CARE International in Myanmar

Terms of Reference: Free, Prior and Informed Consent (FPIC) process
Project: The Western State Agribusiness Project

Location of assignment: Homebased, Mindat and Kan Pet Let Township, Chin State
Duration of assignment: Estimated 30 working days
Responsible to: Program Director – Rural Program
Main counterparts: Director (IDME), Senior Manager (Coordination)

Background
CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas.

Project Overview
The Western States Agribusiness Project (WSAP) goal is to increase the food security and economic status of rural households in an environmentally sustainable manner in southern Chin state. Its objective is to increase the incomes of rural households through improved production technologies and market linkages in a climate resilient manner. Its scaling up objective is to create optimal models of land ownership and profitable farming systems that are adapted to climate change and strengthen the resilience of landless, ethnic groups and vulnerable households across the hilly/mountainous areas of Myanmar. The geographic focus areas of the project included Mindat and Kanpetlet township of Mindat district in southern Chin State.

The project’s target groups consist of: (i) small and medium size farming households in upland areas; (ii) livestock producers; and (iii) non-farming and landless households. Women and women-led households will be prioritised, and youth, as the primary agents of change at community level, will be the focus of activities involving technological innovation and commercialization.

CARE is an implementing partner for the Western State Agribusiness Project (WSAP) with responsibilities for FPIC process, including ensuring inclusive consultation and participation across project participants in the implementation of the productive and social infrastructure facilities, capacity building, agriculture modernization, financial services, and policy engagement.
The Purpose of the Consultancy
The FPIC process to be integrated into WSAP implementation for identified project activities, and providing overall considerations to promote transparent engagement, communication and decision making across project implementation.

The Specific Objective
The specific objective is to have clear practical guideline on FPIC process in line with community governance structures and decision making processes.

Responsibilities of the Consultant
- The consultant is responsible to develop the design for the process and approach of developing practical guideline for FPIC process
- To make desk review of IFAD’s “How to do: Seeking free, prior and informed consent in IFAD investment projects” document and other relevant guidance documents
- Consultation process at various level includes community level
- Prepare the guideline covering the following, but it is not restricted to:
  - Soliciting FPIC at implementation stage
  - Design for seeking FPIC during implementation phase
  - Steps in the process of FPIC
  - Specific process for FPIC in locations identified civic works
  - Preparation of FPIC implementation Plan
  - Implementation of FPIC Plan, effective formats and tools should be included
  - Formalize consent including the format for consent agreement
  - Assess FPIC implementation
  - Documenting consultation, participation, and consent
  - Roles and responsibilities of facilitators for FPIC process
- The consultant is also responsible to launch draft guidelines to appropriate CARE and DRD staffs and obtaining feedback on the FPIC process before it is finalize.
- Produce practical guideline on FPIC process with both Myanmar and English version
- Provide training on “how to do: FPIC Process” for all relevant implementing departments, CARE and partner staff

Responsibilities of the CARE
- To ensure that the consultant receives the necessary information, documents, timely input, suggestions on the draft and coordination of communication.
- To arrange the logistics of the meeting/workshop preparations including materials.
- To provide transportation and accommodation for the consultant for the meeting or workshops with CARE staffs, DRD, key stakeholders and communities.

Schedule
Schedule of the consultancy, for a total of about 30 days, will be set after discussions between the consultant and Program Director, Director - IDME and Senior Manager (Coordination).

Time/timing
The consultancy should commence in first week of October following exchange of contracts with the successful offer.

Selection criteria
The Consultant shall be selected based on the following criteria:
• Proven experience in development of manual and guideline for community based development projects
• Strong experience in promoting community based development projects, working with local ethnic minorities, with the experience in the areas of the productive and social infrastructure facilities, agriculture, financial services, and policy engagement
• Demonstrated ability to engage with various levels of government departments, authorities and communities
• Excellent interpersonal and communication skills and written skills in English and Myanmar because the guideline to be produced in both English and Myanmar
• Extensive facilitation skills and proven practical experience in training, workshop and capacity-building for civil societies, INGOs and government departments

Submission of Proposal
Interested Consulting firms or individuals are expected to submit a detailed expression of interest (technical and financial proposal) with the following components:

• Proposed methodology and work schedule
• Proposed Budget (Including daily consultancy rate, domestic transport and accommodation will be covered by CARE International. Perdiem or meal costs will not be provided).
• A profile of the firm including full name(s), physical addresses, telephone numbers or a copy of CVs of the individual consultant who will undertake the developing guideline
• A writing sample of max. 5 pages from a previous report, preferably of related to community based groups or civil societies

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply. CARE is committed to protecting the right of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment.

Please note that the consultants are required to provide proof of registration and payment of applicable taxes as per Myanmar Law. Unless, withholding tax will be applied as required by Myanmar Law and we will deduct Withholding tax 2.5% of the total contract amount.

Interested applicants are requested to submit above-mentioned documents to the address below not later than 17 September 2020. Please clearly mention the announcement number ‘CARE/CO/CONS/1571’ and job title “Consultant for Free, Prior and Informed Consent (FPIC) process” in the Subject line.

CARE International in Myanmar
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