

ANNEX 11 : TERMS OF REFERENCE (ENTREFARM TRAINING)

1. BACKGROUND INFORMATION

1.1 Beneficiary Country : The Republic of the Philippines

1.2 Contracting Authority : Upland Development Programme in Southern Mindanao (UDP)

1.3 Relevant Country Background:

The Financing Agreement for Upland Development Programme in Southern Mindanao (UDP) was signed by the European Commission (EC) on 29 September 1998 and by the Republic of the Philippines, represented by the Department of Foreign Affairs, on 20 October 1998. The Department of Agriculture (DA) was nominated as the executing agency for the Project.

The UDP began on 16 February 1999 and will last for seven (7) years. Its objective is to develop a replicable model for sustaining the upland resource base and improving the living standards and prosperity of communities who derive most of their income from upland farming. **A major strategy of this approach is the implementation of appropriate soil and water conservation measures as well as cultivation of suitable crops** by the upland farming communities considering that most of the upland soils located on steep slopes are fragile and are being used for agriculture which can severely accelerate land degradation.

The Programme is implemented by the Department of Agriculture with funding assistance from the European Union. UDP has by now gained about 5 years of experience in assisting upland communities to achieve the objectives of increased income and resource management. The UDP Model has the following key elements:

- a. Land Use-Based Barangay Development Plan which enables upland barangays to arrive at a consensus to delineate forest protection and agricultural lands and serves as a basis for development interventions
- b. Upland agricultural extension delivery services which is a complement of barangay-based agricultural technicians, volunteer barangay extension workers and farmer training groups sharing technologies on soil and water conservation measures and suitable crops to grow on sloping lands and **here is where the entrefarm training comes in**
- c. Barangay Forest Protection scheme that addresses deforestation and problems related to tenure;
- d. Barangay-Based agricultural enterprise;
- e. Savings and credit facility **which relates to the entrefarm training also;**
- f. Infrastructure support for agricultural development

Entrefarm training is part of UDP's overall efforts to improve extension services to upland farmers. Hence the mechanism presently in place is relevant for the entrefarm training. Initially, the Programme followed the existing LGU based extension mechanism whereby Agricultural technicians (ATs) from the Municipal Agricultural Office (MAO), were assigned to service selected upland communities. After several assessments and evaluations, it became evident that UDP would not achieve its objectives during the available period using this current LGU extension mechanism. The approach was modified in consultation with the LGUs and the concept of Barangay

Extension Workers (BEWs) was introduced in the UDP covered barangays (120 at that time) to complement the work of the ATs whereby the Upland Barangay Association (UBA) proposes the BEW for appointment by the Barangay Captain. Within the ranks of the UBA is the Farmers Training Group (FTG) that serves as the Association's technology extension arm. The FTG is composed of selected farmers representing the sitios covered by the programme and volunteered to do extension functions. The extension and training skills of the BEW and FTG members are honed at the Farmers Learning Site that is established in the barangay, at least one in each municipality, to serve as venue for information and technology demonstration, training, testing, and discussion. As an effect, the individual farms of the FTG members are gradually developed as satellite learning sites where other farmers can learn new technologies especially if they are far from the municipal Farmers Learning Site. Together, the AT, BEW and FTG form the local extension team.

1.4 Current State of Affairs in the relevant sector

The UDP aims to assist the upland farmers improve their income by introducing to them appropriate land care technologies and crops suitable for uplands, sloping areas. In support to this the Programme continuously is strengthening the local extension system through farm and non-farm enterprise capacity, trade mission participations and exposures etc.

Within the context of delivery of extension services to upland farmers the CEFE-based Entre-Farm Training program is undertaken. It is viewed by the programme as one of the potent strategies for improving the efficiency and capability of farmers to manage their farms and eventually their business with the ultimate aim to contribute to the programme's objective of increasing farmer's income through proper procedures and steps in managing their farms.

Recent training assessment conducted by the programme proved that the training was indeed effective in instilling entrepreneurial capacities to the upland farmers

1.5 Related Programs and other Donor Activities (not applicable)

2. CONTRACT OBJECTIVES

2.1 Overall Objectives

At the end of five (5) days, the upland farmers/training participants are able to assess their farm business requirements appropriate to their individual priorities, capabilities and economic needs **and will apply the lessons learned on their respective farms.**

2.2 Specific Objectives

Specifically, through the entre-farm training, farmer participants will be able

- 1) to acquire an overview of farm development and implementation vis-à-vis their individual needs
- 2) to assess their personal entrepreneurial competencies
- 3) to prioritize their values and needs in relation their farm activities
- 4) to develop a simple re-entry plan/farm plan appropriate to their micro-enterprise priorities **for immediate implementation after the training**

3. ASSUMPTIONS & RISKS

That the Consultant is able to undertake the various activities in this TOR within the given time frame and activity schedule

The contractor assumes whatever risk in the conduct of the training services. Hence, it is their responsibility to secure personal insurance for the duration of this engagement.

