

Appendix A - Terms of Reference (TOR)

1. Background

The Ministry of Agriculture and Food Security of the Mozambican Government (MASA) implements the Triangular Cooperation Programme for Tropical Savannah Agriculture Development in Nacala Corridor (ProSAVANA) with support of the Brazilian Agency of Cooperation (ABC) and the Japan International Cooperation Agency (JICA).

ProSAVANA aims to create new agricultural development models, taking into account the natural environment and socio-economic aspects, and seeking market-oriented agricultural/rural/regional development with a competitive edge to improve the livelihood of inhabitants of the Nacala Corridor through inclusive and sustainable agriculture and regional development by (1) improving and modernizing agriculture to increase productivity and production, and diversifying agricultural production, and (2) creating employment through agricultural investment and establishment of a supply chain. The target beneficiaries are the inhabitants along the Nacala Corridor involving the Provinces of Nampula, Niassa and Zambezia, most of who are small-scale farmers.

Three projects have already been launched: the Project for Improving Research and Technology Transfer Capacity for Nacala Corridor Agriculture Development (ProSAVANA-PT) from May 2011 to April 2016; the Support of Agricultural Development Master Plan for Nacala Corridor in Mozambique (ProSAVANA-PD) from March 2012; and the Project for the Establishment of Development Model at Communities' Level with Improvement of Rural Extension Services under Nacala Corridor Agricultural Development in Mozambique (ProSAVANA-PEM) from May 2013 to May 2019.

ProSAVANA-PD aims to formulate an Agricultural Development Master Plan that contributes to the social and economic development of the Nacala Corridor. It seeks to both promote a sustainable production system and achieve poverty reduction. ProSAVANA-PD proposes development projects to overcome constraints on the development of the Nacala Corridor. In close consultations with all related stakeholders.

In the first semester of 2015, MASA organized a series of public hearing meetings based on the first draft of the Master Plan ("Draft Zero") in 19 districts, 3 provincial capitals and Maputo in order to collect stakeholders' opinions and reflect them in the following versions of draft Master Plan. However, some civil society organizations are criticizing the process and way of conduction of those meetings.

Under such circumstances, efforts should be made in order to improve the stakeholder engagement for facilitating the consultation process of ProSAVANA-PD including next round of public hearings through establishment of a platform of stakeholder engagement.

2. Objectives of the Assignment

- 2.1 A platform of stakeholder engagement for ProSAVANA is established with the involvement of key stakeholders related to the agriculture sector,
- 2.2 Recommendations for the ProSAVANA-PD consultation process, including the second round of public hearings, are made by the stakeholders in the platform.

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3. Scope of Services, Tasks (Components) and Expected Deliverables

3.1 Summary

Within five months the Consultant will:

- 1) Conduct individual consultations with stakeholders and interviews with relevant government departments, and produce a stakeholder engagement report.
- 2) Organize and conduct preliminary meetings with stakeholders where it is expected that the establishment of a dialogue platform is agreed.
- 3) Facilitate discussions in the first meeting of the dialogue platform where terms of reference (ToR) and functioning of the platform are expected to be agreed.
- 4) Facilitate discussion in subsequent meetings of the dialogue platform where it is expected that recommendations for the consultation process of ProSAVANA-PD be formulated within the duration of the contract.

3.2 Scope of Services and Tasks

- 1) Grasp overall situation of ProSAVANA, identify key stakeholders, particularly CSOs, and understand their understanding and interest in ProSAVANA through literature review, information collection and interviews with ProSAVANA staff.
- 2) Formulate an interview format for individual consultations with key stakeholders. The format needs to be approved by ProSAVANA HQ and JICA prior to commencement of the individual consultations.
- 3) Prepare a tentative schedule for individual consultations which needs to be approved by ProSAVANA HQ and JICA prior to commencement of the consultations. The Consultant is expected to have individual consultations with as many stakeholders as possible in national level as well as provincial levels of Nampula, Niassa and Zambezia within 4 weeks.
- 4) Conduct individual consultations with the stakeholders. Through the individual consultations, those who demonstrate willingness to engage in dialogue on ProSAVANA will be invited to meetings described in 3.7.
- 5) Design and conduct a similar set of interviews with relevant government departments, but with additional questions designed to gauge their interactions with civil society. The interviews are expected to be conducted in parallel with the individual consultations within four weeks. A List of target departments and questionnaire need to be approved by ProSAVANA HQ and JICA prior to commencement of the interviews.
- 6) Prepare a report and presentation materials on the results of the individual consultations and interviews with identified major factors of conflict and key areas of mutual interest, suggesting creation of a dialogue platform (stakeholder engagement platform). In order to be shared in preliminary meetings described in 3.7. The report and presentation materials need to be approved by ProSAVANA HQ and JICA prior to the preliminary meetings.
- 7) Organize and conduct preliminary meetings to share the report described in 3.6 with consulted stakeholders if necessary. A plan for the preliminary meetings with date, venue, list of organizations/ individuals to be invited and meeting agenda need to be prepared and approved by ProSAVANA HQ and JICA in advance. In the preliminary meetings, it is expected that decision is made by sufficient stakeholders to create a

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dialogue platform. Based on the decision, the first meeting of the dialogue platform will be convened by MASA.

