



# Food and Agriculture Organization of the United Nations

## TCP PROJECT AGREEMENT

Upon request from the Government of Suriname, Guyana and Jamaica, the Food and Agriculture Organization of the United Nations (FAO) will provide technical assistance for the execution of the following Technical Cooperation Project (TCP):

<b>Project Title:</b>	Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname
<b>Project Symbol:</b>	TCP/SLC/3603

A detailed description of the project, including background, rationale, project framework, implementation and management arrangements as well as oversight, monitoring, management information and reporting, is provided in the Project Document as an appendix to this Agreement.

### TCP General Provisions

1. The achievement of the objectives set by the project shall be the joint responsibility of the government and FAO.
2. As part of its contribution to the project, the government shall agree to make available the requisite number of qualified national personnel and the buildings, training facilities, equipment, transport and other local services necessary for the implementation of the project.
3. The government shall assign authority for the project within the country to a government agency, which shall constitute the focal point for cooperation with FAO in the execution of the project, and which shall exercise the government's responsibility in this regard.
4. Project equipment, materials and supplies provided out of Technical Cooperation Programme funds shall normally become the property of the government immediately upon their arrival in the country, unless otherwise specified in the project agreement. The government shall ensure that such equipment, materials and supplies are at all times available for use of the project and that adequate provision is made for their safe custody,

maintenance and insurance. Vehicles remain the property of FAO, unless otherwise specified in the project agreement.

5. Subject to any security provisions in force, the government shall furnish to FAO and to its personnel on the project, if any, such relevant reports, tapes, records and other data as may be required for the execution of the project.
6. The selection of FAO project personnel, of other persons performing services on behalf of FAO in connection with the project, and of trainees, shall be undertaken by FAO, after consultation with the government. In the interest of rapid project implementation, the government shall undertake to expedite to the maximum degree possible its procedures for the clearance of FAO personnel and other persons performing services on behalf of FAO and to dispense with, wherever possible, clearance for short-term FAO personnel.
7. The government shall apply to FAO, its property, funds and assets, and to its staff, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies. Except as otherwise agreed by the government and FAO in the Project Document, the government shall grant the same privileges and immunities contained in the Convention to all other persons performing services on behalf of FAO in connection with the execution of the project.
8. With a view to the rapid and efficient execution of the project, the government shall grant to FAO, its staff, and to all other persons performing services on behalf of FAO, the necessary facilities including:
  - i) the prompt issuance, free of charge, of any visas or permits required;
  - ii) any permits necessary for the importation and, where appropriate, the subsequent exportation, of equipment, materials and supplies required for use in connection with the project and exemption from the payment of all customs duties or other levies or charges relating to such importation or exportation;
  - iii) exemption from the payment of any sales or other tax on local purchases of equipment, materials and supplies for use in connection with the project;
  - iv) payment of transport costs within the country, including handling, storage, insurance and all other related costs, with respect to equipment, materials or supplies for use in connection with the project;
  - v) the most favourable legal rate of exchange;
  - vi) assistance to FAO staff, to the extent possible, in obtaining suitable accommodation;
  - vii) any permits necessary for the importation of property belonging to and intended for the personal use of FAO staff or of other persons performing services on behalf of FAO, and for the subsequent exportation of such property;
  - viii) prompt customs clearance of the equipment, materials, supplies and property referred to in subparagraphs (ii) and (vii) above.

- 9. The Government shall appoint a National Project Coordinator (NPC), as envisaged in the Project Document, to carry out the functions and activities specified in the project agreement. In some cases, it may be necessary for FAO to request, in writing, the NPC to incur specific commitments or obligations or to make specific payments on behalf of FAO. In such cases, the project may advance to the NPC project monies, up to the amounts allowed by and in accordance with current FAO rules and regulations. In this event the Government agrees to indemnify FAO and to make good to it, any losses that may arise from any irregularity in the maintenance of the advanced FAO's monies on the part of the NPC.
  
