

Terms of Reference
Training-the-Trainer Package on
Enhancing Provincial Department of Agriculture Officials' Capacity in
Farmer Group Formation and Strengthening
In CLMV Countries

A. Rationale

MI conducted a study on improving agricultural productivity in CLMV countries in early 2013 in collaboration with ADB Institute. The study reveals that to integrate CLMV economy into AEC, government agencies that are involved in improving agriculture productivity have to make transition from being public services providers to a regulator of a private sector involvement in agricultural development and a facilitator of emerging new service providers. At the same time, public agencies should gradually devolving services provided to farmer organizations. Since all CLMV states came from centrally-planned and controlled system, big change is needed in the model of state management in the sector – in the technical and regulatory services provided by the state, in public investments, and in the policies applied to facilitate farmer and agribusiness investment. The production capacity of the farmers is still low and needs improving. The state's assistance should be strengthened based on dialogues and studies in order to define the farmers' need and their actual self-reliance capacity. Public agencies should change their approach from a top-down central planning modality to a more participatory and inclusive process – including more down-to-earth issues such as proper systems for market access for farmers, transfers of skills and knowledge, and training. Four top priorities issues that require CLMV governments political commitments are: Changing roles of state, strengthening collective action, regulating land use planning and agricultural zoning and regulating economic land concession and contract farming.

Strengthening collective action.

Smallholder farmers need easier access to markets to sell their crops for a fair price, rather than relying on expensive middlemen or inefficient government bodies. With the collapse of communism, collectivization system crumbled and there are very few effective farmer organizations, special commodity groups or production clusters in CLMV countries. Forming cluster or other form of collective actions is necessary so that producers can jointly bid, produce, and market their products and have a level playing field with large commercial farmers in the region.

Forming producer groups or contract-based farming associations can promote the transition process from subsistence to commercial agriculture production by enabling sharing and technology transfers between better off and poorer farmers and create a more level playing field. Farmers, local processors, and traders of particular commodity(s) can form Specialized

Agriculture Associations (e.g. Lao Coffee Grower Association). Unlike traditional forms of cooperatives which mainly focus on community saving and microfinance, modern agricultural associations are established in the form of specialized production and marketing associations to enable members to engage in business together, raising funds through community businesses and sharing innovative technology, information and common assets. Most of contract farming arrangements in other advanced ASEAN countries are done between farmer/grower groups and large agro-based corporations.

The states should encourage the development of farmer groups and agro-based industry associations for different commodity lines and link the groups with researchers. Increase the roles of commodity associations by establishing commodity value chain committee with the active participation of business enterprises, farmer groups, exporters, research center and competent government officials. The Value Chain Committee will work with concerned government agencies in formulating local economic development plan, design and formulate strategies and policies for commodity development, implement market development activities and become the key players in international market transaction.

To move away from direct service provider to facilitator, concerned government agencies should transfer some State functions such as trade promotion, agricultural extension, market information and forecasting, quality control, issuance of Certificate of Origin and dispute resolution to well-established associations (including Chambers of Commerce and Industry and Agribusiness Association). In other advanced ASEAN countries, government extensionists work closely with private sector and grower associations in every stage of the supply chains.

Goal and Objectives

The ultimate goal of this capacity building program is to improve capacity of government officials and public business development providers in providing effective and inclusive agriculture extension and business development services to farmers and local SMEs. It is a series of modular training program that emphasis on preparing CLMV government officials in their new roles as effective change agents – facilitator, regulator and coordinator of agricultural productivity programs. This training-of-trainer package on “Developing and Managing Agri-based Producer Group” aims to equip concerned government officials and managers of processors/exporters associations with skills and knowledge:

- a) Forming and managing specialized production groups, production clusters and farmer-led community business;
- b) Conducting value chain mapping and analysis and facilitating value chain integration;

c) Coordinating and regulating contract farming between farmer groups and modern value chains; and

d) Production cluster and value chain upscaling, resource mobilizations and networking.

B. Expected Deliverables

1. Capacity Development Needs Assessment tools for Project Team to collect field data in 3 project sites including Quang Tri (Vietnam), Khommoune (Lao PDR) and Kayin (Myanmar)
2. Detailed Training curriculum
3. Training-of-Trainer Package for each training module which includes:
 - a. Session plan
 - b. Facilitator notes
 - c. Powerpoints or posters
 - d. Handouts (case study, exercise, learning games, etc)
 - e. Reading materials
4. Twenty local trainers and MI staff trained and have demonstrated ability to localize and deliver each training module.
5. On-line technical assistance for local trainers in localizing training modules
6. Developed strategies for capacity building for each location to suite with their situations

C. Scope of Work

The Mekong Institute is looking for qualified and experienced trainers/curriculum developers to work with MI Rural Development Program team to develop and field test training package covering the four modules.

Tentative Schedule

Date	Key Activities/Milestones	MI Focal point
Oct 1-2	Receive briefing on the program scope, target group, MI modular training program approach and orientation to MI training packages	Tess, Jacqueline, Aryuwath, Dutta
Oct 3-4	Prepare the data collection tools; guide questions for EWEC field staff to collect	Consultant
15-25/8/13	Field data collection	EWEC Project team
Oct 7 – 17	Develop Detailed Curriculum and training modules	Tess
Oct 18	Present draft curriculum and training modules to	RD, EWEC

	Program team	
Oct 21 – 25	Develop ToT training packages, materials and handouts	Tess
Oct 28 – Nov 8	Conduct Training-the-Trainer on the use of training packages	Aryuwath, Tess and six EWEC field staff six RD staff and 9 local trainers
Nov 11 - 13	Revise, refine and complete the training packages	
Dec	Workshop to localize the training packages by inviting experts from each country to attend to review the package and modify to fit with the selected crops and locality	RD staff and EWEC
Jan – Feb	On-line technical assistance to local trainers	

D. Required Qualifications

1. Graduate Degree in Agriculture, Sustainable Development, Adult Education, Public Administration, Organizational Management or related fields
2. Over 10 years proven experiences in capacity development design and development, training of trainers and participatory-centered education
3. Have extensive experience in leading and or provide training/conduct research on agricultural extension, participatory capacity building approach, equitable and inclusive economic development or related fields
4. Demonstrated knowledge of and experience in developing modular training program curriculum which comprises three progressive levels of skill acquisition.
5. Have extensive experiences in provide training to public officials
6. Experience in working with program/project in the Mekong sub-region – a big advantage.

Interested parties please submit your CV and a brief description of your experience in providing consultancy service on capacity development need assessment and capacity development program on LED and your current consultancy rate to Mr. Aryuwath Pratumsa at aryuwath@mekonginstitute.org and cc natchaya@mekonginstitute.org by September 19, 2013.