

Terms of Reference (TOR) – Consultancy Services

ASEAN-MAFF Japan Project for Human Resources Development in Food-related Areas through Partnership with Universities in ASEAN Region (HRD Project) – Phase 3

I. Background of the Project

The Project for Human Resources Development on Food-related Areas through Partnership with Universities in ASEAN Region (HRD Project) was established as part of Japan-ASEAN Cooperation to promote the cooperation on the Food Value Chain (FVC) which covered the connection from farmers to consumers through a collaboration between public-private sectors. The Project aims to directly contribute to Human Resources Development in ASEAN by enhancing knowledge and skills relevant and necessary for the comprehensive development of the food-related industry. Commencing on 1st October 2014, The HRD Project successfully completed its first phase on 31 December 2017, followed by its 2nd phase on 31 December 2020.

The successful implementation of HRD Project Phase 1 and Phase 2 have been considered to give positive outcomes and contributions to the development of the Food Value Chain, particularly in terms of Human Resources Development. In response to the positive feedback from the Member States, MAFF Japan promotes the establishment of HRD Project Phase 3. Phase 3 commenced on 1 January 2021, with a primary focus on providing the young generation, particularly university students as well as other stakeholders including government officials, experts from food-related companies, agricultural cooperatives, agricultural community enterprises, farmer organisation, and testing laboratories that need new knowledge, practical know-how, and essentials skills through;

- (a) Establishing a Partnership programme on food-related areas at universities in ASEAN region, including supporting students, researchers and the private sector, government agencies, agricultural cooperatives, agricultural community enterprises, and farmer organisations to participate in programme or academic meetings in AMSs and Japan
- (b) Increasing the educational and academic contribution from lecturers, researchers, and experts from related sectors, while also delivering necessary investigative outputs through the Project.
- (c) Developing a suitable environment for improving food analytical technology and food safety management through capacity building by practical training and introduction of appropriate equipment to agriculture-related agencies in AMSs.
- (d) Strengthening partnerships, creating networks, and facilitating collaborative research across various levels, including academic-industrial partnership and cooperation among different stakeholders within the industry along the value chain (e.g., agricultural production and processing).
- (e) Implementing training programme, such as seminars, workshops, focus group discussion study/training tour in AMSs or Japan, and internships opportunities in Japanese companies, for nurturing acquired core knowledge acquired through the project.

- (f) Supporting ASEAN in the implementation of the Strategic Plan of ASEAN Cooperation on Food, Agriculture and Forestry (2016-2025), including the sectoral working plans of working groups under SOM-AMAF/AMAF.

The expected outcomes of this Project are:

- a. Enhancing and improving the system for human resource development on the Food Value Chain across the region through specialized training and programme by experts in relevant fields,
- b. Built out a robust network among the young generation and key stakeholders such as Agricultural Cooperatives, agricultural community enterprises, and farmer organizations to strengthen Food Value Chain through proper involvement in programmes.
- c. Developing human resources for enhancing food security and harmonizing agricultural and food-related regulations and standards through specialized intensive courses

II. Purpose of the Assignment

The HRD Project Phase 3 commenced on January 1st, 2021. The Project continues to contribute to the development of FVC in AMSs by conducting a diverse array of programmes with online and onsite schemes that cover the area of the FVC Training Course, Food Safety Management (FSM) Course, and Food Analysis (FA) Course. Notably, a significant portion of the lectures are delivered by esteemed Japanese experts from Japanese public-private companies renowned for their expertise in FVC, FSM, and FA. Initially, the Project is scheduled to conclude in December 2023, however, activities of the Project was largely affected by the pandemic by COVID-19, some of the in-person events were not completed. Therefore, based on the mutual understanding between FAFD and MAFF Japan to achieve the greatest outcome of the Project within the existing Project document and the Project Implementation Plan for the 2022 Japanese Fiscal Year (Project Year, January to December 2023) without additional financial input, both parties agreed to extend Phase 3 through Request Letter of No Cost Extension by FAFD ASEC dated 22 December (Ref. No.: AECD/SDD/FAFD/LET/2023/225) and approved by MAFF Japan through with approval letter dated 27 December 2023 (Ref. No.: YUKOKU3589).

