**Terms of Reference**

**National Consultant on Institutional and Gender Specialist**

**Package No.MAF/IC-18**

**Position**: Institutional and Gender Specialist

Contracting Authority: MAF- DoPF

Location: Based in Vientiane at the MAF DoPF

Duration: Full time assignment, 12 months contract renewable subject to satisfactory performance (total 52 months over 4 years))

**1. Introduction**

The ACP comprises the following four components: (a) Improved Agricultural Efficiency and Sustainability, (b) Enhanced Agricultural Commercialization, (c) Project Management, and (d) Contingent Emergency Response.

**Component A** - Improved Agricultural Efficiency and Sustainability (est. US$ 18.2 million, of which International Development Association (IDA) would finance around US$ 16.3 million). This component will support: (a) the increased adoption of improved varieties and high-quality seeds, (b) the increased application of good agricultural practices, (c) the provision of critical productive infrastructure, and (d) the strengthening of public services delivery.

*Subcomponent A1: Promoting Adoption of Good Varieties and Quality Seeds (estimated US$2.5 million, of which IDA would finance around US$2.3 million)*

This subcomponent will support activities to promote the adoption of good varieties and quality seeds, including the provision of (a) technical assistance (TA) for the establishment of seed multiplication groups (SMGs) and building their capacity to adopt good varieties and quality seeds (including ones resistant to climate variability such as floods and drought) ; (b) Matching Grants to selected SMGs to carry out Sub-projects (i.e., small works, goods, equipment, and so on) for improving the production and postharvest handling, packaging, and storage of quality seeds; (c) technical and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of Provincial Agricultural and Forestry Offices (PAFOs), District Agricultural and Forestry Offices (DAFOs), MAF technical departments, and research institutions to conduct training for SMGs and to carry out seed quality monitoring and certification; and (d) TA to link SMGs with Farmer Production Groups (FPGs) and agribusinesses in marketing certified seeds.

*Subcomponent A2: Promoting Good Agricultural Practices (estimated US$7.4 million, of which IDA would finance around US$6.2 million)*

This subcomponent will support activities to promote Good Agricultural Practices (GAP) , including the provision of (a) TA for the establishment of FPGs and building their capacity to adopt GAP; (b) Matching Grants to selected FPGs to carry out Sub-projects that implement GAP; (c) TA and material assistance (i.e., small works, goods, equipment, training, and so on) to build the capacity of PAFOs, DAFOs, and MAF technical departments to conduct training for FPGs on GAP and to carry out related extension and certification activities including soil analysis, organic fertilizer production, and organic farming; and (d) TA to link FPGs with agribusinesses in marketing farm produce.

*Subcomponent A3: Providing Critical Productive Infrastructure (estimated US$6.2 million, of which IDA would finance around US$5.7 million)*

This subcomponent will support activities to improve critical irrigation infrastructure and water use practices, including (a) rehabilitation of selected irrigation schemes and (b) provision of TA to establish water user groups and to build their capacity to adopt improved water use models. Through improving water use, management, and productivity of existing irrigation schemes, it is expected to enhance their resilience to impacts of climate change.

*Subcomponent A4: Strengthening Public Services Delivery (estimated US$2.1 million, of which IDA would finance US$2.1 million)*

This subcomponent supports activities to strengthen agricultural and nutrition service delivery, including the provision of technical and material assistance (i.e., small works, goods, equipment, training, and so on) to (a) improve the overall extension service capacity of the PAFOs, DAFOs, and MAF technical departments to deliver better quality services to farmers to promote GAP adoption and enhance resilience to climate change; (b) develop and implement mapping and demarcation pilots for agricultural land in irrigated areas; and (c) conduct studies on integrated farming systems and diversification for nutrition, and carry out social behavioral change communication (SBCC) activities related to dietary diversity, adequate care practices, and processing and cooking for improved nutrition

**Component B** - Enhanced Agricultural Commercialization (est. US$ 7.2 million, of which IDA would finance around US$ 4.8 million). The project will support: (a) establishing an Agriculture Value Chain Facility (AVCF), (b) measures to better link farmers to markets, and (c) studies to improve the enabling environment for agro-enterprise and value chain development.

*Subcomponent B1: Establishing an Agricultural Value Chain Facility (estimated US$5.3 million, of which IDA would finance around US$2.9 million)*

This subcomponent will support the establishment and operation of an AVCF for the purpose of extending technical and financial services to agribusinesses, including the provision of (a) TA to establish and operate the facility and provide advisory and Subproject implementation support to agribusinesses; and (b) Matching Grants to selected agribusinesses to carry out Subprojects for upgrading their processing and postharvest handling facilities and their management capacities to improve product quality, increase operational efficiency (including improved energy efficiency), reduce physical losses, and link with FPGs to improve marketing of the farm produce.

*Subcomponent B2: Linking Farmers to Markets (estimated US$1.4 million, of which IDA would finance US$1.4 million)*

This subcomponent will support activities designed to link farmers to markets, including the provision of TA to (a) strengthen the horizontal links of farmers within FPGs for implementing procurement, marketing, and other collective actions, and the vertical links of FPGs and agribusinesses in productive partnerships to undertake further processing and marketing of the produce; and (b) develop an improved agriculture market information system to provide reliable market information for productive partnerships. Through strengthening the market linkages, it is expected to make farmers more resilient to climate change.

*Subcomponent B3: Improving the Enabling Environment (estimated US$0.5 million, of which IDA would finance US$0.5 million)*

This subcomponent will support activities by MAF technical departments, MOIC and other relevant agencies to improve the enabling legal, policy and institutional environment for supporting agribusiness investment and agricultural trade policies, including the development of improved sanitary and phytosanitary standards, rice standards and rice export policies, and improved import and export legislation focusing on agriculture inputs and farm machinery

Component C - Project Management (est. US$ 2.9 million, of which IDA would finance US$ 2.9 million). The component will support (a) project management; and (b) monitoring and evaluation.

