource management and climate change adaptation modalities and annual investment plans -Developing sustainability mechanism of selected interventions and the linkages with the sector 		
2. Realizing Capacity Development Materials & Activities	<ul style="list-style-type: none"> -Defining the location, actors, timing, and modalities -Defining estimated budget and financial projections -Making stakeholder analysis -Developing work plans (time schedules, milestones, and risks) -Determining replicability plan of pilot activities 	Deliverable 4: Draft Pilot Activity Implementation Plans (PAIPs) for GTWDP and URDP	04.02.2022
	<ul style="list-style-type: none"> -Reviewing all available capacity building materials -Compiling capacity building materials and awareness raising hand-outs -Developing new materials related to climate change adaptation and risk mitigation measures as well as natural resource management if deemed necessary 	Deliverable 5: Capacity Development Materials	18.02.2022
	<ul style="list-style-type: none"> -Receiving comments and opinions of DSP and UNDP on draft report -Reflecting all necessary revisions requested by DSP and UNDP to the report -Developing the final report according to the revisions -Receiving required approval by DSP and UNDP -Developing presentation according to the Final Report -Organizing 4 separate info-sharing meetings / awareness raising activities to PPMUs in Konya, Kastamonu and Adana and CPMU and other related MoAF staff in Ankara -Giving presentation to all related personnel of MoAF (included CPMU and PPMU) and UNDP on the findings of the report through online meeting. 	- Deliverable 6: Final NRM&CCA Assessment Reports, PAI Plans and Final Presentation	28.02.2022

*Dates may be changed according to actual contract start date.

** The payments will be made in line with the table given under Section 9. PAYMENTS.

The IC will have the overall responsibility for the conduct consultancy services as well as quality and timely submission of the above indicated deliverables to UNDP.

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

6 REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of Natural Resources Management (NRM) and Climate Change Adaptation (CCA) Expert to be mobilized within this assignment:

	Minimum Requirements	Assets
<i>General Qualifications</i>	<ul style="list-style-type: none">• At least bachelor's degree in agriculture, rural development, climate change adaptation, natural resource management, or related discipline.	<ul style="list-style-type: none">• Post graduate degree in agriculture, rural development, climate change adaptation, natural resource management, or related discipline
<i>General Professional Experience</i>	<ul style="list-style-type: none">• A minimum of 5 years of professional working experience in the design, proposal writing, and/or natural resource management and climate change adaptation programs.	<ul style="list-style-type: none">• Experience in working for projects funded by UN, and/or International Financial Institutions
<i>Specific Experience</i>	<ul style="list-style-type: none">• A minimum 3 years of professional working experience in natural resource management and climate change adaptation in agricultural production, as a senior manager, consultant or advisor role.	<ul style="list-style-type: none">• At least 3 years of professional working experience in the development of natural resource management and climate change adaptation plans in agricultural production at the village or community level

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

7 TIMING AND DURATION

The Assignment is expected to start on **November 2021** and be completed in **February 2022**.

8 PLACE OF WORK

Place of work for the assignment is **Konya** and **Karaman** provinces for GTWDP, and **Adana, Mersin, Osmaniye, Kastamonu, Bartın** and **Sinop** provinces for URDP. It may be expected that the IC travels within the scope of the work. It is required that the terms of such travels are approved by IFAD Projects Coordinator, Portfolio Manager and/or project personnel to whom delegates by Portfolio Manager prior to each travel.

As per the individual consultancy will necessitate, all travel and accommodation costs of these missions at the places of work and out of the residence of the IC, will be borne by UNDP. Due to this, the price proposal of IC should also indicate the amount of trips to be made in days and the unit prices, amounts and total amounts of travel related costs that includes *Travel (intercity transportation), Accommodation, Breakfast, Lunch, Dinner, Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)* expenses to be made on these travel days, where required in Annex I Offeror's Letter.

9 **PAYMENTS**

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverables and UNDO by UNDP on the basis of price proposal shared by IC towards that respective deliverable and the pertaining Certification of Payment document signed by the consultant and approved by the responsible IFAD Projects Coordinator, Portfolio Manager and/or project personnel to whom delegates by Portfolio Manager.

If the deliverables are not produced and delivered by the consultant to the satisfaction of UNDP as approved by the responsible Projects Manager and/or project personnel to whom delegates by Portfolio Manager, no payment will be made even if the consultant has invested man/days to produce and deliver such deliverables.

The price proposal of IC should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc. UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.

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

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverables listed in "Section 5. Deliverables" by UNDP on the basis of payment terms indicated below table and the pertaining Certification of Payment document signed by the IC and approved IFAD Projects Manager.

#	<u>Deliverable</u>	<u>Payment Terms</u>
1	<u>Deliverable No-1:</u> Inception Reports for GWDP and URDP	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable
2	<u>Deliverable No-2:</u> Field Study Reports and Presentations for GTWDP and URDP	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable
3	<u>Deliverable No-3:</u> Draft Natural Resource Management and Climate Change Adaptation Assessment Reports (NRM & CCA ARs) for GTWDP and URDP	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable

4	<u>Deliverable No-4:</u> Draft Pilot Activity Implementation Plans (PAIPs) for GTWDP and URDP	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable
5	<u>Deliverable No-5:</u> Capacity Development Materials	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable
6	<u>Deliverable No-6:</u> Final NRM&CCA ARs and PAIPs for GTWDP and URDP, 4 info-sharing meetings / awareness raising activities to PPMUs in Konya, Kastamonu and Adana and CPMU and other related MoAF staff in Ankara; and 1 Final presentation activity through online meeting	Upon acceptance and approval of the corresponding deliverables by UNDP, on the basis of the lump-sum price of the deliverable