



**Terms of Reference**

**EXTERNAL CONSULTANCY**

**Rural Development / LEADER expert consultant**

Consultant funded under:

**Joint EU-UNDP Programme for Rural Development, Phase II  
ENPARD III**

Project:

**Enhancing Competitiveness of Agriculture  
and Improving Rural Economic Diversification**

Location:

**Abkhazia/Georgia**

## 1. BACKGROUND

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Action Against Hunger (AAH) - Spain, as part of the Action Against Hunger International network, is a non-governmental, private, apolitical, non-confessional and non-profit organisation that fights hunger and its root causes worldwide. It has been operating in the South Caucasus region since 1994 and its current programmes focus on the following areas: Food Security, Livelihoods, Agriculture, Economic and Rural Development.

Under the project “**Enhancing Competitiveness of Agriculture and Improving Rural Economic Diversification**”, financed by UNDP and the European Union, AAH is looking to contract a consultant to support the establishment and training of a Local Action Group (LAG) in Gali District in Abkhazia. The project will begin in April 2018 and will continue to support bottom up, participatory development approaches, bringing together a broad cross-section of local actors to determine development priorities and support socio-economic initiatives.

In addition to supporting the development of the LAG, the project will support the LAG in designing and drafting a Local Development Strategy (LDS). The LDS will be created in a participatory way, incorporating inputs from all communities and from experts in their respective sectors. The finished product will be a well-informed and comprehensive document that lays out the needs and opportunities of the target area along with the development objectives and priorities. This document will be instrumental in guiding the sub-project grants component, that provides community members and institutions with the opportunity to develop the local economy and services, increase employment and support economic diversification.

## 2. GENERAL OBJECTIVE

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The consultant will be responsible for providing information on the LEADER and community-led local development (CLLD) approach to project stakeholders, assisting AAH in establishing the LAG and providing trainings to LAG members on their roles and responsibilities. This support will be provided over three separate consultancy visits to Abkhazia with a total of 18 working days. The consultant will work together with the AAH team in designing the training plan and will be responsible for the delivery of trainings and capacity building sessions to the LAG members.

## 3. TASKS AND RESPONSIBILITIES

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The following tasks and responsibilities are expected to be accomplished over the three consultancies. Please note that this list not exhaustive and AAH would welcome inputs and ideas from the consultant on other areas of expertise that can be included in the TOR:

### Consultancy 1:

Provide a briefing to AAH on LEADER approach used within the consultant’s country of origin, and other practices used in other European countries. Provide general information on the LEADER approach and CLLD to a broad range of stakeholders and at the project opening event

### Consultancy 2:

Facilitate workshops and trainings to the LAG on the key aspects of the LEADER approach and CLLD and the structure and management of the LAG

### Consultancy 3:

Provide trainings to the LAG on the concept of the Local Development Strategy and how to manage a sub-project granting mechanism for community-led initiatives.

## **4. EXPECTED OUTPUTS**

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1. High quality presentations and training materials (including videos that can be translated by AAH) for all capacity building exercises
2. Examples of sample documents for LAG organisational structure, management plan, statute, code of conduct etc.
3. Submission of short reports and recommendations to AAH following each consultancy visit

## **5. CONSULTANCY TIMEFRAME**

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The consultancy timeframe is negotiable based upon the needs of the project and the consultant's availability. The following is an outline of the anticipated consultancy period for the three consultancies.

Consultancy 1: 5 working days in country to be held in early-mid May 2018

Consultancy 2: 5 working days in country to be held mid-end June 2018

Consultancy 3: 5 working days in country to be held mid-end July 2018

3 working days will be allocated for home-based report writing.

## **5. QUALIFICATIONS & EXPERIENCE REQUIRED**

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- ✓ University degree or masters in relevant discipline
- ✓ Demonstrable knowledge and experience of working on LEADER programming and CLLD
- ✓ Experience of conducting training programmes on LEADER and CLLD
- ✓ Strong presentation and communication skills
- ✓ English language fluency
- ✓ Knowledge of Russian language an advantage
- ✓ Report writing skills

## **6. GENERAL CONDITIONS**

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**Required start date:** Early or mid-May 2018

**Duration of work:** 18 working days – 15 days in country and 3 days remote (home based)

**Location of work:** Tbilisi, Gali & home based

**Work Plan and Methodology:** The work plan will be made together with Action Against Hunger prior to departure to Georgia

**Fees:** The total amount for consultancy fees to be negotiated based on the proposition and experience of the consultant.

**Per diem:** The amount of requested per diem should be included within the consultancy fee.

**Payment:** 100% of the fees to be paid on completion and approval of each consultancy and following the submission of the consultancy report

**Travel:** Travel to the mission and back will be paid directly by Action Against Hunger and all internal travel cross in country will be arranged and paid for by Action Against Hunger.

**Accommodation:** Hotel or guesthouse accommodation in Tbilisi and Abkhazia will be arranged and covered by Action Against Hunger.

**Report:** The consultancy reports be submitted in an electronic version in the English language.

**Rights:** The ownership of the report documents will belong to Action Against Hunger and the Austrian Development Cooperation exclusively. The document, or any publication related to it, will not be shared by the consultant to anybody prior to the delivery of the final document to the donor by Action Against Hunger.

Action Against Hunger may share the results of the report with the following groups:

- Donor(s)
- Key Stakeholders
- Various co-ordination bodies

**Visa:** Action Against Hunger will support the consultant in the visa application and make payment for the visa for Abkhazia.

**Insurance:** The consultant shall manage his/her own insurance and provide the details of coverage to Action Against Hunger before departure.

**Translation:** Action Against Hunger will provide spoken translation from Russian-English and English-Russian as required by the consultant.

**Other:** Any materials required to carry out the assigned consultancy (laptop, mobile phone etc.), must be provided by the consultant.

## 6. APPLICATION PROCESS

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- Interested applicants should send their **CV** and a **1-2 page technical proposal on proposed content for the three consultancies**
- The letter should also include the **proposed gross daily rate for remuneration (in Euros)**. This daily rate should include the consultancy fee and per diem. *Please note that international and internal travel, accommodation and visa costs will be covered by Action Against Hunger*
- Applications to be sent to the Action Against Hunger email address: [acfjobs@sc.acfspain.org](mailto:acfjobs@sc.acfspain.org) with the subject "**LEADER consultant**" no later than **18<sup>th</sup> April 2018**.