



TERMS OF REFERENCE

POST TITLE: National Training Consultant-*Gender Mainstreaming Training*

PROJECT NAME: Grow PNG Ltd -Gender Mainstreaming Training

LOCATION OF ASSIGNMENT: Markham valley, Morobe Province, PNG

A) Project Title: Gender Mainstreaming Training

B) Background

Grow PNG Limited is a non-profit subsidiary of Grow Asia Partnership Limited, and an Australian Government funded-initiative under the PNG-Australia Partnership program, established in 2019 in Lae, Morobe. It is supported by the World Economic Forum to implement the United Nations Sustainable Development Strategy on Sustainable Agriculture. Its primary focused is on Agricultural development in the Markham valley.

Grow PNG's overall vision is to accelerate the growth of the agriculture sector in the Markham valley; enabling 20,000 smallholder household to increase their income by 20% within 8 years. One of Grow PNG's Focus Area is to promote gender equality by highlighting the challenges faced by women in agriculture and ensuring gender-neutrality when engaging in work programs and sharing outcomes.

Importantly, noting that, achieving gender equality requires coordinated collaboration between many different actors, including policy makers, private sector, farmers and civil society. It also requires taking a multidimensional perspective by addressing barriers and challenges that manifest themselves in different forms across various industry sectors and by connecting with other areas of the sustainable development agenda (e.g. health, poverty, education, etc.).

Grow PNG will focus on supporting its partners' programs and practices for the female population in the Markham valley and provide support for women who depend on agriculture for an income. It will help partners improve or enhance their own programs by generating awareness, facilitating knowledge-sharing, training, and sharing tools about gender mainstreaming and inclusion.

Grow PNG is now embarking on conducting Gender Mainstreaming workshop to facilitate knowledge sharing and create awareness on gender inclusion and women's economic empowerment practices for key farmers, landowners, and important stakeholders within the agribusiness supply chain within its Markham valley footprint area.

A training consultant specialising in Mainstreaming Gender is now sought to develop a workshop/training program and facilitate knowledge sharing among our stakeholders and generate awareness on gender inclusion and women's economic empowerment within the Markham Agriculture Corridor. The workshop program will target two (2) levels of our partnership program:

- At the farmer household level, it will identify and outline examples of existing gender inclusion and women's economic empowerment practices that reflects the current



situation and how that can be improved for greater participation of women and the role they play in the economic and social wellbeing of farming families.

- At the agribusiness partnership level, it will focus on leveraging learnings and experiences of Gender Mainstreaming practices, and to share them across various partnership platforms and along the supply chain from farm to market.

Grow PNG will also leverage the Grow Asia network to bring knowledge, experiences, and practices elsewhere so to learn and integrate them where possible given the PNG cultural context.

Specific topic and modality will be explored based on partner needs, interest, and feedback. This work will commence in August 2021.

C) Objectives of Gender Mainstreaming Training Program

1. Develop Gender Mainstreaming Training program capturing all necessary details such as gender practices and challenges within farming families, agribusiness, policy levels and others.
2. Deliver the Gender Mainstreaming Training program using adult learning and experiential learning approaches and agree to a way forward in mainstreaming gender practices.
3. Evaluate the Gender training outcomes, and provide a training completion report also pointing the next steps.

D) Target Group for Training

The training will be at Mutzing, Markham district headquarter with participants coming from the Markham valley which sketches across two districts including Markham and Wampar LLG in Huon Gulf. The three LLG's in Markham District are; i) Onga -Waffa, ii) Umi – Atzera and iii) Leron - Wantoat.

The primary clients of this Training are from Grow PNG stakeholder groups as identified through its Working Groups. They are;

- ILGs executives and participants from with the 24 registered ILGs,
- Customary Land Owners
- Farmer Business Groups
- Cooperative Society Groups
- Agribusiness SMEs

E) Justification

This Gender training event will provide knowledge, advice, learnings, tools and resources for mainstreaming gender and women economic empowerment practices within the agriculture supply chain from farm to market. A Grow PNG gender mainstreaming strategy document will also



be developed as an outcome of this workshop, taking in all stakeholder's views and adding that to the existing documents from within Grow PNG and especially Grow Asia.

