

TERMS OF REFERENCE (TOR)

Project for Conducting Investigation for Cassava Farmers' Productivity Improvement through Sustainable Agriculture Extension

Under “Project for Support to Build Resilient and Sustainable Agriculture and Food Systems in the ASEAN Region (MIDORI Project)”

I. Background of the Project

Building a resilient and sustainable agriculture sector is one of the goals outlined in the Vision and Strategic Plan for ASEAN Cooperation in Food, Agriculture, and Forestry (2016-2025). To ensure resilient and sustainable development and reduce the development gap in the crop sector of ASEAN under the challenges posed by climate change and pest diseases, cassava farmers face risks despite increasing high market demand for its products from consumers in ASEAN countries.

Cassava, as a staple food, has a high potential for growing even in unfavorable soil conditions and contributes to supplying various products (e.g., processed food, bioethanol, amino acids including mono-sodium glutamate (MSG), pulp for cellulose, animal feed, etc.). However, one of the weaknesses of sustaining cassava production is that the appropriate technologies are not extended to small-scale farmers adapting to water shortages, pests, Cassava Mosaic Virus (CMV), high costs of chemical inputs, low yields, and shortages of agricultural labor force.

On the other hand, the Ministry of Agriculture and Cooperatives (MOAC) of the Royal Thai Government is promoting “Bio-Circular-Green (BCG) Economy” models for resilient, sustainable, and inclusive agriculture while striving to reduce environmental impact. The MOAC is interested in demonstrating their initiatives in Thailand to produce Fertilizer and Soil conditioner by using residues of cassava after the production of the MSG, which are utilized and returned to farmland.

To prepare for future demonstrations, a Consultancy Firm engaged in this project will be (1) demonstrating their initiatives in two cassava fields on a trial basis preliminarily and (2) organising a symposium/workshop to share the project’s efforts with ASEAN Member States (AMS).

II. Scope of Work

The Consultancy Firm will support (1) the demonstration of the above initiative in two cassava fields in Thailand on a trial basis, in consultation with the MOAC and relevant companies, and (2) the organization of the symposium/workshop in Bangkok by inviting (a) at least three government officials from AMS and Timor-Leste involved in agriculture policy and implementation, and (b) representatives from the ASEAN Secretariat (ASEC).

Table 1 Exporting countries of cassava (2022)

Rank	Country Name	Export Volume (MT)
1	Thailand	5,930,697
2	Laos	1,901,029
3	Vietnam	714,161
4	Costa Rica	110,751
5	Tanzania	73,402
6	Cambodia	65,725
7	The Netherlands	26,676
8	Nicaragua	6,860
9	Sri Lanka	6,153
10	Peru	5,626

Resource: FAOSTAT (Note: Export Volume was calculated based on dried chip conversion)

III. Activities

The Consultancy Firm shall be fully responsible for conducting all activities as described in the below table and shall ensure the implementation of each activity under full coordination with PMT by considering the requests from AMS.

Activities	Contents/Expected Duties	Remark
(a) Developing a model of sustainable cassava cultivation and management in public-private partnerships	- The Consultancy Firm will implement the following activities: (a) Baseline survey on cassava cultivation and management; (b) Promotion of virus-free cassava stalks of market-demanded varieties; (c) Preparation and provision of technical services to 2 demonstration plots (3.2ha/ plot); (d) Improvement of biological pest control materials; (e) Trial of contract farming. - The Consultancy Firm will arrange the venue for the survey and consider method for analysis - The Consultancy Firm will find out a pivotal person who can contribute to this project	- The Consultancy Firm will take full responsibility for the utilization of funds and will manage them professionally to ensure accountability - A Consultant in the Consultancy Firm (Project Leader) will be 1 (one) person, 3.0 months (3.0MM) in one year - Japanese private companies specializing in cassava production or processing (including technical guidance) in the ASEAN region should be ideally incorporated into project implementation structure (e.g. produce Fertilizer and Soil conditioner by using residues of cassava after the production of the MSG, which are utilized and returned to farmland) - Supporting data from existing cooperation projects to develop and disseminate pest management technologies and systems for producing healthy seedlings (e.g. JICA project) should be referred by the Consultancy Firm as appropriate - 2 demonstration plots should be derived from one suitable cassava production area and one less suitable area - The period of the demonstration will be approximately one year i.e. from February 2026 to January 2027