During the extension period, particular emphasis will be placed on promoting the development of the Seed and Crop Value Chain within the Food Value Chain framework, and increasing communication between the Japanese food and agriculture industry and ASEAN universities, governments and other stakeholders to strengthen the Food Value Chain in ASEAN. To effectively manage the additional workload associated with certain activities during the extension period, the Project will need to engage a consultant who could provide essential support services. This consultant will play a pivotal role in facilitating various tasks, including sourcing notable experts for lectures, seminars, and workshops.

III. Scope of Work and Required Activities

The selected consultant will be responsible for supporting the activities under the extension Period particularly on providing the notable experts and conducting the impact assessment, in close consultation with the Project Coordinator of the HRD Project.

1. Research Survey and Workshop “Seed and crop value chain”

The Workshop on “Seed and crop value chain” will be held as a forum for a "Protection of plant varieties for enhancing value". This workshop aims to present the findings of “Survey of production, distribution and sales of crop varieties cultivated in AMS”, featuring keynote addresses from Farm's organisation, Universities, and Government representatives. The agenda includes discussions on future program plans, and enhancing strategies for the program effectiveness

Activities

Stage 1: Drafting a research survey activity for “Seed and crop value chain” in AMS and a program of two-day Workshop in AMS.

Stage 2: Arranging logistic matters and coordinating research survey, in consultation with the Project Coordinator and MAFF Japan.

Stage 3: Preparing the workshop venue and the documents by compiling necessary information from stakeholders. This includes compiling all registration forms, presentation material, and other relevant documents for the survey and workshops.

Stage 4: Implementing the research survey and workshop.

Stage 5: Provide research survey and workshop records, activity reports and the financial report for the Project.

2. Workshop on “Sustainable FVC Development through Agricultural Technologies: Government-Industry-University Partnership in ASEAN and Japan”

The workshop will be held to provide an opportunity for the ASEAN stakeholder to understand and disseminate agricultural technologies for FVC Development in the ASEAN region. This event will highlight the significance of the Government-Industry-University Partnership in both ASEAN and Japan.

Activities

Stage 1: Preparing programme(s) of a two-day event which includes a one-day workshop and a one-day field trip related with scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.

Stage 2: Coordinating participants list as well as the speakers of workshop in collaboration with the Project, and proceeding further with logistics and transportation

Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including presentation material, participant list etc.

Stage 4: Implementing the workshop and field trip

Stage 5: Provide completion and financial report and submit it to the Project

3. Workshop for Environmental conservation and productivity improvement in the agriculture and food industries in Japan

The workshop in Japan will be held to provide an opportunity for the ASEAN stakeholders to experience and gain a better understanding of Japan advanced cutting edge and technology of FVC.

Activities

Stage 1: Preparing program(s) of a two-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.

Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceed further with logistics and transportation

Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including workshop presentation and material, participant list, etc.

Stage 3: Implementing the workshop

Stage 4: Provide completion and financial report and submit it to the Project

4. Impact assessment

Conducting the impact assessment of Project Human Resources Development in Food – related areas through Partnership with Universities in ASEAN Region (HRD Project) – Phase 1 to 3. This assessment aims to evaluate the Project effectiveness and its impact on ASEAN Member States.

Activities

Stage 1: Drafting an impact assessment in AMS.

Stage 2: Arranging logistic matters and coordinating impact assessment, in consultation with the Project Coordinator and MAFF Japan.

Stage 3: Preparing the documents by compiling necessary information from stakeholders. This includes compiling all assessment records such as forms, and other relevant documents for the assessment.

Stage 4: Implementing the impact assessment.

Stage 5: Provide report and financial report for the Project.

IV. Outputs

1. Research Survey and Workshop “Seed and crop value chain”

This workshop will be held in selected AMSs and need to be attended by related stakeholder of the Project including ASWGAC, AWGATE, Partner University, Farm's organisation, MAFF Japan and ASEAN Secretariat.

2. Workshop on “Sustainable FVC Development through Agricultural Technologies: Government-Industry-University Partnership in ASEAN and Japan

Consultant arranges and implements two-day event which includes a one-f-day workshop focusing on scaling up Food Value Chain Technologies Issues for Project stakeholders and facilitate knowledge sharing among them with regard to the Food Value Chain Development both in Japan and ASEAN

3. Workshop for Environmental conservation and productivity improvement in the agriculture and food industries in Japan

Consultant arranges and implements a two-day workshop to provide a platform for Project stakeholders in knowledge sharing with regard to the Food Value Chain Development both in Japan and ASEAN

4. Impact assessment

Consultant arranges and implements an impact assessment with regard to the Project Human Resources Development in Food – Related areas through Partnership with Universities in ASEAN Countries (HRD Project) – Phase 1 to 3.