F) Purpose of the Training

Purpose of the training is to generate awareness and facilitate knowledge-sharing, experiences, training, and sharing tools and resources about gender inclusion and women's economic empowerment practices.

Targeted farmers, landowners, ILG executives, agribusiness partners within Markham valley will share knowledge and experiences, resources and tools on existing gender inclusion practices along the supply chains that can influence the growth of agriculture and income within their families, improve their livelihoods.

G) Expression of Interest (EOI)

The Gender Mainstreaming Consultant is expected to follow the steps as outline below when submitting EOI.

- 1–2-page cover letter with key words Cover: Cover or title page, should include project title, assignment name, firm name, logo, and contact information. Cover Letter in bold.
- Introductory paragraph formally referencing assignment name/number and stating the firm's interest in undertaking the assignment.
- 1-2 paragraphs introducing the firm, its primary focus of business, and its key qualifications for the assignment.
- 1-2 paragraphs highlighting relevant project experiences.
- 1 paragraph highlighting, in narrative form, one or two especially qualified staff.
- 1 paragraph conveying understanding of the assignment's purpose, objectives, and development context.
- 1-2 sentences identifying associated local partner(s) or experts.
- Concluding paragraph restating why the firm should be short listed and clearly stating the firm's interest in being on the short list.
- Signature and title of a senior officer of the firm.

H) Methodology and Approaches

The consultant is expected to observe the following in developing the methodology or approach in collecting data and developing the training program;

a) Source information and data from its own network, however, it is expected that collaboration must happen with Grow PNG and its networks;

- Farmers who have good experiences and practices of gender inclusions within their households.



- Business leaders who have executed both successful and unsuccessful gender programs/policies.
- Landowners, especially those who have include gender practices.
- Government officials from the district and provincial administration gender desk
- Gender policy experts and advisors to government

b) Grow PNG project lead will support write official letters where needed, and make contact where necessary with key person(s) wherever required;

c) The consultant will undertake review, assessment and judgment of the data collected in close consultation with the Grow PNG Project Lead

d) The consultant will facilitate in presentations and coordination of the stakeholder workshops organized as per the agreed work schedule.

e) The consultant will keep minutes of the training/ meetings/workshops and provide a completion report.

The *methodology* should be clearly documented in the report including comprehensive details of the following:

1. Documents reviewed
2. Interviews conducted
3. Consultations held with all key stakeholders
4. Project sites visited
5. Techniques and approaches used for data gathering, verification and analysis.

I) Scope of Work

a) Undertake desk review of the Gender policies, plans and strategies of Grow PNG. This will also include Grow PNG stakeholders and Farmers Groups, Landowners, Agribusiness so to identify challenges and opportunities, for inclusion within the training materials.

b) As much as possible, use existing gender inclusion and women's economic empowerment practices as the basis to develop the workshop training materials and toolkit, so to better reflect the needs, and interests of Farmers, Farmers Groups, Landowners, and Agribusiness.

c) Facilitate the training program as well as participate in the lead up meetings for inputs, comments, feedback and records and to ensure all minutes of the meeting are kept as part of the final report.

J) Expected Deliverables and Outputs

1. Design the training program from existing gender inclusion practices, case studies, literature reviews, supported by data collection and stakeholder consultation processes.
2. Deliver workshop to the xxx number of participants from the Markham valley.



3. Capture and document existing practices and success stories for agriculture and livestock development within the Grow PNG project footprint in the Markham valley and related stakeholders.
 - a. ILG farmer Groups.
 - b. Customary Landowners.
 - c. Agriculture Businesses.
4. Provide knowledge, advice, learnings, tools and resources for mainstreaming gender and women economic empowerment practices within the agriculture supply chain from farm to market.