		- Local Consultants at the Consultancy firm (farming technologies local experts specializing in cultivation, Integrated Pest Management (IPM) and CMD resistant variety) will be necessary to be employed
(b) Training of trainers and developing the technical manuals for trainers to extend the model to other areas	- The Consultancy Firm will implement the following activities: (a) Development of technical manuals; (b) Conduct of training of trainers (TOT) for DOAE officers; (c) Preparation and provision of technical services to selected farmers (1.6 ha/farmer); (d) Monitoring of 2 demonstration plots and selected farmers' plots, and conducting end-line survey; (e) Conduct of seminars by the trainers to farmers' leaders to learn and prepare for appropriate cassava cultivation technologies.	- The period of the demonstration will be approximately one year - The demonstration will be conducted from February 2026 to January 2027 - A Consultant at the Consultancy Firm (Training Planner) will be 1 (one) person, 2.0 months (2.0MM) in one year - Local Consultants at the Consultancy Firm (farming technologies local experts specializing in cultivation, Integrated Pest Management (IPM) and CMD resistant variety) will be necessary to be employed (the same persons as above (a))
(c) Sharing the ideas of the project achievements, experiences and lessons learned among AMS	- The Consultancy Firm will implement the following activities: (a) Arrangement of invitations from the AMS; (b) Holding the ASEAN Cassava Symposium/Workshop in Bangkok and Field Visit; (c) Feedback considering each state's scenarios and preparation of potential concept notes.	- A Consultant at the Consultancy Firm (Project Leader) will be 1 (one) person, 3.0 months (3.0MM) in one year (the same person as above (a)) - A Consultant at the Consultancy Firm (Training Planner) will be 1 (one) person, 2.0 months (2.0MM) in one year (the same person as above (b))
(d) Consultation with ASEAN Secretariat and report to MAFF	- The Consultancy Firm will consult with ASEAN Secretariat and AMS governments for implementation of the aforementioned activities in collaboration with the PMT	

	- The Consultancy Firm will submit relevant report and documents of the result of the activities to Export and International Affairs Bureau, the Ministry of Agriculture, Forestry and Fisheries of Japan (MAFF)	
(e) Making the summary report and Proposal to PMT and MAFF	- The Consultancy Firm will make the summary report of each activity and provide the PMT and MAFF with proposals to prepare next project such as future demonstration in AMS, within one month after each activity - In addition to the above, the Consultancy Firm shall conduct the administrative work and procure the necessary supplies for the implementation of the activities	- The expected amount of paper to be translated is approximately 50 pages in A4 paper per training
e) Administrative and Logistical Arrangements	- The Consultancy Firm shall be responsible for managing all necessary administrative and logistical arrangements required for the effective implementation of the activities outlined in this Terms of Reference.	- The Consultancy Firm shall utilise the allocated funds responsibly and manage them in professional and accountable manner.

IV. Indicative Timeline

Please note the timeline below is subject to change according to future circumstances.

No	Output and Activity	Estimated Timeline
i	Consultancy Firm prepares for preliminary demonstration in consultation with PMT	February – March 2026
ii	Preliminary demonstration	April – December 2026
iii	ASEAN Cassava Symposium/Workshop in Bangkok	January 2027
iv	Completion Report	January 2027

V. Deliverables

The selected Consultancy Firm is expected to deliver:

1. Schedule of Training

The Consultancy Firm shall submit the schedule of implementing the activities to PMT within ten days (other than Saturday, Sunday, or a national holiday) after the commencement of the services.

2. Summary Report of each Activity

3. Completion Report

- The Consultancy Firm shall prepare the Completion Report (in English) containing a summary of the activities described in “III. Activities”, electronic files of back data, and photographs related to the contents of the report. When compiling the report, the source and basis of the information should be indicated as necessary.
 - Completion Report shall be submitted to the PMT within 2 months after the implementation of all training programs.
4. **Financial Report**
The Final Financial Report (in English) shall be submitted along with the Completion Report to the PMT within 2 months after the implementation of all training programs.

