**COOPERATIVE REPUBLIC OF GUYANA**

**MINISTRY OF AGRICULTURE**

**HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL DEVELOPMENT PROJECT**

**Loan No. 2000001704/ Grant No. 2000001705**

**TERMS OF REFERENCE – INDIVIDUAL CONSULTANT**

**TRAINING ON THE IMPLEMENTATION OF FPIC FOR HESAD PROJECT**

1. **Background**

The Government of the Cooperative Republic of Guyana, through a financing arrangement with the International Fund for Agricultural Development (IFAD), has embarked on a USD 11.15 million, six-year project named the Hinterland Environmentally Sustainable Agricultural Development (HESAD) Project, to improve livelihood resilience through income generation, access to assets, improved nutrition and adaptation to climate variability and change. The Lead agency for the implementation of the HESAD Project is the Ministry of Agriculture through its Agriculture Sector Development Unit (ASDU). The Project Management Unit (PMU) is comprised of the office at the MOA in Georgetown and Regional offices in Region 1 and Region 9.

The Hinterland Environmentally Sustainable Agricultural Project intends to apply part of the proceeds for consulting services (“the Services”) for the conducting of **TRAINING ON THE IMPLEMENTATION OF FREE PRIOR AND INFORMED CONSENT (FPIC) FOR HESAD PROJECT**

It is envisioned that the Individual Consultant will develop a training manual and conduct training for all staff of the PMU to ensure that FPIC principles are followed in all engagements with the Communities.

This consultancy is expected to reinforce the basic knowledge of the staff in relation to the FPIC principles and ensure that the information presented in the Implementation Plan developed for the Project is translated into the interactive sessions with the Stakeholders.

1. **Objective:**

The objective of the assignment is for the individual Consultant to develop a training manual and train a maximum of Fifty (50) persons on the Implementation of the FPIC Principles given the nature of the HESAD project.

1. **Characteristics of the Consultancy**
* **Type of Consultancy**: Individual
* **Source of Funds:** International Fund for Agriculture Development and the Government of the Cooperative Republic of Guyana.
* **Place of Work:** The tasks will be undertaken in Regions Nos. 1, 4, 9 and the Consultants Office.
* **Qualifications:** As detailed in Item 6
* **Contract duration:** As detailed in Item 7
* **Payment Options:**  As detailed in Item 8

1. **Scope of Services**

The scope of the works for this consultancy is to develop a simple training manual based on a simplified approach from the HESADP FPIC Implementation Manual and conduct training activities for the implementation of the FPIC guidelines in relation to the projects’ interaction with the beneficiaries.  It is expected that the 50 persons suggested here will be separated in four groups. Training locations are the Ministry of Agriculture (this may be virtual), Region 1 (Mabaruma and Moruca) and Region 9 (Lethem) both of which should be in person.

This training is expected to guide the personnel of the project on IFAD’s Policy on Engagement of with Indigenous Peoples, the guidelines developed by the National Toshaos’ Council (NTC) and the general principles of the Free Prior and Informed Consent.

1. **Methodology**

The IC will develop a methodology to suit his /her work programme that is to be submitted as part of the technical and Financial proposal. This methodology shall take into account the following:

1. Initial Briefing and Meetings.
2. Develop a Training Manual based on the FPIC guidelines from the UN and IFAD along with the HESAD Project implementation plan.
3. Conduct Four Training Sessions on the FPIC for a maximum of 50 persons.

1. **Initial Briefing and Meetings**

The Individual Consultant will conduct meetings with the Project and other stakeholders to being the preparation of the Training Manual.

1. **Training Manual**

The consultant is expected to develop the training manual based on the United Nations declaration on the rights of Indigenous Peoples, IFAD Policy on the Engagement of Indigenous Peoples, the Amerindian Act of Guyana, FPIC guidelines presently being developed by the NTC and the FPIC Implementation Plan for the HESAD Project. This training manual must be developed in such a way that it allows for revisions to be used for future FPIC implementation situations and amended for future work of the Government and other stakeholders in Indigenous Communities. The manual shall include sample forms for data collection. It shall clearly define the steps required for interactions and consultations with Indigenous persons. The training manual should also include a section on the grievance redress mechanism of the project and the presenting of this information to the community must be put forward in a clear and concise manner. This manual will need to be approved by the Ministry of Agriculture.

