

## **Consultancy service announcement**

The Ministry of Agriculture / Small-ruminant Investments and Graduating Households in Transition project, are seeking to hire an individual consultant, expert in the graduating approach to develop, conduct, and report a graduating approach workshop for the project partners and actors, within the Small-ruminant Investments and Graduating Households in Transition (SIGHT), for 8 working days.

To those whom qualified and experienced enough, please check the ministry official website to find the TOR, and apply accordingly.

The application must contain, the applicant's CV, experiences, academic certificates, and any support documents verify his/her qualification in the graduating approach (Specified in the TOR).

*Please submit your application within 3 days from 22/4/2019 to SIGHT project's office in*

*Amman-Queen Rania Street*

*Abu Al-Hajj Complex- 3<sup>rd</sup> Floor – Flat # 304*

*Tel 06 515 6895*

## TERMS OF REFERENCE

### Small-ruminant Investments and Graduating Households in Transition project (SIGHT)

#### Consultancy to Support on the Implementation of the Graduation Approach

<b>Project Title:</b>	Small-ruminant Investments and Graduating Households in Transition (SIGHT)
<b>Consultancy/Services Title:</b>	To design and organize National training workshop on the Graduation Approach to build the capacity of: <ul style="list-style-type: none"><li>• The three NGOs who have been qualified and shortlisted to submit full technical proposal to undertake the implementation of the graduation approach among SIGHT's <i>Livelihood Investments and Access to Financial Services</i>.</li><li>• Selected staff from the PMU, MoA and UNHCR partners who currently implementing livelihoods activities.</li></ul>
<b>Consultancy Mode:</b>	National <input checked="" type="checkbox"/> International <input type="checkbox"/>
<b>Type of Contract:</b>	Individual Consultant <input checked="" type="checkbox"/> Individual Contractor <input type="checkbox"/> Institutional <input type="checkbox"/>
<b>Mode of Selection:</b>	Competitive <input checked="" type="checkbox"/> Single Source <input type="checkbox"/>
<b>Duration of Contract:</b>	From:

#### Objective/purpose of the individual consultancy / services:

The individual consultancy is to strengthen the capacities in the graduation approach as described in SIGHT approved document, of three firms who qualified to submit full proposal of the graduation approach implementation tender, PMU staff, FSTs and for the UNHCR partners who are, currently, implementing livelihoods activities

#### Background

The SIGHT project is to contribute to reducing poverty and enhancing national food security in Jordan by improving the productivity of small-ruminants and to assist Syrian Refugees and host communities to graduate out of poverty. The development objective is to increase the income of targeted households through providing sustainable production capacity.

#### SIGHT project consists of two components:

##### Component 1: Investment in Farmer Services.

This component will support the public and private sector to ensure that small ruminant producers receive a set of complementary services that needed to enhance the efficacy of small-scale livestock production systems and the incomes of the smallholders.

##### Component 2: Livelihood Investments and Access to Financial Services.

This component will provide support to households at different gradients along the poverty spectrum. This includes the Jordanian host communities and highly vulnerable Syrian Refugees, as well as individual entrepreneurs in need of loans for their enterprises.

The SIGHT project will be implemented over six years to allow for the initiation of the investments that are undertaken as part of the effort to develop and strengthen the small-ruminant sector, graduate host communities and Syrian Refugees out of poverty and for the formal financial sector to engage with rural and agriculture lending. The project will be implemented in the six northern and central Governorates of Mafraq, Irbid, Jerash, Ajloun, Madaba and the outskirts of Amman.

The Ministry of Agriculture (MoA) is the main agency responsible for the implementation of the Project. The project investigates the provision of grants for graduation into sustainable livelihoods which will benefit vulnerable women, men and youth from among Jordanian host communities and Syrian refugees through grant-based income-generating packages for on- and off-farm enterprises.

This will be based on a proven graduation into sustainable livelihoods approach a carefully sequence, multispectral intervention comprising: social assistance to ensure that basic consumption needs are met; skills training; seed capital and asset creation to jump-start an economic activity; mentoring support to build confidence; and training in the skills needed to establish and sustain a business.

The Graduation approach under the livelihood packages will be deliver by competitively selected NGO. There are differences in the methodology and the size of the packages for the extreme poor and for the poor.

The package for the extreme poor will be up to USD 3,000. This package will include consumption support to protect households against shocks, psychosocial support through life-skills training and intensive coaching (weekly – monthly visits) over a period of 24-36 months.

The graduation package for the poor will be up to USD 2,000. This assumes that consumption support is being provide through some other agency or that the household is at a level of poverty where consumption support is not required and a lower level of mentoring and coaching support will be required over a shorter period of time (monthly visits over a period of 6 to 12 months).

The NGO selected will be task with selecting the intervention/s area in consultation with the Project Management Unit (PMU) according to pre-determined criteria, mapping and selecting beneficiaries, designing a customized consumption assistance and income-generation package for each beneficiary.

