



## **TERM OF REFERENCE**

### **FOR SPECIALISTS PARTICIPATING IN BUILDING A PROPOSAL FOR “FARMERS CO-OPERATE IN AGRICULTURE PRODUCTION AND BUSINESS” FORUM (PHASE 2017-2020)**

#### **1. Background**

“Farmers co-operate in agriculture production and business” Forum (from henceforth “the Forum”)- an initiative by the Department for Economic Co-operation, Ministry of Agriculture and Rural Development (MARD), The Agriculture Coalition and Oxfam, was established on 30<sup>th</sup> July 2015. The Forum gathers the participation of more than 200 representative agriculture co-operatives across the country and is a place for farmers and co-operatives share experience and co-operates with one another and with planning departments in the field of agriculture.

With financial and technical support from Oxfam, the Forum has built up strategic activities in the first few years as well as organized various events such as courses on business planning, visits to modeled farms, executive trainings and online consulting for the members, giving opinions on Draft on the Enterprise Law, Investment law and Co-operative Law....

With the aim to further develop the Forum in the next phase, the Forum and the Agriculture Coalition call for financial support from donors for the Forum’s activities (phase 2017-2020). To promote this goal, the Agriculture Coalition is in need of 01 specialist/specialist group to evaluate and support building up a strategy and a project proposal and to call for funding for the Forum. The specialists are expected to work for 01 month (22 working days Ha Noi and on fieldtrip

#### **2. Specialists’ responsibilities**

##### **2.1 Overall responsibility**

Evaluate the Forum’s activities from October 2015 to October 2016. On that basis, work with relevant parties to build up strategies and a project proposal with the aim to raise funding phase 2017-2010

##### **2.2 Specific Responsibility**

- a. Evaluating the Forum’s activities from December 2015 and December 2016, including:
  - *Evaluating the efficiency* of the Forum’s activities from December 2015 to March 2016
    - Efficiency of activities compared to goals and plans;
    - Strength and weaknesses of the Forum;
    - Members’ satisfaction

- *Evaluate the role and participation of relevant parties* (such as the Department of Economic Co-operation and Rural Development- Ministry of Agriculture and Rural development, Viet Nam Institute for Economic and Policy Research (VEPR) and Oxfam)
    - o How have these department contributed to the Forum in the last phase;
    - o Suggest plans so that these departments and institutions can further support the Forum's activities in the future, to ensure that they are the best consultants to the Executive Board and the Forum's members
  - *Suggestions*
    - o Operation, management and legal issues;
    - o Improve operational efficiency (for the Forum's core activities);
    - o Promote the co-ordination among the Forum's members with the aim to promote the Executive board's autonomy and efficiency as well as the Forum's members
- b. Build up the Forum's strategic activities phase 2017-2020, including:
- *Core strategic activities:* policy advocacy, sharing information, connect and expand network, raise the voice and stance of the farmers, provide technical support among executive board and members
  - *National and International funding activities*
- c. Project Proposal, including:
- *01 detailed Project Proposal for the Development of the Forum phase 2017-2020* (see attachment);
  - *2-3 Conception note to approach different donors for the issues that are the Forum's priorities* (see attachment at Appendix 2)
- d. Other tasks:
- Give presentation at the Forum's member consulting Conference;
  - Make changes to the report after receiving ideas from donors and other relevant parties;
  - Attend meeting;
  - Translate reports into English (the final version)

### **3. Expected outcomes**

Expected outcomes include:

- *01 report on the Forum's activities* from December 2015 to March 2016;
- *01 detailed Strategic Proposal phase 2017-2020* (2 main topics are core strategic activities and funding strategies);
- *01 detailed Project proposal phase 2017-2020* (attachment Appendix 1);
- *2-3 Concept notes* to approach different donors for the Forum's priority issues (attachment Appendix 2)

### **4. Working location**

In Hanoi and on field trip

## 5. Investment plan and financial consult

After signing the contract, the specialist will make plan to conduct research and discuss with The Agriculture Coalition representative.

Total working day: **22 days**

Deadline: 30<sup>th</sup> November 2016 (the final version)

**Payroll perday (expected): 2.500.000 VND/ngày**

Expected shedule are as follow (subject to change):

<b>Expected main outcome</b>	<b>Duration (days)</b>
Report on the Forum's activities	5
The Forum's strategic activities proposal	2
The Forum's development Project Proposal	5
2-3 Concept notes	4-6
Field trip	3-4
<b>Total</b>	<b>19-22 days</b>

## 6. Requirements for specialists

Specialist can be an individual or a group

### 6.1. Requirements on execution

- Execute according to the timeline and resources, as agreed with the Agriculture Coalition's representative. In case of any changes, agreement must be made with the the representative of the Agriculture Coalition, which is Viet Nam Institute for Economic and Policy Research (VEPR);
- Execute according to the defined deadline;
- For specialist group:
  - o The specialist group (the Group) is under the Group leader's management and team members should support the team leader;
  - o The Group can consist of independent consultants from different organizations or within an organization. There should be clear job description for each member in the group;
  - o The Group leader must committ to directly take part in every task in the research process, especially in information analysis, writing report, strategic proposal and project proposal.

### 6.2. Requirement on expertise and experience

- Is a specialis in the field of Agriculture, development, institution, Management, Policy... Group leader must hold a PhD. or a MSc. degree;
- Has expertise and experience (at least 10 years of experience) in relevant fields;
- Has experience in executing, managing and organizing professional research;

- Knowledgeable about civil society; economic equality; food equality; public finance, agriculture investment in Viet Nam and international context;
- Respect and encourage opinions and choices made by the farmers during the process of the research;
- Writing skill including reports, proposal, policy recommendation in a clear, concise and persuasive way; has experience in writing making project proposal for international organization is an advantage;
- Is professional, goal-oriented and has high work ethics;
- Has experience in working the Agriculture Coalition and Oxfam is an advantage

## **7. Quality management and control**

The Agriculture Coalition (with Viet Nam Institute for Economic and Policy Research as the representative) will manage and conduct quality check the final outcomes.