Table 1: Activities and Schedule for the engagement

Activities. Required Deliverables of the assignment shall include;

- a) Identify and document existing gender case studies /inclusion practices literatures and success stories as the basis to develop the workshop/training materials before end of July.
- b) Progressive reports to Grow PNG Project lead
- c) Presentation of findings to the Grow PNG working groups on consultation meetings.
- d) The consultant/s shall report to the Project lead at Grow PNG, on a day-to-day activity and submit daily/weekly/monthly reports as required and agreed in the workplan/time schedule.
- e) The consultant team will draft, submit, revise (if necessary), and conclude the training Essential Materials, WORKPLAN and METHOD of the training before the end of July.
- f) The consultant will provide workshop/T&A to the participants by July/August and completed in October 2021 at Mutzing Station Markham valley.
- g) Towards the completion of the workshop training and awareness rollout, the consultant will submit a training report to the Grow PNG Ltd Project Lead before the end of October.

In developing and completing the above deliverables, the consultant team will provide clear and easy to understand training and awareness to participants, including through:

- Essential resources delivered in an organised, clear, and engaging manner
- Trainers are open and resourceful to questions from participants
- Active engagement and interaction with participants to ensure proper understanding of the information
- The substantive aspects of the workshop programs are linked with the context of Grow PNG's focus to promote gender equality by highlighting the challenges faced by women in agriculture on implementation; and
- Effective time management of the workshop sessions



Grow PNG Ltd Gender Mainstreaming Workshop Plan - 2021									
Activities	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct
Planning & Strategizing									
Working Group Consultation									
TOR – Workshop Consultant									
Training Package Development and Working Group Consultation. Members to review EOI and workshop program and select Service Provider									
Hiring/Procuring of Workshop Service Provider									
Workshop process begins									

K) Payments/Costings

Consultants are asked to provide a financial proposal that estimates the number of person-days involved, multiplied by their daily consultant rates. The financial proposal should also estimate expected out-of-pocket expenses (travel, accommodation, etc.) that will likely be incurred during the engagement. These out-of-pocket expenses will be reimbursed based on actual receipts submitted and require pre-approval from the Grow PNG Project lead.

L) Role of Grow PNG

To work closely with the consultant, monitor and evaluate the services rendered and importantly, ensuring proposed work plan is closely adhered.

M) Qualification and Required Competencies

The Training Consultant will have background experiences in facilitating gender mainstreaming workshop. The person must possess strong work ethic to draw on expert interviews and community consultations. The consultant should be an established and experienced training service provider registered with the national training council, and able to design and deliver/facilitate training using adult learning principles.

Competencies:

- Planning: Ability to develop clear goals, flexibility, time efficiency and ability to work with minimum supervision
- Professionalism: Demonstrable knowledge and appreciation of concepts and approaches related to Gender Mainstreaming and in PNG.
- Innovative: Should be able to propose new, flexible and creative approaches to mainstream gender within Agriculture and Agribusiness practices.
- Communication: Excellent written and verbal skills including the ability to articulate complex issues in a concise and clear manner both in English and Pidgin.



N) Contractual Conditions

This consultancy runs for three months from August to end of October 2021. The consultant will prepare an overall WORK PLAN at the beginning of the assignment, which will be discussed and agreed with the Project lead at the Grow PNG.

O) Submission Deadline

The closing date for tenders from potential consultant(s) is Friday 23rd of July 2021. Screening and shortlist will be done before the end of July.

P) Application Procedure

Interested Consultant (s) are required to submit the following, addressed to Grow PNG Executive Director at info@growpng.org;

- a) A technical proposal: letter of Interest, stating why you consider your services suitable for the assignment;
- b) Company profile on handling related assignment;
- c) Personal CVs for individual consultant highlighting qualifications and experience;
- d) Accurate business or personal address i.e., physical, postal, telephones and email;
- e) Contact details of referees from organizations for whom consultant has facilitate training in similar role;
- f) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price including other expenses) relating to the assignment;
- g) Both technical and financial proposal must not exceed five pages

Applications are to be addressed to:
Grow PNG Ltd
P O Box 4425, Lae Morobe Province, PNG
Level 1, Office 10, Nambawan Super Haus,
2nd Street, Top Town
Landline No: 472 0448

Website: www.growpng.org

All applications must be received no later than 4:30pm 23rd July 2021.

Authorized by:

JOHN SIMANGO

Executive Director Grow PNG Ltd