

“Revitalizing the Jamaican Cocoa Sector”

**Funded by the Inter-American Development Bank (IDB) through the
Multilateral Investment Fund (MIF)**

Technical Cooperation Number: ATN/ME-13437-JA

TERMS OF REFERENCE

For an

Agricultural Lead Trainer

1. BACKGROUND:

The Jamaica Cocoa Farmers’ Association (JCFA) was formed in May 2008 as a non-profit farmers’ organization to pursue a farmer-centred approach towards the sustainable development of the cocoa sector in Jamaica. As part of this effort, the JCFA has developed a plan to empower cocoa communities to participate in a deregulated cocoa industry. The JCFA will achieve this through improved technology; technical assistance education and training. This will enable its members to participate effectively in a deregulated cocoa industry. To this end the JCFA has received funding assistance from the Multilateral Investment Fund (MIF) a division of the Inter-American Development Bank (IDB) to implement the ‘Revitalizing the Jamaican Cocoa Sector’ project.

The overall objective of this MIF funded project is the capacity building and strengthening of the Jamaica Cocoa Farmers’ Association (JCFA), its members and the Jamaican Cocoa sector to provide a sustainable return for its members and the wider cocoa community. The project has four (4) main components as outlined below:

- ✓ Research and Technical Skills Development to Enhance Productivity of the Cocoa Farms
- ✓ Building Capacity to Manage Agricultural and Food Production Systems
- ✓ Building Capacity for Strategic Management and Marketing
- ✓ Capturing and Disseminating Knowledge

2. OBJECTIVE OF THE CONSULTANCY:

As part of its sustainability plan, the JCFA under the project will improve the capacity and knowledge base of farmers through the provision of training, adoption of new technologies and the provision of technical assistance. These activities are geared towards improving yield and productivity of cocoa orchards, ensuring a superior quality of product and enhancing organizational capacity of the farmer groups

Specifically under this Consultancy the objectives are:

- a) To improve farmers knowledge on proper techniques to maintain and rehabilitate cocoa orchards.

- b) Establish Farmer groups for the efficient transfer of knowledge to ‘lead farmers’ and the dissemination of information to the wider community by the ‘lead farmers’.
- c) Aid in the practical implementation of lessons learned under other capacity building consultancies such as ‘managing your farm as a business’; implementation of Good Agricultural Practices, Organic Pest Management and others.

3. SCOPE OF SERVICES:

The Consultant will be required to lead the capacity building of cocoa farmers and Extension staff. To achieve this, the consultant will be expected to undertake all necessary activities which will include, but not limited, to the following:

- 3.1 Develop training curriculum and implement training of a minimum five hundred (500) farmers using the farmer field school methodology. The training sessions will include, but not limited to:
 - (a) Information on the proper care and maintenance of cocoa trees for improved cultivation (to include organic pest management, GAP, sustainable agriculture practices, proper pruning and proper planting techniques etc)
 - (b) Proper record keeping (financial and farm)
 - (c) Monitoring and evaluation of farm progress e.g. establishing productivity of farm
- 3.2 Supervision of Field staff responsible to provide training and technical advice to the farmers
- 3.3 Periodic refresher training for Extension Officers (if necessary) and Field Facilitators
- 3.4 Lead the establishment of two (2) nurseries with high yielding varieties and provide training on the correct propagation and maintenance of seedlings
- 3.5 Ensure registry of Farmers is current with demographic and farm information
- 3.6 Provide assistance in coordinating training sessions under the Organic, HACCP, Fair Trade and any other consultancy that will involve provision of training to farmers to ensure proper synergy and reduce farmer fatigue
- 3.7 Assist in providing technical advice and assistance to farmers
- 3.8 Perform related functions, within the scope of the project, as may be directed by the Project Director

4. DELIVERABLES:

The primary deliverables of the Consultancy shall include the following:

- 4.1 Consultation with JCFA and Farmers to determine suite of training needs on or before end of February 2015**

- a. Submission and acceptance of a work plan
- b. Submission and acceptance of a Gap Analysis, identifying knowledge gaps and recommended training programmes