4. SCOPE OF THE WORK

4.1 General

The work under contract consist of the conduct of 5 days Entre-farm Training to the selected UPLAND FARMER TRAINING GROUPs in Davao del Sur Province in 2 batches and conduct follow-up gatherings with them at least twice before the end of the year.

4.2 Specific

For each training session/batch (consisting of maximum 20 participants to ensure quality training) the following task will be done by the contractor

- a) To arrange for the logistical requirements of the training including coordination with the programme partners
- b) To be responsible in the conduct of the training and the provision of required training inputs
- c) To prepare required reports for submission to UDP such as the Product Manual, Post Training Reports and packaged Re-entry plans/farm plans
- d) The training will make use of a product manual to be prepared under this contract. This manual will specify the major relevant crops in the area of the FTGs and these crops, their actual prices and production and marketing costs analyzed and used for the trainings so the farmers can relate properly. Particularly the training will elaborate on the differences in yield and income of different crops. E.g. corn versus banana. The aim is to show the farmers the benefits to switch from short term low revenue crops like for example corn and cassava to high yielding crops like banana, coffee, cacao and fruit tree crops
- e) In the final report the Service Provider will indicate its follow-up schedule with the FTG groups, when and where and the evaluation tools/indicators to be used during the evaluation

4.3 Project Management

The Project Co-Directors will be responsible in managing the over-all contract. The Provincial Project Office (PPO) will be directly responsible in managing the implementation of this contract under the following specific roles and responsibilities:

- a) The PPO through ICRAF detailed personnel will be responsible to identify and propose the FTG members. They will also coordinate the participation of farmer training group members. The Service Provider will make its own assessment in respect of the FTG trainees. In case some of them are not capable to follow, absorb the training content by

its criteria, the Provider will ask to replace proposed participant with a better-equipped one.

- b) The PPO will be responsible to provide transport when deemed necessary and when areas are not accessible for public transport.
- c) The PMO through the MED Component will be responsible in monitoring the implementation of the training activities

5. LOGISTICS AND TIMING

5.1 Location

The area under contract will be province of Davao del Sur. Training venue/location will be at one of the learning sites provided such location/venue of training will be conducive to participants and to the trainers.

5.2 Commencement Date and Period of Execution

The duration of this contract is for a period of 6 weeks starting September 1, 2005 until October 15, 2005 for the training and for two additional half day sessions as follow-up to be conducted one in November and one in December. These periods indicated hence include the pre-training activities, the actual training and the two evaluation sessions in November and December. It is expected that post training reports will be submitted to UDP within the period covered.

6. REQUIREMENTS

6.1 Personnel

The contractor shall only field in experts on the services required. Specifically experts must have a substantial expertise on training, institution building and enterprise development.

The contractor must only commission CEFE accredited trainers to be the lead resource persons in the conduct of the training. Other personnel requirement will be identified by the contractor.

6.2 Office Accommodation

The UDP will not be responsible for any office accommodation to the contractor as these concerns were already covered in the cost agreed upon. Participant's accommodation will also be the responsibility of the contractor as defined in the cost agreement.

6.3 Facilities to be provided by the Consultant

The Consultant shall ensure that experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative support to effectively carry their primary task. The consultant shall ensure that transfer of funds is regular and timely to support the activities under the contract.

6.4 Equipment

The contractor shall be responsible to provide all equipments needed to accomplish the activities under this contract including those required on training and field activities.

Handouts and materials for the training participants will be provided by the contractor and should be of good quality

6.5 Incidental Expenditure

Incidental expenses shall be borne by the consultant as stipulated in the tender offered and on the terms of this contract wherein the cost agreed is inclusive of all expenditure.

7. REPORTS

7.1 Reporting Requirements

The contractor is required to submit the training report including the individual re-entry plan/farm plan and any documentary output of the training. Reporting format should be based on the accepted standards of post training reports. Product manual should be submitted 1 week before the conduct of the training and **take into account what has been mentioned under Scope of Work, specifics.**

7.2 Submission and Approval of reports

Two (2) copies of reports mentioned above will be submitted to the PPO and the other to the PMO. Addressee of the reports will be the Programme Co-Directors.

Reports should be bounded and on A4 paper size. Preferably, farm plans should be inserted in plastic loose-leaf binder and hard bounded

All reports should always have a hard and a soft copy.

7.3 Mode of payment (pls check with Myrna)

Payment releases shall be as follows:

30% of total contract value upon signing of the Agreement;

30% of total contract value upon submission of first draft report for presentation

30% upon submission of 2nd draft for presentation

10% balance after report is accepted by the CO-Directors

8. MONITORING AND EVALUATION

8.1 Definition of Indicators

UDP will monitor the work of the contractor based on the terms of reference agreed. Particular attention will be on the manner of the conduct of training and the training inputs **and the evaluations afterwards.** The objective of the monitoring is for UDP to determine areas for improvement in the conduct of Entre farm training by the contractors.