VI. Qualification

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

- a) Consultancy Firms having demonstrated extensive experience and expertise in conducting investigations and demonstrations on Cassava value chain and supporting to build resilient and sustainable agriculture and food systems in the ASEAN Region (*please provide evidence of experience related to cassava, e.g., portfolio, website, company profile*).
- b) Consultancy Firms provide a concrete work plan or timetable for performing the assignment within the estimated timeline specified in the TOR attached as Annex A (*please submit the work plan*).
- c) Consultancy Firms possessing sufficient experience in collaboration with Japanese private companies or relevant organizations for contacting and communicating with Japanese experts and relevant people. Hence, the Consultancy Firms are preferable based in Japan (*please provide evidence, e.g., a list of portfolios of collaboration experience(s)*).
- d) Consultancy Firms with good communication skills, particularly proficiency in Japanese, and the ability to interact closely with the PMT on investigation issues and status (*please provide evidence, e.g., identification document for native-speaker and/or JLPT N1 level certificate*).
- e) Consultancy Firms bearing the ability to provide human resources to assist in the investigation according to the schedule (*please provide CVs of proposed trainers with experience related to cassava, such as cultivation or pest management, or developing technical guidelines on cassava cultivation for trainers, or experience in training of trainers in cassava cultivation*).

VII. Requirement for the Submission

Interested applicants are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components** (please refer to the Request for Proposal).

1. Technical

The technical proposal (original and copy) shall provide the following information:

- A brief description of the firm/company profile
- A duly filled Appendix 1 and 1a – Consultancy Firm General Information and Customer Reference
- A detailed technical requirement which shall consist, among others, of (please refer to Appendix 2)
 - o technical experience (e.g., portfolio, website, company profile),
 - o work plan or timetable for performing the assignment (please submit the work plan),
 - o collaboration experience (a list of portfolios of collaboration experience(s)),
 - o communication skills (identification document for native-speaker and/or language certificate), and
 - o human resources (CV of proposed trainer(s) with experience related to cassava, such as cultivation or pest management, or developing technical guidelines on cassava cultivation for trainers, or experience in training of trainers in cassava cultivation)
- A completed compliance checklist as per Appendix 4
- Any comments or suggestions on the proposed assignments and deliverables (if applicable)

2. Financial

Financial Proposal (original and copy), which shall consist of, among others, the bid amount, etc; a duly-filled Appendix 3 – **Price**.

Quotation submission shall be in **US Dollars for international bidders or IDR for local bidders**.

VIII. Scope of Services

The duration of the contract with the selected Consultancy Firm is expected to commence from 1 February 2026 to 31 January 2027 (subject to change according to the circumstances). The Consultancy Firm shall agree to be bound by and sign the Special Services Agreement (SSA) with all requirements under the Terms and Conditions provided therein, including this TOR.

IX. Terms of Payment

The payment of the Service Fee to the selected Consultancy Firm shall be made in the following payment schedule:

- a) First payment of service fee for 60% from the total amount of cost shall be paid to the Consultancy Firm three weeks upon the signing of the Special Services Agreement (SSA).
- b) Final payment of service fee for 40% from the total amount of cost shall be paid to the Consultancy Firm three weeks upon written acceptance by PMT of the completion report and financial report in accordance with the TOR.

X. Additional Notes

- i. The Consultancy Firm shall be fully responsible for conducting all activities and shall ensure the implementation of each activity in full coordination with PMT as described in the proposal.
- ii. The Consultancy Firm shall discuss if any matter arises that is not specified in this TOR and SSA, or if any question arises in the implementation of the activities.
- iii. The Consultancy Firm shall report the progress of the activities and other information as requested by PMT.
- iv. The Consultancy Firm shall receive instructions from PMT in determining policies and compiling results of the activities.
- v. The Consultancy Firm shall not communicate, disseminate, disclose, or release information made known to the Consultancy Firm through the activities to any third party, authorities, or other external parties of ASEAN and MAFF MIDORI Project and shall not be used for any purpose other than the purpose of the activities.
- vi. As an intergovernmental organization, ASEAN shall not be responsible for any tax(es), levy, tax claim, or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.