- 10. The government shall deal with any claim which may be brought by third parties against FAO or its staff, or against any person performing services on behalf of FAO, and shall hold them harmless in respect of any claim or liability arising in connection with the project, unless the government and FAO should agree that the claim or liability arises from gross negligence or wilful misconduct on the part of the individuals mentioned above.
  
- 11. The persons performing services on behalf of FAO, referred to in paragraphs 6, 7, 8 and 10, shall include any organization, firm or other entity, which FAO may designate to take part in the execution of the project.

On behalf of:	On behalf of:
The Government of Suriname, Guyana, and Jamaica	The Food and Agriculture Organization of the United Nations
Name:	Name:
Title:	Title:
Date:	Date:

**The Project Document in the appendix is an integral part of the Project Agreement.**

## Appendix

### PROJECT DOCUMENT

<b>Project Title:</b>	Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname
Project symbol:	TCP/SLC/3603
Recipient Country/ies:	<b>Suriname, Guyana and Jamaica</b>
Government / other counterpart(s):	<p>Ministry of Agriculture, Animal Husbandry and Fisheries of Suriname</p> <p>Ministry of Agriculture, Guyana</p> <p>Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA), Jamaica</p> <p>And closely related Ministries such as Ministry of Natural Resources (Guyana), Ministry of Labour, Technological Development and Environment (Suriname), and Ministry Of Water Land Environment &amp; Climate Change (Jamaica).</p>
Expected EOD (Starting Date):	January 2017
Expected NTE (End Date):	December 2018
Contribution to FAO's Strategic Framework: (Indicate as appropriate) <sup>1</sup>	<ul style="list-style-type: none"> <li>• Strategic Objective/Organizational Outcome: <ul style="list-style-type: none"> <li>Strategic Objective (SO) 5: Increase the resilience of livelihoods to threats and crises</li> <li>Strategic Objective (SO) 2: Make Agriculture, Forestry and Fisheries more Productive and Sustainable</li> </ul> </li> <li>• Regional Initiative/ Priority Area: <ul style="list-style-type: none"> <li>Regional Initiative 3 “Sustainable use of natural resources, Climate Change adaptation and Risk Management”</li> </ul> </li> <li>• Country Programming Framework Outcome: <ul style="list-style-type: none"> <li><b>Suriname:</b></li> <li>Priority Area iv: Natural Resource Management, Disaster</li> </ul> </li> </ul>

<sup>1</sup> For projects operated by country offices, it is necessary to link projects in FPMIS at OR level. For all other projects, linkage at product/service level is necessary.

	<p>Mitigation and Resilience</p> <p>Output 4.2: :Disaster risk management plan for specific agriculture sub sector (or geographic area) including management programmes for priority transboundary pests and diseases developed</p> <p><b>Guyana:</b> Priority area ii) Sustainable management and utilization of natural resources (land, forest and fisheries), climate change and resilience of livelihoods to disasters</p> <p>Output 2.3: Innovative and gender sensitive approaches and practices promoted for the implementation of the Disaster Risk Management (DRM) Plan for the agriculture sector at the community level.</p> <p>Output 2.4: Institutional and technical capacities to implement the DRM Plan for the agriculture sector strengthened.</p> <p><b>Jamaica</b> Priority Area 3: Building Resilience And Sustainable Livelihoods</p> <p>Output 3.1: National systems are strengthened to reduce agriculture risk and vulnerability to climate change and disasters, including mainstreaming gender for agriculture sustainability and resilience planning</p>
Total Budget:	495 000 USD
<p><b>Executive Summary</b></p> <p>Caribbean SIDS share common constraints to their agriculture sector<sup>2</sup> arising from the threats posed by both climate and disaster risk. Hurricanes, floods and droughts that have traditionally threatened agriculture producers now combine with new hazards such as rising sea level, increasing air and sea surface temperatures, ocean acidification and increasingly erratic rainfall patterns linked to climate change<sup>3</sup>. The degradation of natural resources such as land, coastal and marine ecosystems linked to both human action and natural processes further compound the vulnerability of the sector.</p> <p>Producers, especially smallholders depending on crops, fisheries and livestock are starting to take action to protect their production and livelihoods from these shocks. However, their access to information, resources, technologies and services to help adjust their production systems to reduce</p>	