4.2 Mobilization of Farmer groups and Field Facilitators on or before end of March 2015

- a. Submission and acceptance of an electronic list of farmers and identified farmer groups

4.3 Implement Farmer Field School training sessions starting on or before the end of April 2015

- a. Submission and acceptance of a revised work plan to include detailed training schedule and Training Manual
- b. Submission and acceptance of Training reports on training of Field Facilitators to include pre and post-test, participant feedback, training register, pictures etc
- c. Submission and acceptance of Training reports on training of farmers to include pre and post-test, participant feedback, training register, pictures etc

4.4 Provide Refresher training to Extension Officers by the end of May 2015

- a. Submission and acceptance of Training reports on training of Extension Officers to include pre and post-test, participant feedback, training register, pictures etc

4.6 Submission and acceptance of a final report by the end of January 2016

Report should include, but not limited to:

- a. Final report on implementation of consultancy, to include but not limited to:
 - Baseline information on the knowledge base of farmers and farm productivity at start of intervention versus at the end of the consultancies
 - Best practices and lessons learned
 - Revised training manual
 - Recommendations

5. QUALIFICATION:

The Consultant should have relevant professional qualifications and experience and have undertaken work in a similar area to that proposed under this consultancy. Specifically, the Consultant should have:

- a) Minimum of a Bachelor's degree in Agriculture from a recognized Agriculture Training Institution or its equivalent;
- b) Training or Practical Experience with the development and provision of training to adult learners
- c) At least three (3) years' experience in the Agriculture sector working with farmers;
- d) General experience working with Cocoa Farmers or knowledge of Cocoa farming and production
- e) Experience providing training to farmers with specific experience and knowledge of Farmer Field School methodology

- f) The ideal candidate should have excellent communication skills, good networking and problem solving skills, high level of initiative, and the ability to work in rural communities;
- g) Additionally, the ideal candidate will be expected to travel and must have a reliable motor vehicle

6. METHOD OF SELECTION:

The Consultant will be selected in accordance with the selection under **International Individual Consultant Selection Based on Qualification** method set out in the IDB's "Policies for the Selection and Contracting of Consultants" guidelines.

7. EVALUATION CRITERIA:

The evaluation process is as follows:

- a) Submissions will be shortlisted based on the following criterion, individuals receiving a minimum score of 70 points will be invited to participate in an interview:

- i. Education - 25 Points**

- ii. General experience and competence relevant to the assignment - 40 points**

- Training or practical experience developing and providing training to adult learners (15)

- At least 3 years' experience working with farmers (10)

- Specific experience providing training to farmers (20)

- iii. Specific experience and knowledge of Farmer Field School methodology - 20 points**

- iv. General experience within the cocoa industry - 15 points**

8. DURATION OF THE ASSIGNMENT:

The selected Consultant will be expected to complete the assignment within one (1) year.

9. CONFIDENTIALITY:

Throughout the duration of the assignment and following its completion, the Consultant shall maintain the strictest confidentiality vis-a-vis third parties in respect of all information gained in the course of conduct of the assignment. Reports, including draft reports, shall become the property of the JCFA, and shall be reproduced or distributed only JCFA, or with the permission of JCFA.

10. SUPPORT FOR THE ASSIGNMENT:

All support facilities required for the execution of the consultancy are the responsibility of the Consultant. The cost therefore must be included in fees and expenses for rendering the agreed services. The Management of JCFA commits to cooperate with the Consultant and facilitate him/her in the completion of this assignment in the most effective manner possible.

11. LANGUAGE REQUIREMENTS:

Excellent oral and written communication in English is required.

12. SUBMISSION OF REPORTS

All reports are to be submitted in electronic in one (1) file with front page, main document and any attachment in application that the JCFA and the IDB uses, such as MS Word or as advised by the JCFA. Reports are only considered to have met the requirements of the Terms of Reference if they are accepted by the appointed representative of the JCFA

13. SUBMISSION OF PROPOSAL

Interested persons that are suitably qualified may submit their curriculum vitae to proj.jobs@gmail.com by January 30, 2014.