



Terms of Reference (TOR)

Hiring of Resource Person/Short Term Individual Consultant for the Conduct of Training of Trainers on Cacao Productivity Enhancement Program (PEP) Level 1 & 2

1. Introduction and Rationale

The Philippine Rural Development Project is a six-year (6) project designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. PRDP will partner with the LGUs and the private sector in providing key infrastructure, facilities, technology, and information that will raise incomes, productivity, and competitiveness in the countryside.

The I-REAP Component aims to strengthen and develop viable rural agri-enterprises through investments in the appropriate segments of value chains of integral agricultural and fishery products in the proposed areas for implementation. To sustain these investments, the Component also provides technical assistance to Proponent Groups and representatives from Partner LGUs. These assistance aims to enhance the capacity of farmer and fisher groups in adopting appropriate productivity enhancement technologies to increase their productivity and income.

Known to have supported various agricultural commodity enterprises, PRDP encouraged a multi-stakeholder's collaboration in strengthening these target sectors in order to improve and sustain their enterprises. Aligned with this strategy, PSO Mindanao was able to forge a partnership with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), a broad-based sustainable development organization which supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

GIZ had developed a systematic training approach and knowledge products through its Cacao+ Project and had been implementing capacity building activities for small-holder cacao farmers. The organization also piloted a **Training of Trainers on Cacao Productivity Enhancement Program (PEP) Level 1 & 2** for PRDP supported cacao Proponent Groups in Region XI on May 20-24, 2024. With the success of the pilot training, PRDP PSO Mindanao decided to conduct the same activity in partnership with GIZ to capacitate the cacao Proponent Groups in other regions.

The resource speaker for this activity will be sourced out since it requires the recommended Cacao Specialist that will provide the same knowledge and skills to the cacao farmer-trainers of this batch.

2. Objectives

The main objective of the Cacao PEP Training of Trainers is to help the cacao farmer technicians from the PRDP supported subprojects become the proponent group's in-house cacao farmer-trainer/technician using the simplified learning tools and teaching guides fit to the farmers varied capacity. This training also aims to:

- Encourage the target cacao farmer technicians/trainer to appreciate the whole learning process of becoming a trainer;



- Acquire a deeper understanding of their role as a trainer in helping their respective Cooperatives /associations in improving their Cacao production and in producing a good quality dried fermented cacao bean; and
- Provide cacao-farmer trainers an in-depth understanding on the connections between having a balance between Business, Environment, People and being able to have a holistic grasp of sustainability through careful planning and good agricultural practices.

3. Expected Outputs

At the end of the activity, the participants are expected to recognized themselves as a cacao-farmer trainer (beginner), familiar with the theories and actual cacao production and post-harvest processing techniques, able to practice and teach the simple recording , has a changed mindset of cacao farming as business and not just a livelihood, able to report the knowledge gained from the training to their respective organizations, and most importantly can implement gradually their action plans to their fellow cacao-farmers.

At the end of the training, the participants are expected to:

- Be equipped in attaining reliable and sufficient survey data output;
- Be equipped in survey data processing both manual creation and downloading from-the survey instrument;
- Know the important points during data gathering;
- Interpret raw data downloaded from the Total Station and perform downloading of raw data to a computer to be used in the preparation of plans using a Road Design Software;
- Review and familiarize the Design Guidelines, Criteria and Standards of Road Design and its application using a Road Design Software;
- Create points, surfaces (with contours), alignments and cross-section;
- Perform the setting of design criteria (design speed), super elevation and generate elements of curves; and
- Compute cut or fill area and generate report of volume quantities.

4. Methodology

The TOT will be conducted with the target Cacao-farmer technicians representing the Cacao proponent groups from Region IX, X, XI, and XII and with our GIZ partner's cacao consultants and a Hired Cacao Specialist (see attached Annex A for selection criteria) as the main training facilitator and resource speaker of the activity. Nearest cacao farms were also coordinated in advance for the Field demonstrations and participants' hands-on activities.

Participants will be provided with copies of the training kit namely; the Facilitators Handbook, and the Farmers Field Guide (handbook) along with some farm tools to be used during actual field work.