<sup>2</sup> The term Agriculture is used as shorthand for agriculture, fisheries and forestry

<sup>3</sup> The future climate change scenario suggests 1.2 to 2.3° C annual increase in surface temperature in the Caribbean region compared to the 1980-1999 baseline. This results in a decrease in precipitation of about 5% in the Caribbean signalling potential future problems for agriculture and water resources (IPCC, 2014).

their vulnerability is still limited. Governments, with the support from development partners such as bilateral donors, technical and financial institutions, the academia and civil society organisations, are intensifying their efforts to this end. UN member States have called for "improved and additional measures to more effectively address the unique and particular vulnerabilities and development needs" of SIDS at high level fora such as the SAMOA Conference<sup>4</sup> (Sep 2014), FAO Conference High Level Event on FAO and SIDS (June 2015), the Milan Inter-Ministerial Meeting on SIDS at the margins of the Expo (Oct 2015), and importantly at Conference of Parties (COP) 21 of the United Nations Framework Convention on Climate Change (UNFCCC).

The SIDS Jamaica, Suriname and Guyana identified common areas in which they want to make progress: the sustainable management of natural resources such as land, water, forest and fisheries as well as building the resilience of livelihoods to disasters and climate change as a key priority. Within that, countries prioritized the implementation of resilient approaches, practices and technologies for enhancing resilience that are gender sensitive and the strengthening of the national capacities to reduce the vulnerability of agriculture to climate and disaster risk and promote the sustainable management of the resources on which the sector depends.

Documentation of the different practices and technologies that are being promoted is not readily available and there hasn't been an assessment of their benefits using a coherent approach for monitoring the performance of good practices compared to local practices, season after season, under non-hazard conditions and under hazard conditions.

This is a necessary step to ensure that resources are directed to where they can make the biggest impact. Relying on hard data will also support advocacy efforts both at the national and local level, and that these efforts are sufficiently supported through a programmatic approach backed by harmonized policies and planning that recognize the tight relation between vulnerability to climate change and disasters and the management of natural resources.

This project will address the identified needs through (i) supporting the implementation of climate resilient agriculture practices that reduce risk and are socially, economically and environmentally suitable ii) evaluating the performance of the good agriculture practices in order to measure how much loss and damages can be avoided and iii) ensuring functional intersectoral mechanisms and planning processes at national level to promote the necessary conditions for upscaling good practices through informed and coordinated policy decision-making and planning processes.

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<sup>4</sup> In the Small Island Developing States Accelerated Modalities of Action - or S.A.M.O.A. Pathway - countries recognize the need to support and invest in these nations so they can achieve sustainable development. The S.A.M.O.A. Pathway underscores that there is a need for a more integrated approach to the sustainable development of SIDS, with the support of the international community and all stakeholders. To support follow up activities to the SIDS conference, the SIDS Action Platform has been developed, which will be implemented through a partnerships platform, a partnerships framework, and a UN Implementation Matrix.

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## ACRONYMS

ADRM	Agriculture Disaster Risk Management Plan
CBDRM	Community-based disaster risk management
CCA	Climate change adaptation
CDC	Civil Defense Commission
COP	Conference of Parties
CSO	Civil Society Organization
DANA	Damage Assessment and Needs Analysis
DRR	DRM
DRM	Disaster risk management
FAO	Food and Agriculture Organization of the United Nations
FAOR	FAO Representative
FFS	Farmer Field School
GDP	Gross Domestic Product GDP
LARC	Regional Conference for Latin America and the Caribbean
LEGS	Livestock Emergency Guidelines and Standards
LoA	Letter of Agreement
LTO	Lead Technical Officer
MOA	Ministry of Agriculture
MICAF	Ministry of Industry, Commerce, Agriculture and Fisheries
NGO	Non-Governmental Organization
NPC	National Project Coordinator
NRM	Natural resource management
PTF	Project Task Force
RLC	Regional Office for Latin America and the Caribbean
SIDS	Small Island Developing States
ToRs	Terms of Reference
TWG	Technical Working Group
UNFCCC	United Nations Framework Convention on Climate Change



