

Terms of Reference

Consultant to facilitate Theory of Change (TOC) Workshops and Document the Theory of Change (TOC) of Rice, Tea, Vegetable, Cocoa Sub-sectors in Vietnam, Laos and Cambodia

Vietnam: 5-6 April, Hanoi (Rice, Tea, Fresh Fruit & Vegetable and Cocoa sub-sectors)

Cambodia: 28-29 March, Phnompenh (Rice and Fresh Fruit & Vegetable sub-sectors)

Laos: 31 March - 1 April, Vientiane (Rice and Fresh Fruit & Vegetable sub-sectors)

1. Introduction

This document lays out the Terms of Reference (TOR) for a consultant to facilitate and document a series of Theory of Change (TOC) workshops that will be held in Hanoi on 5-6 April, in Phnom Penh on 28-29 March and in Vientiane on 31 March - 1 April 2016 to discuss together with partners of VECO Mekong Program the goals, ambitions, responsibilities and priority actions for Rice, Tea, Fresh Fruit & Vegetable and Cocoa sub-sector development in Vietnam, and Rice and Fresh Fruit & Vegetable sub-sector development in Laos and Cambodia.

VECO's overall program objective for Mekong Program is ***"Agricultural food chains in the Mekong Region are sustainable and inclusive for smallholders"***.

VECO Mekong Program has developed 2 Mekong-level Structural Change Agenda's (SCA) that will contribute to the Mekong impact goal. These SCAs are situated in the sub-sectors of Fruit & Vegetables and Rice:

- PGS is on the agenda of the ASEAN Economic Community as a valid Quality Control System that benefits small-holder farmers.
- Sustainable Rice Standards are recognized by government as uniform standards across the Greater Mekong Region

Based on the results from the Country Context Analysis (CCA) in Vietnam, Laos and Cambodia, the PITCH for Mekong Program has been formulated, in which the SCAs of each sub-sector in each country have been identified and the TOCs has been drafted for each sub-sector. This is the first outline for a Mekong Program Strategic Framework and will be the initial inputs for the workshops.

2. Expected Objectives and Outcomes of Workshops

The objectives of the workshops are threefold:

- To create a shared understanding among VECO and partners on the ambitions of the Rice, Tea, Fresh Fruit & Vegetable and Cocoa programs in Vietnam, Rice and Fresh Fruit & Vegetable in Laos and Cambodia, particularly on the SCAs of each sub-sector in each country;
- To develop a roadmap and framework that would enable VECO and partners to exert greater influence through the TOC methodology.
- To reach agreement on individual and collective responsibilities for realizing the ambitions and setting the priorities for the Mekong Program 2017-2021 for each sub-sector.

The tangible outcomes expected from the workshops include:

- A validated and improved TOC diagram and narrative report of each sub-sector program in each country;
- A list of key assumptions, indicators, pre-conditions and interventions backing the TOC of each sub-sector program in each country;
- A list of individual and collective roles and responsibilities in each sub-sector in each country.

3. Consultant Tasks

The consultant will provide technical assistance to VECO to facilitate the TOC workshops in Vietnam, Laos and Cambodia, and document the TOCs of each sub-sector in each country.

Specifically, the consultant will:

- Review the SCAs and draft TOCs developed in the Mekong Program PITCH (Rice, Tea, Fresh Fruit & Vegetable and Cocoa sub-sectors in Vietnam, and Rice and Fresh Fruit & Vegetable sub-sectors in Laos and Cambodia);
- Develop the SCAs in consultation with the Mekong Program Coordinator and seek approval from VECO Mekong Program on the facilitation methodology;
- Facilitate the TOC workshops in Vietnam, Laos and Cambodia to discuss together with partners of VECO Mekong Program the goals, ambitions, responsibilities and priority actions of each sub-sector in each country;
- Document and validate the TOCs of each sub-sector in each country (diagrams, narrative reports with clear and detailed assumptions, indicators, pre-conditions, outcomes and interventions)

4. Skills and Competencies of Consultant

The consultant must have:

- In-depth knowledge and experience on Theory of Change (TOC) methodology. Evidence of previous TOC development preferred;
- Extensive knowledge and understanding of agricultural development in the Mekong region, particularly for rice, fruit & vegetable, tea and cocoa;
- Well-developed understanding of sustainable landscape management, sector transformation and gender equality;
- At least 5 years of working experience in the Mekong region;
- Master qualifications and clearly demonstrated expertise in a relevant area or undergraduate degree and 10 years practical experience;
- Reporting and communicating outcomes to a range of audiences and adhering to deadlines;
- Experience with an international development organization or consultancy;
- Experience working and communicating cross-cultural team context and mixed team;
- Excellent written and spoken English
- Well-developed computing skills
- Ability to work under pressure;
- Good organizational and communication skills.

5. Task Timeline

The task will be undertaken between 24 March and 11 April 2016 under the close collaboration with and management of Mekong Program Coordinator. All deliverables will be submitted to the Coordinator no later than 12 April 2016, except by prior written agreement with VECO.

The consultant is required to develop a work plan for the task in the Expression of Interest to be sent to VECO for screening and selection.

6. Budget Estimation

The consultant is required to develop a budget plan for the task in the Expression of Interest to be sent to VECO for screening and selection. VECO will cover all costs for the consultant and associated cost of workshops.