*Subcomponent C1: Project Management (estimated US$2.4 million, of which IDA would finance US$2.4 million)*

This subcomponent will support the day-to-day implementation, coordination, and management of project activities including planning and execution, financial management (FM), procurement, internal and external audits, and environmental and social safeguards management.

*Subcomponent C2: Monitoring and Evaluation (estimated US$0.5 million, of which IDA would finance US$0.5 million)*

This subcomponent will support the day-to-day monitoring, reporting, and evaluation of project activities.

**Component D**: Contingent Emergency Response (US$0 million)

This component with a provisional allocation of zero dollars is included under the project in accordance with OP10.00, paragraphs 12 and 13, for projects in situations of urgent need of assistance or capacity constraints. This will allow for rapid allocation of project proceeds in the event of the Government declaring that a crisis or emergency has occurred and the World Bank Group agreeing with such determination. This component would finance public and private sector expenditures on a positive list of goods and/or specific works, goods, services, and emergency operation costs required for emergency recovery. An Emergency Response Manual (ERM) will apply to this component, detailing FM, procurement, safeguards, and any other necessary implementation arrangements.

The project’s implementing agency is the Ministry of Agriculture and Forestry, with its Department of Planning and Finance (DPF) as the main implementing agency. Other implementation partners include technical departments in MAF and Ministry of Industry and Commerce. At provincial level, the department of Agriculture and Forestry (PAFO) will implement project activities in the five following provinces: Khammouane, Bolikhamxay, Xayabury, Vientiane province, and Vientiane Capital. PAFO will also coordinate with the provincial department of industry and commerce (PICO) as well as district offices. The project implementation timeframe is tentatively from June 2018 to 2024.

The DPF will select a qualified national consultant on institutional capacity building and gender mainstreaming to provide technical support in managing and implementing Subcomponent A4- Strengthening Public Services Delivery & Farmer Organizations under Component A-Improved Agricultural Efficiency and Sustainability and in close coordination with project activities Subcomponent A1-Promoting Adoption of Good Varieties and Quality Seeds and A2-Promoting Good Agriculture Practices (under Component A) and Component B- Enhanced Agricultural Commercialization. The consultant(s) will be recruited through a competitive selection process in according with the World Bank Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing dated July 1, 2016, revised November 2017.

**2. Objective of the assignment**

The objective of the assignment is to provide support to PAFOs, DAFOs, SMGs and FPGs with support from MAF technical departments in managing and implementing project activities of A4: Strengthening Public Services Delivery & Farmer Organizations for SMGs/FPGs establishment and management, organizational capacity building and gender action plan implementation in order to ensure that the project will make progress toward the Project Development Objective and the result framework.

**3. Scope of the assignment**

Under the overall guidance of DPF/MAF, the consultant will perform the following tasks:

1. **Strengthening Public Services Delivery**
* Assist NPMO in coordinating and implementing project Subcomponent A4 (Strengthening Public Services Delivery) based on the Project Documents and Project Operational Manual.
* Review and prepare institutional capacity building and training plans for SMGs/FPGs establishment, strengthening and management, with support from other international and national consultants their technical areas.
* Develop and/or refine operational guidelines and tools for farmers groups to have effective SMG/FPG management, maintenance of assets, investment plan implementation, recording and accounting as well as reporting in line with the LACP’s monitoring and evaluation system.
* Coordinate with MAF’s departments and PAFOs to develop proper training packages and tools to provide/facilitate the training packages for strengthening (i) service delivery of MAF’s departments and (ii) PAFOs and DAFOs to delivery better quality services to farmers to effectively promote GAP, organic production as well as other related activities under component A.
* Monitor and report on implementation of Strengthening Public Services Delivery activities to National Project Director/ NPMO
1. **Gender Mainstreaming**
* Assist NPMO in coordinating and implementing project gender action plan towards achieving project objective and targets.
* Based on project Gender Action Plan, project targets and project operational manual, develop/consolidate practical field guidelines and tools to ensure that the plan is effectively implement and the objective and targets in relation to gender mainstreaming are properly met.
* Provide/facilitate related trainings to MAF’s departments, PAFOs, PICOs, DAFOs, DICOs to effective implement the gender action plan.
* In coordination with the M&E specialist and the focal points at provincial and district levels, ensure that the project M&E system adequately address the Gender mainstreaming action plan requirement and the disaggregated information as per the project result framework.
* In coordination with the nutrition specialist, ensure that the nutrition related activities and studies are in line with the gender mainstreaming action plan.
* Monitor and report on the gender activities to National Project Director/NPMO.

**4. Reporting**

The consultant will work under the supervision and report directly to the National Project Director/ NPMO.

**5. Duration**

This assignment is a full-time position for 52 man-months over 4 years. The contract will need to be reconfirmed annually as recommended by the Project Director. There will be a 3-month probation period beginning at the commencement of the position.

**6. Experience and qualifications**

* Minimum 5 years working experience in institutional development, capacity building and gender in externally financed projects including agricultural and livelihood development projects.
* At least a Master’s Degree in Development Studies, Public Administration, Social Science, Education, Institutional Development, gender or related field.
* Familiarity with gender analysis tools and methodologies in the specific area of interventions.
* Ability to work in a complex, cross-cultural working environment.
* Strong communication skills, including speaking and writing in both English and Lao languages, and ability to liaise with various stakeholders, including government and private sector.
* Excellent computer skills (MS Word, MS Excel and PowerPoint).
* Written and spoken fluency in the English language is highly preferred.