## **8. Application information**

Please send the application package to these following email before **17h00, 25th October 2016**

[info@vepr.org.vn](mailto:info@vepr.org.vn),

cc: [lan.phuongbui@oxfamnovib.nl](mailto:lan.phuongbui@oxfamnovib.nl).

Email title:

**“ Applying for the position of Evaluation, Strategic development and Project Proposal Specialist for the “Farmers co-operate Forum””**

Application package include:

- Motivation letter;
- Description of possible approach to achieve expected outcomes (in Vietnamese);
- Curriculum vitae (in English or Vietnamese);
- 2 references’ contact;
- Soft copy if at least 2 development project that you have worked on (in English or Vietnamese)

# PHỤ LỤC 1

## Issue-Based Projects – IBP

**PROJECT NAME** .....

### **Issue and goal**

*Main points include: Social issue analysis; policy issue and opportunities to advocate policies; what are the project's goals?*

### **Expected outcome**

*List out the expected outcomes of the project. These outcomes must be detailed and measurable. How are these outcomes relevant to the strategic goal of the Coalition and the framework for Measure-Evaluate- Learning (MEL)?*

### Activities and expected timeline

*Main activities of the project should be categorized according to the main outcomes and is in chronological order*

No	Activities	Outcome	Time
1			
2			
3			
4			
5			
...			

### Gender and Media

*Will the outcome of the project contribute to improving gender inequality? If yes, what are they? How are the project's outcome used and communicated to the public?*

### Management and Supervision

*Which member of the Agriculture Coalition is responsible for managing (including financial issues) of the project? How will the project be supervised? What are the measures of a successful project?*

**Scope of the project**

*Where will the project take place? Which members of the Agriculture Coalition will participate and in which task in the project? How are the partners and representative groups such as the youth, women, the poor, ethnic minority... (if there is) participate in the project?*

**Risk analysis:**      High         Medium         Low  

*If the risk is perceived as High or Medium, please complete the “Issue-based project Risk Analysis” provided in Guide to Project management*

**Method of Creating changes**

**Project Logic framework**

**Budget**

*How much is the total budget? Is there any funding support from donors? How the funds are be used?*

## **ISSUE-BASED PROJECT RISK ANALYSIS SAMPLE** **(attached with Appendix 1)**

### **Goal**

Managing the possible negative impact of the project according to Issue XXX when the Agriculture Coalition executes XXX (project name)

### **Background**

If any of this foundation information relates to the management plan and risk analysis, which can include implemented steps, discussion/ decisions, core issues, agreements to which the task can't be performed....

### **General rule**

*Can make reference to value, core issues as the project is related to the Theory of Change.*

### **Unplanned Activities**

List out as part of the project

### **Relevant parties**

Can include government agencies, corporations, organizations, non-government organization, the press, universities, research institutions, social leaders, political leaders, outstanding individuals, investors...

### **Planning and Scenarios**

List out the potential caveats during and after the project. Make sure to include impacts on the community; participants to the Coalition, Oxfam, and DFID...List out the most likely scenarios and the according plan to reduce the risk. Identify the Coalition priority (in relation to countervailing parties)

### **Decision making /signing process**

Describe the consulting process and decision making process in the Coalition. This includes contacts for further discussion

### **Next steps**

**Risks analysis and management measures**

No.	Risks ( <i>examples below</i> )	Possibility (H-Me-L)	Impact (H-Me-L)	Management/Overcome measures
<b><u>1</u></b>	<p><b><u>Implementation risks/Risks of the program</u></b></p> <p><i>Description</i></p>			
<b><u>2</u></b>	<p><b><u>External risks: background, political, security</u></b></p> <p><i>Description</i></p>			
<b><u>3</u></b>	<p><b><u>Risks of the members or donors 'reputation</u></b></p>			

	<i>Description</i>			
<b><u>4</u></b>	<b><u>Moral Hazard/ Financial risks/Fraud</u></b>  <i>Description</i>			
<b><u>6</u></b>	<b><u>Others (please elaborate)</u></b>  <i>Description</i>			

## **APPENDIX 2**

### **CONCEPT NOTE SAMPLE**

#### **CONCEPT NOTE TITLE**

#### **I. BACKGROUND**

1. Overview/Background of the issue
2. Main challenges
3. Rationale of the concept

#### **II. AIM OF THE CONCEPT NOTE**

#### **III. SUMMARY OF THE THEORY OF CHANGE**

1. What are the expected outcomes of the projects?
2. Which methods/approach/procedures that lead to these outcomes
3. How are the changes link with the ongoing activities, projects and plan of government and key actors

#### **IV.POLICY INFLUENCING**

#### **V. GOAL OF PUBLIC CAMPAIGN/PUBLIC ACTIONS**

1. What are the potential impacts of public campaign/public actions? What are the expected changes from the public in terms of awareness, actions
2. How these methods are be monitored and sustained?

#### **VI.BENEFICIARIES**

#### **VII. TARGET GROUPS OF INFLUENTIAL**

#### **VIII. PARTNERS AND RELEVANT PARTIES'S ROLE**

#### **IX. EXPECTED LOCATION**

#### **X. MAIN INTERVENTION AND EXPECTED RESUTLS/OUTCOMES**

#### **XI. METHODS**

#### **XII. MANAGEMENT, COMMUNICATION AND WAYS OF WORKING**

#### **XIII. EXPECTED TIMELINE/DURATION**

#### **XIV. PLANNED BUDGET (USD)**