The number of consultancy days allocated for this task is estimated 12 days in total, of which 2 days are for review and development of SCAs, 6 days for facilitation of 3 workshops, and 4 days for documentation and validation of workshop outcomes.

7. Application and Selection

Expressions of Interest should be submitted to VECO no later than 21 March 2016. A contract between VECO and the consultant will be signed before 24 March 2016.

The Expression of Interest should include detailed plan, budget estimation, time plan, responsibility and working days, full CV. Evidence of previous TOC development is highly appreciated. The

consultants might be invited to discuss their Expression of Interest with VECO during the selection of consultant.

The consultant can send your Expression of Interest to Mr. Pham Quang Trung, Mekong Program Coordinator of VECO at trung@veco.org.vn by 21 March 2016.

Annex 1: Draft Workshop Agenda in Vietnam

Date: 5-6 April 2016

Venue: TBC

Day 1: Tuesday, 5 April (Fresh Fruit & Vegetable and Tea)		
<i>Time</i>	<i>Sessions and Activities</i>	<i>Supporter</i>
08.00 – 08.30	Registration of Fruit & Vegetable participants	Phuong
08.30 – 09.30	Introduction of TOC methodology Introduction of Fresh Fruit & Vegetable SCAs	Nhung, Bianca
09.30 – 12.00	Development of Fruit & Vegetable TOCs by SCAs Documentation and validation of Fruit & Vegetable TOCs by SCAs	Nhung, Bianca
12.00 – 13.30	Lunch	
13.30 – 14.00	Registration of Tea participants	Phuong
14.00 – 15.00	Introduction of TOC methodology Introduction of Tea SCAs	Hai
15.00 – 17.30	Development of Tea TOCs by SCAs Documentation and validation of Tea TOCs by SCAs	Hai
Day 2: Wednesday, 6 April (Rice and Cocoa)		
08.00 – 08.30	Registration of Rice participants	Phuong
08.30 – 09.30	Introduction of TOC methodology Introduction of Rice SCAs	Trung
09.30 – 12.00	Development of Rice TOCs by SCAs Documentation and validation of Rice TOCs by SCAs	Trung
12.00 – 13.30	Lunch	
13.30 – 14.00	Registration of Cocoa participants	Phuong
14.00 – 15.00	Introduction of TOC methodology Introduction of Cocoa SCAs	Hai
15.00 – 17.30	Development of Cocoa TOCs by SCAs Documentation and validation of Cocoa TOCs by SCAs	Hai

Annex 2: Draft Workshop Agenda in Cambodia

Date: 28-29 March 2016

Venue: TBC

Day 1: Monday, 28 March (Fresh Fruit & Vegetable)		
<i>Time</i>	<i>Sessions and Activities</i>	<i>Supporter</i>
09.00 – 09.30	Registration of Fruit & Vegetable participants	Bianca
09.30 – 10.30	Introduction of TOC methodology Introduction of Fresh Fruit & Vegetable SCAs	Nhung, Bianca
10.30 – 12.00	Development of Fruit & Vegetable TOCs by SCAs Documentation and validation of Fruit & Vegetable TOCs by SCAs	Nhung, Bianca
12.00 – 13.30	Lunch	
13.30 – 15.30	Development of Fruit & Vegetable TOCs by SCAs Documentation and validation of Fruit & Vegetable TOCs by SCAs	Nhung, Bianca
Day 2: Tuesday, 29 March (Rice)		
09.00 – 09.30	Registration of Rice participants	Trung
09.30 – 10.30	Introduction of TOC methodology Introduction of Rice SCAs	Trung
10.30 – 12.00	Development of Rice TOCs by SCAs Documentation and validation of Rice TOCs by SCAs	Trung
12.00 – 13.30	Lunch	
13.30 – 15.30	Development of Rice TOCs by SCAs Documentation and validation of Rice TOCs by SCAs	Trung

Annex 3: Draft Workshop Agenda in Laos

Date: 31 March – 1 April 2016

Venue: TBC

Day 1: Thursday, 31 March (Fresh Fruit & Vegetable)		
<i>Time</i>	<i>Sessions and Activities</i>	<i>Supporter</i>
09.00 – 09.30	Registration of Fruit & Vegetable participants	Bianca
09.30 – 10.30	Introduction of TOC methodology Introduction of Fresh Fruit & Vegetable SCAs	Nhung, Bianca
10.30 – 12.00	Development of Fruit & Vegetable TOCs by SCAs Documentation and validation of Fruit & Vegetable TOCs by SCAs	Nhung, Bianca
12.00 – 13.30	Lunch	
13.30 – 15.30	Development of Fruit & Vegetable TOCs by SCAs Documentation and validation of Fruit & Vegetable TOCs by SCAs	Nhung, Bianca
Day 2: Friday, 1 April (Rice)		
09.00 – 09.30	Registration of Rice participants	Trung
09.30 – 10.30	Introduction of TOC methodology Introduction of Rice SCAs	Trung
10.30 – 12.00	Development of Rice TOCs by SCAs Documentation and validation of Rice TOCs by SCAs	Trung
12.00 – 13.30	Lunch	
13.30 – 15.30	Development of Rice TOCs by SCAs Documentation and validation of Rice TOCs by SCAs	Trung