V. Qualifications

Taking into consideration the scope of work and required activities, applicants shall meet the following criteria:

1. Demonstrated experience and expertise in dispatching experts in agriculture and food-related sectors to support a lecture, seminar, and or workshop. Thus, an extensive network with Japanese food and agricultural companies and agricultural co-operatives are required (please provide evidence)
2. Demonstrated experiences in conducting research and or surveys on agriculture or food-related issues (please provide evidence)
3. Demonstrated experience and expertise in organizing international workshops and/or other public events with participants from Japan and ASEAN member states. (please provide evidence)
4. Native-level ability of the Japanese language to communicate and coordinate with Japanese agricultural and food industries and other respective parties. (Japanese nationality provides a passport and non-Japanese Nationality provides JLPT Level 1). (Please provide evidence)
5. Ability to lead collaborative works for participants.
6. High Communication skills to closely coordinate with the Project, private companies, NARO Japan, ASEAN and MAFF Japan on project management and issues.

VI. Timetable in 2024

No	Output	Program	Activity	Schedule	
				Stage	Time
1	Research Survey and Workshop	Seed and Crop Value Chain	Stage 1: Drafting a research survey activity for “Seed and crop value chain” in AMS and a program of two-day workshops in AMS.	Stage 1	1 st week of June
			Stage 2: Arranging logistic matters and coordinating the research survey, in consultation with the Project Coordinator and MAFF Japan	Stage 2	1 st week of July
			Stage 3: Preparing the workshop venue and the documents by compiling necessary information from stakeholders. This includes compiling all registration forms, presentation material, and other relevant documents for the survey and workshops.	Stage 3	1 st week of August
			Stage 4: Implementing the research survey and workshop.	Stage 4	1 st week of September to 4 th week of October
			Stage 5: Provide research survey and workshop records, activity reports, and financial reports for the Project	Stage 5	1 st week of November
2	Workshop	Sustainable FVC Development through Agriculture Technologies	Stage 1: Preparing program(s) of a two-day event which includes a one-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.	Stage 1	3 rd week of June
			Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceeding further with logistics and transportation	Stage 2	4 th week of June
			Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including presentation material, participant list etc.		2 nd week of July
			Stage 4: Implementing the workshop and field trip	Stage 3	2 nd week of August (TBC)
			Stage 5: Provide completion and financial report and submit it to the Project	Stage 4	3 rd week of August

3	Workshop	Environmental conservation and productivity improvement in agriculture and food industries in Japan	Stage 1: Preparing program(s) of a two-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.	Stage 1	2 nd week of August
			Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceed further with logistics and transportation	Stage 2	4 th week of August
			Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including workshop presentation and material, participant list, etc.	Stage 3	2 nd week of October
			Stage 4: Implementing the workshop	Stage 4	1 st week of November
			Stage 5: Provide completion and financial report and submit it to the Project	Stage 5	2 nd week of November
4	Evaluation	Impact Assessment	Stage 1: Drafting an impact assessment in AMS.	Stage 1	1 st week of June
			Stage 2: Arranging logistic matters and coordinating impact assessment, in consultation with the Project Coordinator and MAFF Japan.	Stage 2	1 st week of July
			Stage 3: Preparing the documents by compiling necessary information from stakeholders. This includes compiling all assessment records such as forms, and other relevant documents for the assessment.	Stage 3	2 nd week of July
			Stage 4: Implementing the impact assessment.	Stage 4	1 st week of August to 1 st week of Sept
			Stage 5: Provide report and financial report for the Project.	Stage 5	2 nd week of September

Note: The schedule is tentative. The consultant should communicate closely with the Project to finalize the schedule.

VII. Reporting

The selected consultant should coordinate and closely work with the Project Coordinator in carrying out the assigned activities. Hence, the selected consultant should submit the completion report of the assigned tasks two weeks after the program is completed.

VIII. Budget, Payment Milestone, and Other Requirements

The payment will be made based on the receipts of expenses submitted by the selected consultant, with the payment arrangement as follows:

1. First payment of a professional fee (80%) shall be paid by ASEAN to the Consultant three weeks after signing the Nomination letter and Purchased Order
2. Final payment of a professional fee (20%) shall be paid by ASEAN to the Consultant three weeks after written acceptance of the completion report of the assigned tasks in accordance with the TOR (VII. Reporting).