The package will specify the level of consumption support, type of training, asset and working capital needed to establish income generating activity in accordance with the package designed, beneficiaries will be provided with skills training, life-skills training, financial literacy, business development training and mentoring. Life skills training will include nutrition awareness training and women's empowerment training. Assets will be purchased by the implementing NGOs and working capital will be provided as necessary.

The selected implementing NGOs will be required to track the beneficiaries over a sustained period to ensure their graduation. In the implementation of the subcomponent, implementing NGOs will be required to follow the CGAP Technical Guide to Graduation Approach. The implementing NGOs will also be required to synergize where possible with existing donor initiatives that is using a private sector led approach to develop women's home-based businesses in the livestock and handicrafts sector.

In addition, the NGO where possible should link beneficiaries with initiatives providing health and education services, social security, etc.

For the selection of beneficiaries, the PMU will collaborate with local NGOs with experience of working with Syrian refugees and low-income Jordanians to better define the profile of beneficiaries and to ensure the complementarity of the livelihood packages provided under the subcomponent "Grants for Graduation into Sustainable Livelihoods" to any prior assistance received by these beneficiaries.

PMU will explore the creation of a working group consisting of these NGOs for potential cross-reference of beneficiaries and other information exchange.

### **Scope of work and key tasks/deliverables**

A proposal from a highly experienced and professional individual trainer must include the following tasks:

1. Develop interactive and detailed training session plan and all supplementary background material for the delivery of training workshop on the Graduating Approach based CGAP Guideline. Proposals for joint/separate workshop with justification regarding different module for different actor and/or interdisciplinary workshop.
2. The training workshop shall include, but not limited, depth understanding of the graduation approach and lesson learnt from previous successfully completed similar projects, cases about graduation approach from different regions and location have similarity of Jordan context of targeting areas, working groups and exercises in graduation steps. Special attention shall be pay to gender sensitivity based on gender action plan of SIGHT.
3. Deliver three-days training for 20 people.
4. As part of the workshop, deliver the training guidelines in addition to content and tools.
5. Develop training workshop final report.

### **Reporting and supervision:**

Dr. Faisal Al Barakeh, SIGHT project director.

### **Qualification/level requirements**

Applicants with the following experience are welcome to apply:

- At least 3 years of professional experience on graduation approach activities.
- At least 3 years of documented experience in developing, facilitating/delivering interactive/participatory training sessions in the area of graduation approach activities.
- Excellent skills in presenting complex technical information in an easily comprehensible way.
- Adaptability and flexibility in working within complex and dynamic environment.
- Ability to deliver high quality products in a timely manner.
- Fluency in English and Arabic.

### **Proposed period and duration of individual consultancy:**

The overall duration of the consultancy is **eight "8" working days**

**Three Days** - Preparation and development of training agenda, modules and handouts (work from home), **one day** of them in SIGHT office to review and discuss through the materials will be used among the project management and supervision unites.

**Three Days** - Actual delivery and conduction of the workshop, in the selected venue (all the logistical requirements and support will be provided by SIGHT)

**Two Days** - Preparation of the workshop's final report of and developing the evaluation scoring system for technical proposals of graduation implementation tender - work from SIGHT HQ.

## **Deliverables**

The consultant shall deliver the following products:

First, set of deliverables to be submit prior to commencement of the workshop (Phase 1):

- Overall training plan & justification of the methodology & duration (& inter-disciplinary approach)
- Detailed Agenda for the 3-days workshop
- Training modules and handout materials for participants
- Power point presentations, flipcharts, videos, forms, exercises, etc. for training sessions
- Background reading material for the participants.
- Training guidelines.
- Developed evaluation-templates (questions) for gathering feedback from participants regarding the training modules/workshop.

Following the review of the first set of deliverables by the SIGHT project manager and based on the satisfactory delivery, the consultant will provide a second set of deliverables (Phase 2):

- Facilitation and delivery of the training session;
- Incorporation of the feedback from participants in the final version of the training materials;
- Training workshop report with recommendations.

All documents should be providing in electronic copies into both Arabic and English languages. If the first set of deliverables will not be satisfactory, SIGHT has the right to terminate the contract and not engage the consultant for the second phase of the assignment.

## **Performance indicators:**

Consultant performance will be evaluated against the following criteria: timelines of the deliverables, clarity of presentations, responsibility, initiatives created, communication, and quality of the products delivered.

## **Estimated cost (optional)**

The consultants will be select based on the "best value for qualification" approach. She/he will be get paid upon successful completion of assignments/submission of the deliverables through bank transfer.

## **How to Apply:**

Qualified individual candidates are requested to submit a cover letter for the consultancy, CV and proposed training plan with justification for the workshop, with specifying the daily rate, to the project's office in the below address with subject line "**GRADUATION APPROACH WORKSOP /SIGHT /MOA**" *within* 3 days from the announcement date

*Please submit your application to the project's office in  
Amman-Queen Rania Street  
Abu Al-Hajj Complex- 3<sup>rd</sup> Floor – Flat # 304  
Tel 06 515 6895-ext.15  
Mobile 0777745506  
Email [faisal.barakeh@moa.gov.jo](mailto:faisal.barakeh@moa.gov.jo)*