

LOCAL ECONOMIC DEVELOPMENT STOCKTAKING AND CAPACITY DEVELOPMENT NEEDS ASSESSMENT

Terms of Reference (TOR) for One International Consultant Three National Consultants (Laos, Myanmar, and Vietnamese)

I. Background

To promote equitable and inclusive growth in the GMS, the Mekong Institute has been implementing the regional and local economic development project “Capacity Development for a More Inclusive and Equitable Growth, Greater Mekong Subregion (GMS)” in collaboration with local partners. The development result of this project is to contribute to rapid local economic development and inclusive growth along East-West Economic Corridor (EWEC) of the GMS.

To achieve the development result, the project will enhance capacity of four target groups: a) farmers’ groups/associations, b) SMEs clusters/Biz Networks, c) Local Economic Development Government Officials (LED), and d) Business Development Services Providers. These target groups will serve as MI local partners (the project intermediaries) to work with and lead the project population, i.e. a) smallholder farmers and b) local SMEs, toward the following four Operational Outcomes:

1. Farmers in the selected pilot locations increase their income through organizing in farmer groups, employing modern farming practices and integrating into regional/global value chains (RVC/GVC)
2. Agriculture-based SMEs in selected pilot locations increase their profit and employment through organizing in SMEs cluster/networks and integrating into 1./global value chains
3. **Men and women participate in local economic development processes and Government officials render inclusive public services in an accountable and transparent manner**
4. Business Development Services Providers along EWEC (public agencies, business membership organizations, private service enterprises and civil society) deliver demand oriented business development, trade and investment services effectively

This new initiative is a regional capacity development project for the Mekong sub-region with emphasis on provinces and communities along the East-West Economic Corridor including Myanmar, Thailand, Lao PDR and Vietnam. For this first phase, three sites have been selected as the demonstration sites. They are:

1. Khammoune Province of Lao PDR
2. Quang Tri Province of Vietnam
3. Kayin State of Myanmar

II. Objectives:

In order to achieve operational outcome #3, it is vital that : local and provincial LED planning agencies are capable of facilitating participatory local economic planning where women and men have active role and meaningful participation in the whole LED planning and management process. The Mekong Institute is therefore seeking the services of one international consultant and three national consultants to accomplish the following assignments:

A. International Consultant

A.1 Work with MI Project Team and Local Researchers to:

1. Conduct research (through secondary research and local researchers) and make an analytical assessment of current policies and practices of local economic development planning, implementation, monitoring and evaluation in each of the 3 pilot sites
2. Document the findings and provide recommendations on how to improve the local economic development planning and management in the project areas – with the focus on active and meaningful participation of non-state actors like producers, SMEs BDS providers, research and academic institutions and civil society..
3. Identify and assess capacity development needs of LED planning agencies at different LED planning levels (Commune/Village Clusters, District and Province) in facilitating participatory planning process, mobilizing and coordinating local and external resources and providing enabling environment for equitable and inclusive economic development.

A.2 Work with MI MDP team and selected local partners to:

4. Design appropriate LED modular capacity development program and core training packages
5. Conduct training of trainer to selected local trainers and project staff on the use of each core training package
6. Provide technical assistance to local partners in localizing and delivering each core training package.

B. National Consultants

Three national consultants are required, i.e. one Laos for Khammoune, one Myanmar for Kayin and one Vietnamese for Quangtri. Each consultant will work with international consultant to:

1. Conduct stocktaking research on current national and provincial LED framework, policies and practices at the respective project sites.
2. Identify and assess capacity development needs of LED planning agencies at different LED planning levels (Commune/Village Clusters, District and Province) in facilitating participatory planning process, mobilizing and coordinating local and external resources and providing enabling environment for equitable and inclusive economic development.

3. Write and present the research findings and recommendations to MI Project team and international consultant. Based on the inputs and recommendations from the MI team and international consultant, revise and submit the final reports.

III. Expected Outputs/ Deliverables

A. International Consultant and Three National Consultants

1. Three stocktaking reports on current LED planning framework, policies and practices (Quangtri, Khammoune, and Kayin).
2. Three CDNA reports

B. Only International Consultant

3. Consolidated Capacity Development Needs Assessment (CDNA) report – identifying specific and common CDNA related to participatory LED planning and management processes.
4. LED Curriculum Design Statement.
5. Core LED training packages in accordance with MI format.

IV. Provisional Task Assignments

The total period of consultancy is 30 days. Please see details below of responsibility matrix between Lead Consultant and Local Researchers.

Tasks	Duration (days)	In't Consultant	National Consultants
1. Designing research framework and methodology	3	✓	
2. Train local consultants on the methodologies and make revision (if necessary)	3	✓	✓ Attend research methodology training
3. Secondary Research and provide on-line backstopping to local consultants	2	✓	
4. Data collection in the field (Primary + Secondary data collection)	10		✓
5. Data Analysis and Report Writings	4	✓	✓
6. Presentation of reports and	3	✓	✓

finalize reports			
7. Consolidate results of CDNA and develop LED training strategies and Curriculum	2	✓	
8. Core Training packages development	4	✓	
9. Conduct Training of Trainers	5	✓	
10. Provide backstopping to local trainers and refine training packages based on the field test results	4	✓	
Total		30	20

Detailed work plan, process and methodologies will be deliberated and agreed during the inception meeting to be held at the beginning of this consultancy work.

A. International Consultant

Required Qualifications

1. Graduate Degree in Economic, 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 public sector reform, local economic development, 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.

B. Three National Consultants

1. Laos, Myanmar, and Viet Nam nationals
2. Graduate Degree in Economic, Public Administration, Organizational Management or related fields
3. Extensive and proven experiences in conducting field research, stocktaking and assessment
4. Familiar with the respective national local economic development framework, policies and practices
5. Have good experiences in working with public officials
6. Fluency in English and can demonstrate his/her past English reports.

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.