8) Prepare draft terms of reference (ToR) and functioning for the dialogue platform together with a facilitation plan. These need to be approved by ProSAVANA HQ and JICA in advance and are expected to be agreed in the first meeting of the dialogue platform. The first meeting is expected to be held in Nampula city followed by at least two subsequent meetings to be held somewhere in Nacala Corridor subject to discussion made in the platform.

9) Facilitate discussions in the platform meetings. It is expected that through those meetings, a consensus is formed on recommendations for the consultation process of ProSAVANA-PD (Master Plan), particularly the second round of public hearings.

3.3 Expected Deliverables

1) Inception report with complete work plan produced which should be submitted by 26th November, 2015.

2) Terms of reference and functioning of the dialogue platform drafted which should be done by 7th December, 2015.

3) Stakeholder engagement report produced which should be submitted by 15th December, 2015.

4) Stakeholder Engagement Platform established and functioned which should be done by 20th January, 2016.

5) Roadmap of the consultation process which should be drafted by 22nd February, 2016.

6) Final report draft documenting the process, with lessons learned and recommendations for next steps and future interventions produced which should be submitted by 21st March, 2016.

4. Team Composition & Qualification Requirements for the Experts (and any other requirements which will be used for evaluating the Experts)

One team leader, with at least 10 years of experience in stakeholder engagement with particular emphasis on:

- 1) leading and managing stakeholder engagement in at least one international project that involves small-scale farmers, preferably in Northern Mozambique, and,
- 2) conducting at least five stakeholder meetings as a moderator or a facilitator preferably in Northern Mozambique.

One communication specialist, with at least 5 years of experience. Working experience in public relations that involves civil society organizations in Mozambique is preferable.

Two civil society specialist, with at least 5 years of experience in stakeholder consultation that involves civil society in Mozambique.

5. Reporting Requirements and Time Schedule for Deliverables

5.1 General condition

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5.1 General condition

The Consultant is supposed to report to both PROSAVANA HQ in MASA and JICA Mozambique office. Both can provide necessary instructions to the Consultant with sufficient coordination between them.

5.2 Reporting requirements

- 1) Inception report
 - a) Number of copies: 2 copies both for PROSAVANA HQ and JICA
 - b) Date of submission: by 26th, November, 2015
- 2) Stakeholder engagement report and presentation materials
 - a) Number of copies: copies necessary for participants of the preliminary meetings plus 2 copies and 1 CD-ROM with electronic data both for PROSAVANA HQ and JICA
 - b) Date of submission: by 15th, December, 2015
- 3) Final report draft
 - a) Number of copies: 2 copies both for JICA and MASA
 - b) Date of submission: 21st, March, 2016

6. Others

Upon successful completion of the assignment, the Consultant may be invited to another assignment with separate contract, for moderating and facilitating the second round of public hearings.

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Appendix B - PERSONNEL SCHEDULE

N°	Name of Experts	Input of the Personnel												Total person Day input
		1 st month	2 nd month	3 rd month	4 th month	5 th month	6	7	8	9	10	11	12	
EXPERT(S)														
														Sub-Total
Other Personnel														
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2														
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Appendix C - Remuneration Expenses

Remuneration No.	Name	Position	Person-day Remuneration Rate	Time Input in person/day	Cost (USD)
1	Direct cost	Team Leader			
2		communication Specialist			
3		CS Research Specialist			
4		CS Research Specialist			
Total of (1)					
Reimbursable Items					
No.	Type of reimbursable Expenses	Unit	Unit cost	Quantity	Cost
1	Air Tickets	Day			
2	Accommodation during trip	Day			
3	Consultants Perdiem during trip	Day			
4	Car rental (including fuel and driver)	Day			
5	Communication				
6	Print and Photocopies & Translations				
Total of (2)					
Total Cost (1)+(2)					
Indirect Local Tax Estimates					
1	MAJOR Fees (%)				
2	IVA (27%) over total Cost				
Total					45,870.00

* Reimbursable items will be directly paid by JICA.

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Reimbursable Items					
No.	Type of reimbursable Expenses	Unit	Unit cost	Quantity	Cost
1	Air Tickets	Day			
2	Accommodation during trip	Day			
3	Consultants Perdiem during trip	Day			
4	Car rental (including fuel and driver)	Day			
5	Communication				
6	Print and Photocopies & Translations				
Total of (2)					
Total Cost (1)+(2)					
Indirect Local Tax Estimates					
1	MAJOR Fees (%)				
2	IVA (27%) over total Cost				
Total					45,870.00

* Reimbursable items will be directly paid by JICA.