

Terms of Reference
National Communications and Training Officer
Conservation and sustainable use of globally important agro-biodiversity

Location: Baku, Azerbaijan

Type of contract: IC

Starting date: 10 May, 2018

End date: 25 December, 2018

Background

The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms.

The project will be implemented in three regions - Sheki, Goranboy and Goychay. Within these three rayons, the project will further focus on selected crop wild relatives, cultivated native species and cultivated landraces of wheat, vegetable and forage crops.

The project has been structured into three complementary components.

The first component will seek to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions.

The second component will seek to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions.

The third component will seek to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions.

Scope of work

Duties on Communication Strategy:

1. Develop a long-term Communication Strategy to promote the work of the project, advocate its outputs and facilitate networking and collaboration among targeted beneficiaries.
2. Development and coordination of project's website
3. Prepare specific programs and/or campaigns and work closely with project staff and contractors to ensure the success of the Strategy.
4. Prepare quarterly plans and reports on communication activities and implement them in a timely manner.
5. Support the work of project staff in publishing the publications.
6. Participate in quarterly work planning and progress reporting meetings
7. Help in increasing participation of women in livelihood generating activities
8. Prepare and publish quarterly newsletters for disseminating information and sharing of experiences

Duties on Training Plan:

1. Coordinate with the consultant expert(s) to develop Training Plan(s)
2. Identifying the main target groups for training and assess the requirements on course timing, time limitation of participants, and other factors.
3. Support project in contracting arrangements for individuals and organizations to implement the Training Plan, including training needs assessment, developing training courses, and carrying out training as the Project's requirements.
4. Ensure that statutory training requirements are met
5. Amend and revise programs as necessary, in order to adapt to changes occurring in the work environment
6. Manage, monitor and evaluate the Training Plan's implementation and training materials for reporting through communication documents.

Deliverables

N	Deliverable	Timeline
1	Develop a long-term Communication Strategy	May
2	Develop a Training Plan	May-June
3	Prepare specific programs and/or campaigns	June-July
4	Manage, monitor and evaluate the Training Plan's implementation and training materials for reporting through communication documents.	May-December
5	Development and coordination of project's website	May-December

Monitoring: The National communications and training officer will be an experienced national expert to provide communications and training support of the project. He/She will work with project assistants and report to National Project Coordinator (NPC). During the contract period the working days: 120 days.

Qualifications and Competencies

- University Degree in a relevant field
- At least 5 years in communications and training development;
- Experience with modern methods of participatory training, including Training for Trainers

Technical skills

- A working knowledge of spoken and written of Azeri and English is required, including the ability to writing reports.
- Excellent computer skills, in particular mastery of all applications of the MS Office package;

Selection criteria: 1. Lowest price and technically compliant offer

- For more details, please see procurement notice

Terms of Payment:

Payment will be done in three instalments and based on completion of deliverables.

- 1 instalment – 20% advance payment, after signature of the contract (May, 2018)
- 2 instalment – 30% - deliverable 1, 2 (July, 2018)
- 3 instalment – 30% - deliverable 3 (September, 2018)

- 4 instalment – 20% - deliverable 4,5 (December, 2018)

No international travel is expected. Financial proposal should be done as a lump sum in consideration of supposed travels to the Project area. The breakdown is necessary. Daily allowance for internal travel is 92\$ per day.

Total no of days in the field: 40 days