Various methodologies will be applied for the whole training activity to ensure farmers will absorb more if they will have fun learning by doing. Such combined methodologies are:

1. Lectures and video presentation
2. Group Activity
3. Reflection Session





4. Workshop/Case study
5. Field Work for hands on activity
6. Demonstration of Skills
7. Action Planning

5. Indicative Program of Activities

(For 5 days on September 9 -13, 2024 (Day 1 and 5 is for Billeting and Departure)

DAY 1	Name of Session	Resource Persons
9:00am - 12:00nn	Arrival of Participants and Registration	PSO Secretariat
12:00nn - 1:00pm	Lunch	
1:00pm - 1:30pm	Opening Preliminaries: *Prayer *National Anthem *Welcome Message/Opening Remarks	Dir. Macario D. Gonzaga Project Director DA-PRDP, PSO Mindanao
1:00pm - 1:30pm	Introduction of Participants	PSO Staff
1:30pm - 2:15pm	Overview of the 5-day training Expectation Setting and Learning Norms (House rules) Grouping and Tasking Pre-test for the Participants	PSO staff
2:15pm - 2:20pm	PM SNACKS	
2:20pm - 3:30pm	Adult Learning Theories	May Gerzon GIZ Consultant
3:30pm - 4:30pm	What is Training?	
4:30pm - 5:30pm	What Makes a Good Trainer/Facilitator?	
5:30pm - 6:30pm	Facilitation vs Training: Characteristics of Successful Training -Training Methodologies	
6:30pm - 7:00pm	Synthesis	PSO Staff
7:00pm - 8:00pm	Dinner	



Day 2		
8:00am - 8:10am	Recap of Day 1 Activities (10mins)	
8:10am - 9:00 am	PEP 1 Cacao Farming as a Business: Cacao Situationer	TBI
9:00am - 10:00 am	Business and Livelihood Key Dimensions of Successful Farm Business	May Gerzon GIZ Consultant
10:00am - 12:00nn	Understanding Price Changes and Fluctuations in the Price of Agricultural Commodities	May Gerzon GIZ Consultant
	Qualities of a Successful Business Person -Overview of Farmer Attitude -Farm Practices	
12:00nn - 1:00pm	Lunchbreak	Assigned Group
1:00pm - 2:30 pm	Farm Business Assessment Assessing and Finding Opportunities	May Gerzon GIZ Consultant
2:30pm - 3:20pm	SWOT	
3:20pm - 4:30 pm	Developing Strategies: OS,OW, TW and TS	
4:45pm - 5:45 pm	Clonal Performance Evaluation Pollination Efficiency and Clonal Compatibility	TBI
5:45pm - 6:45 pm	Optimizing Cacao Farm Profitability Record Keeping (concept of Money In and Money Out)	May Gerzon GIZ Consultant
6:45pm - 7:30 pm	Increasing Revenue and Reducing Cost	
7:30pm - 8:30pm	Dinner	

Day 3		
8:00am - 12:00 am	Hands-on Field Work Ecosystem <ul style="list-style-type: none"> ● AESA (Agro-Ecosystem Analysis) ● Pollination ● Sleeving ● Farm sanitation ● Insect Identification ● Non-Chemical Pest Control Measures 	TBI
12:00nn - 1:00 pm	Lunchbreak (Back to venue from the farm visit)	
1:00pm - 2:30 pm	Nursery Establishment	TBI
2:30pm - 2:45 pm	Field Establishment and Upkeep	
3:45pm - 4:50 pm	Ecosystem and Biodiversity Ecosystem Services	May Gerzon GIZ Consultant
	PM SNACKS	
4:50pm - 5:50 pm	Soil Fertility and Management	TBI
5:50pm - 6:35 pm	Soil Erosion	May Gerzon GIZ Consultant
6:35pm - 7:30 pm	Participants Individual Facilitation Demo to assigned topic	Assigned Pax
7:30pm - 8:30pm	Dinner	