1. **Training**

The IC will conduct training activities based on the training manual after the manual has been reviewed and accepted by both the MOA. The IC will conduct a training at the Ministry of Agriculture for the PMU staff based at the ASDU and other point of contacts for other Departments of the Ministry with Indigenous Peoples along with Ministry along with stakeholders from other sectors of government. The other opportunities for this training will be conducted in Region No. 9 with the PMU Regional Staff, MOA and its agencies staff, other implementing partners in the region as well as representative from the RDC. In Region No. 1 this training will be conducted in both Mabaruma and Moruca and will follow the same make up as the Region No. 9 training. The Region 1 Training will be split between the Sub-regions of Mabaruma and Moruca. The Region 4 training will be conducted at the Ministry of Agriculture’s boardroom and include the PMU and other MOA and agencies staff as well as representatives of the implementing partners based in Region 4.

The consultant is expected to make revisions to the training manual once changes occur during training to the benefit of the manual. The submission of this revised manual is only required if changes have occurred. If there are no changes then the original manual remains.

1. **Qualifications:**

**Academic Qualifications**

1. **Qualification:** University Degree or post graduate degree in Social Work or any other similar degree.

1. **General Experience:**

1. At least Four (4) experience working with Indigenous Peoples
2. Experience in conducting training and consultations on FPIC guidelines
3. Rural areas grass roots experience working with Hinterland Amerindian communities is essential in the last three years.
4. Must have developed at least one implementation plan for FPIC principles.

1. **Duration of Tasks:**

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| --- | --- |
| **Reports and Review** | **Reporting Timeline (***(From date of signature of contract)* |
| Submission of Draft Training Manual  | 30 days |
| Review of Draft Training Manual | 37 days |
| Submission of Final Training Manual | 45 days |
| Conducting of Training at the MOA | 50 days |
| Conducting of Training in Region No. 9  | 60 days |
| Conducting of Training in Region No. 1 | 70 days |
| Submission of a revised Training Manual  | 90 days |
| **Total** | **90 days** |

The training to be held in Region No. 1 is given more days since the contracting of staff will not occur immediately and as such the consultant is expected to be available with the 120 days to conduct the training. If there are any delays occurring during the procurement of staff, the consultant will be duly informed and the contract will be extended to accommodate these delays.

1. **Payment Option:**

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| **Reports** | **Percentage Payment** |
| On signing of the contract (does not include reimbursable) | 10% |
| Submission and acceptance of Draft Training Manual | 30% |
| Training Activities – MOA Region No. 4 | 20% |
| Training Activities – Region No. 9 | 20% |
| Training Activities – Region No. 1 | 20% |
| Submission of the revised Manual  | 0% |
| **Total** | **100 %** |

1. **Supervision and Support to be provided**

The IC will work closely with the HESAD Project team throughout the process to develop the Training Manual, ensuring involvement of the Regional bodies and other stakeholders as need. The IC will report to the Project Manager HESAD Project for submission and acceptance of the manual and execution of the training activities. The manual presented by the Consultant will be reviewed by the MOA and IFAD.

The IC will be supported by the project wherever possible by the PMU.

1. **Submission of Reports**

The IC shall submit all reports in electronic formats (MS Word, and PDF and excel where necessary) for comments and in the final versions. Four hard copies of the final Manual (each securely bounded as a booklet) are required to be submitted for distribution. All final electronic versions must be print ready. All training materials used will also form part of the submission.

All products, reports, data and documents resulting from this consultancy will be the property of the Government of Guyana. The GoG reserves the right to publish final reports, under its own name on its website or in print, with or without changes to the content of the document presented by the contractual.