



Terms of Reference

EXTERNAL CONSULTANCY

Rural Development / LEADER expert consultant

LEADER expert consultant

Consultant funded under:

**European Neighbourhood Programme for Agriculture and Rural Development –
Georgia (ENPARD III)**

Project:

**Promoting inclusive and participatory local development in Akhmeta
Municipality**

Location:

Akhmeta/Georgia

1. BACKGROUND

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.

With the support of the European Neighbourhood Programme for Agriculture and Rural Development (ENPARD), Action Against Hunger is implementing the project “**Promoting inclusive and participatory local development in Akhmeta Municipality**” in partnership with the Kakheti Regional Development Foundation (KRDF). The project began in January 2019 and aims to improve the socio-economic integration of disadvantaged rural communities in Georgia and contribute to poverty reduction through an inclusive and community-led approach to rural development to improve the quality of life and economic conditions in Akhmeta Municipality. The project supports bottom up, participatory development approaches, bringing together a broad cross section of local actors to determine development priorities and support socio-economic initiatives. The principal mechanism of this approach is the Local Action Group (LAG), which is a public-private partnership of local community members that represent a broad cross section of different groups and sectors within the municipality. Once formed the LAG will be trained in the principles of Community-led Local Development (CLLD), supported to design and draft a Local Development Strategy (LDS) and capacitated to implement a grant competition to fund rural development initiatives within Akhmeta Municipality.

2. GENERAL OBJECTIVE

The consultant will be responsible for providing training on the LEADER and community-led local development (CLLD) approach to potential LAG members, explaining the roles and responsibilities of the LAG and its centrality to the CLLD approach. This support will be provided in two separate consultancy visits to Akhmeta in the Kakheti region of Georgia with a total of 12 working days (10 in country and 2 home-based preparatory days) and 4 travel 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

The following tasks and responsibilities are expected to be accomplished over the two consultancies. Please note that this list is not exhaustive and AAH would require 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 and its partner on the LEADER approach used within the consultant’s country of origin and best practices used in other European countries. (1 working day)
- Facilitate workshops and trainings to the potential LAG members on the key aspects of the LEADER approach and CLLD and the structure and management of the LAG (anticipated 2 days training x 2 groups totalling 4 working days).

Consultancy 2:

The second consultancy visit will cover the third task:

- 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 (anticipated 2 days of training for 2 groups, totalling 4 working days).

Note: The trainings will focus on the conceptual framework of the LDS and will not actually assisting in designing or drafting the LDS – this will be performed under a separate consultancy contract.

- Debriefing meetings with AAH and partner staff with the provision of future recommendations for the project development (1 working day).

4. EXPECTED OUTPUTS

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 recommendations to AAH for future project planning

5. CONSULTANCY TIMEFRAME

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 two consultancies.

Consultancy 1: 8 days (1 home-based preparatory day + 5 working days in country + 2 travel days) to be held in early-mid November, 2019

Consultancy 2: 8 days (1 home-based preparatory day + 5 working days in country + 2 travel days) to be held in mid-December, 2019

6. QUALIFICATIONS & EXPERIENCE REQUIRED

- ✓ University degree 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 Georgian language an advantage
- ✓ Report writing skills

6. GENERAL CONDITIONS

Required start date: Early or mid-November 2019

Duration of work: 16 days – 10 days in country, 2 home based days and 4 travel days

Location of work: Tbilisi and Akhmeta

Work Plan: The work plan and will be created 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

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 Akhmeta will be arranged and covered by Action Against Hunger.

Report: Consultancy reports to 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 European Union 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

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 Georgian-English 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

- Interested applicants should send their **CV** and a **1-2 page technical proposal** on proposed content for the two consultancy visits.
- 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 (home based preparatory days should not include per diem). A rate for travel days should also be provided. *Please note that international and internal travel, and accommodation costs will be covered by Action Against Hunger*

- Applications to be sent to the Action Against Hunger email address: procurement@sc.acfspain.org with the subject “**LEADER consultant**” no later than **15th September**.