Day 4		
8:00am - 8:15 am	RECAP OF DAY LESSONS AND FIELDWORK	
8:15am - 12:00 am	<u>Hands-on Field Work</u> *Nursery Establishment *Farm Establishment and Upkeep	TBI
12:00nn - 1:00 pm	LUNCH BREAK	
1:00pm - 2:30 pm	Nursery Establishment	TBI
2:30pm - 2:45 pm	Field Establishment and Upkeep	TBI
3:45pm - 4:50 pm	Ecosystem and Biodiversity Ecosystem Services	May Gerzon GIZ Consultant
	PM SNACKS	
4:50pm - 5:50 pm	Soil Fertility and Management	TBI
5:50pm - 6:35 pm	Soil Erosion	May Gerzon GIZ Consultant
6:35pm - 7:30 pm	Participants Individual Facilitation Demo to assigned topic	Assigned Pax
7:30pm - 8:30pm	Dinner	



Day 5		
8:00am - 11:00 am	Harvest and Postharvest processes	TBI
11:00 am - 11:30 am	Major Pest Symptoms and Control Measures	
11:30am - 12:00 am	IPM Strategies -Pod sleeving preparation and demonstration	
12:00 nn - 1:00 pm	LUNCH BREAK	
1:00pm - 1:30 pm	Safe and Responsible Use of Chemicals	May Gerzon GIZ Consultant
1:30pm - 2:00 pm	Cacao Rehabilitation	TBI
2:00 pm - 2:30 pm	CRAFTING OF RE-ENTRY PLAN	Pax
2:30pm - 3:00 pm	PLEDGE TO EMPOWER OTHERS BY TRAINING/COACHING/MENTORING OTHERS	Pax
3:00 pm - 3:30 pm	Closing Activity: Response from Participants Awarding of Certificates Special Awards	PSO Staff

6. Logistics and Administrative Requirements

The Resource Person/Short Term Individual Consultant shall provide his/her own computer unit, supplies and materials he/she will need/require for the duration of the engagement. He or she will also provide the PRDP an electronic copy of his presentation materials as ready reference of the participants while PRDP shall shoulder the following:

- Food and accommodation of the support staff, participants and Resource Person/Short Term Individual Consultant

7. Skills and Educational Qualification Requirements

The Resource Person/Short Term Consultant's qualifications will be the following:

- Minimum of 10 years of professional experience in cacao industry specifically working directly in cacao production/farming, processing, or quality assessment and preferably with previous roles such as cacao agronomist, quality control specialist, or industry consultant; and have experience in regions where cacao is a major crop, ideally in diverse climates and conditions.
- Must have hands-on experience in cacao farms or processing facilities; and has proven ability to train and educate others on cacao-related topics, including workshops' discipline.
- Must have produced and or published Industry papers such as contributions to industry reports, or practical guides on cacao.



- Must have experience with knowledge of sustainable and ethical cacao farming practices (such as but not limited to Philippine Good Agricultural Practices (GAP); and has familiarity with certification programs such as Fair Trade, Organic, or Rainforest Alliance
- Must have networking and cacao industry connections with growers, processors, and other stakeholders; and has previous experience in collaborations with industry organizations, NGOs, or academic institutions.
- Must have positive reputation within the cacao industry, with endorsement or recommendations from respected professionals; and has references from previous clients, employers, or academic advisors.
- Must have understanding of and sensitivity to the cultural contexts in which cacao is grown and used; and has experience working with local communities and understanding of their role in cacao production.
- At least a bachelor's degree holder in a discipline relevant to the scope of the assignment.

8. Duration of Engagement

The Resource Person/Short Term Consultant will be given 4 days to provide the above designed sessions/program of activities during the training from September 10-13, 2024.

9. Resource Person/Short Term Consultant's Procurement and Costs

Procurement of the Resource Person/Short Term Consultant shall be in accordance to the WB Procurement Guidelines harmonized with RA 9184 and DBM Budget Budget Circular No. 2007-1, April 23, 2017, "Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators".

The cost of **Php 78,480.00** includes honorarium, management and course development presentation fees, materials and consumables, farm rentals, overtime and other incidental expenses incurred for the duration of the engagement shall be paid to the selected Resource Person/short Term Consultant.

Prepared by:


CHERRILYN L. BAYLON
I-REAP Component Head

Approved by:


DIR. MACARIO D. GONZAGA
Project Director