

Terms of Reference

Job title: Facilitator – Programmatic Reflection & Strategy Discussion

Dates & duration: September or October 2020. Total working days to be determined in consultation between successful candidate and TOMAK but will include workshop preparation, facilitation (over 3 days), and report preparation.

Location(s):

Local recruitment – consultant should be in-country and able to facilitate a workshop in person.

Reports to:

Patrice Charpentier, TOMAK Team Leader

ARF Discipline Category and Job Level (if applicable):

N/A.

TOMAK Contract Representative:

Kathryn Lee, TOMAK Program Manager

Background:

TOMAK

The *To'os Ba Moris Di'ak* Program (TOMAK) is a AU\$25 million, 5+5 year¹ agricultural livelihoods program funded by the Australian Government in Timor-Leste. Its goal is to ensure rural households live more prosperous and sustainable lives. TOMAK works in partnership to implement parallel and linked interventions that aim to:

- Establish a foundation of food security and good nutrition for targeted rural communities.
- Build capacity so these communities can confidently and ably engage in profitable agricultural markets.

During the program's first phase (2016-2021), Component 1 of the program (Food Security and Nutrition) has worked through NGO partners to promote nutrition-sensitive agriculture (NSA) approaches to improve the availability and utilisation of nutritious food. Component 2 (Market Systems Development) has worked in partnership with the Ministry of Agriculture and Fisheries (MAF) and private sector actors to promote the development of commercial agriculture, focussing on selected higher-potential value chains. Crops being targeted include mung beans, peanuts, red rice and shallot/onions. Social behaviour change (SBC) approaches have been implemented under both components to promote improved nutrition behaviours for rural households as well as profit-seeking and self-advancement behaviours.

Gender approaches have been embedded in the planning, implementation and monitoring of activities across the program, in order to promote gender equality and women's economic empowerment.

The primary target area for Phase 1 of the program covers 83 inland mid-altitude suku (villages) with reasonable agricultural potential, located in Baucau, Viqueque and Bobonaro municipalities.

¹ AU\$25 million for Phase 1. An anticipated second 5-year phase was included in the original design, although its scope and the funding for this Second Phase are yet to be determined.

Rationale

As part of its original design, TOMAK Phase 1 (2016-2021) included a start-up period of almost one year to undertake key foundational research and to establish and formalise relationships with key implementing partners including government (Ministry of Agriculture & Fisheries, Ministry of Health, IADE) and international NGOs (CRS, World Vision and Mercy Corps). This period also saw the development of a Program Guiding Strategy to orient program implementation in subsequent years. The anticipated Phase 2 (2021-2026) of TOMAK is intended to build upon experiences and lessons learned from Phase 1, including key successes and challenges faced.

TOMAK technical and field teams have first-hand knowledge from having managed Phase 1 of the program, perspectives which will be useful in considering future directions for a potential Phase 2. As such, the program seeks to draw out and analyse these experiences through an in-depth internal workshop. The workshop will be a reflection on the key strengths, weaknesses, challenges and opportunities of the program as seen and experienced by its technical personnel and field management teams.

The Assignment

An external consultant is being sought to develop and facilitate a 3-day internal workshop for key TOMAK personnel to capture and analyse current knowledge, perspectives and ideas resulting from Phase 1 implementation experiences to help inform the future design of TOMAK Phase 2. The assignment will include a review of project documentation (investment design document, program guiding strategy, select progress reports, mid-term review findings, etc), facilitation of the workshop, and preparation of a well-structured and comprehensive workshop report. Participants of the workshop will include the entire TOMAK technical team (Food Security & Nutrition, Market Systems Development, Communications, Gender and M&E teams), the management team including the Team Leader, the Program Manager and three Municipal Managers. Due to limitations in international flights into Timor-Leste, the ideal candidate will be based in Timor-Leste in order to facilitate the workshop in person.

Overview of Assignment

Assignment responsibilities and deliverables:

Preparation

- Review of project literature (investment design document, program guiding strategy, select progress reports, mid-term review findings, etc.)
- Overview/workshop agenda (based on discussions with TOMAK and initial review of project literature)
- Concise session plans for each session

Workshop

- Facilitation of workshop sessions with key personnel including notetaking

Write-up

Workshop report including the points below:

- An analysis of the successes and challenges/learning from implementation during Phase 1.
- A listing of priority intervention areas for Phase 2.
- A SWOT analysis of TOMAK considering priority intervention areas for Phase 2.
- A listing of priority activities to include in any future design, considering available M&E data and information at this point.

- Needed adjustments from Phase 1 considering lessons learned and changing context (for example, levels of resources for M&E, or COVID-19 implications).

Timeline:

- Literature review, initial calls with TOMAK Team, workshop design (late Sep – early Oct)
- Design workshop with TOMAK team (to be facilitated mid-late Oct)
- Workshop report consolidating workshop discussions, potential strategies, and recommendations (within 2 weeks following workshop)

Skills and experience required:

- a. Extensive experience facilitating strategic planning workshops
- b. Ability to synthesize a variety of ideas and present back to teams
- c. Familiarity working in agriculture and nutrition in Timor-Leste preferred
- d. Excellent spoken and written English skills, including report writing
- e. Bachelor's degree in Public Health, agriculture, social science or other related field
- f. Strong interpersonal and communication skills
- g. Ability to use MS Office applications