# SECTION 1 - RELEVANCE

## 1.1 GENERAL CONTEXT

### 1.1.1 Rationale

#### Sub-Regional context

Caribbean SIDS share common constraints to their agriculture sector<sup>5</sup> arising from the threats posed by both climate and disaster risk. Hurricanes, floods and droughts that have traditionally threatened agriculture producers now combine with new hazards such as rising sea level, increasing air and sea surface temperatures, ocean acidification and increasingly erratic rainfall patterns linked to climate change<sup>6</sup>. The degradation of natural resources such as land, coastal and marine ecosystems linked to both human action and natural processes further compound the vulnerability of the sector.

Producers, especially smallholders depending on crops, fisheries and livestock are starting to take action to protect their production and livelihoods from these shocks. However, their access to information, resources, technologies and services that help adjusting their production systems and reduce vulnerability is still limited. Governments, with the support from development partners such as bilateral donors, technical and financial institutions, the academia and civil society organisations, are intensifying their efforts to this end.

UN member States have called for "improved and additional measures to more effectively address the unique and particular vulnerabilities and development needs" of SIDS at high level fora such as the SAMOA Conference<sup>7</sup> (Sep 2014), FAO Conference High Level Event on FAO and SIDS (June 2015), the Milan Inter-Ministerial Meeting on SIDS at the margins of the Expo (Oct 2015), and importantly at Conference of Parties (COP) 21 of the United Nations Framework Convention on Climate Change (UNFCCC).

In the Caribbean Region, FAO is currently lead agency of the *Thematic Group (TG) on Climate Change, Disaster Risk Management and Natural Resources Management* of the Agriculture Cluster. The TG comprises representatives from the Caribbean Disaster and Emergency Management Agency (CDEMA), the Caribbean Community Climate Change Centre (5Cs), the Caribbean Research and Development Institute (CARDI), the Caribbean Farmers' Network (CaFaN), the Caribbean Agri-business Association (CABA), the Caribbean Institute of Meteorology and Hydrology (CIMH), the CARICOM Secretariat, the Organization of Eastern Caribbean States (OECS) Secretariat and the Caribbean Fisheries Mechanism (CFRM).

More recently, the 34<sup>th</sup> session of the Regional Conference for Latin America and the Caribbean (LARC) Caribbean states highlighted the specificities that need to be taken into

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<sup>6</sup> The future climate change scenario suggests 1.2 to 2.3° C annual increase in surface temperature in the Caribbean region compared to the 1980-1999 baseline. This results in a decrease in precipitation of about 5% in the Caribbean signalling potential future problems for agriculture and water resources (IPCC, 2014).

<sup>7</sup> In the Small Island Developing States Accelerated Modalities of Action - or S.A.M.O.A. Pathway - countries recognize the need to support and invest in these nations so they can achieve sustainable development. The S.A.M.O.A. Pathway underscores that there is a need for a more integrated approach to the sustainable development of SIDS, with the support of the international community and all stakeholders. To support follow up activities to the SIDS conference, the SIDS Action Platform has been developed, which will be implemented through a partnerships platform, a partnerships framework, and a UN Implementation Matrix.

account when tackling agriculture, food security and nutrition related changes, within the above-mentioned global and regional agendas, and in the context of the country programming framework (CPF) agreements with FAO.

These agreements have been recently signed and set the agenda for the technical assistance for FAO in 2016-2019 based on national priorities. In these agreements, the SIDS Jamaica, Suriname and Guyana identified common areas in which they want to make progress in cooperation and with the technical support of FAO : the sustainable management of natural resources such as land, water, forest and fisheries as well as building the resilience of livelihoods to disasters and climate change as a key priority. Within that, countries prioritized the implementation of gender-sensitive approaches, practices and technologies for enhancing resilience and the strengthening of the national capacities to reduce the vulnerability of agriculture to climate and disaster risk and promote sustainable management of the resources on which the sector depends. These common concerns can be approached with a common vision, but taking into account the specific capacities and gaps in each of these SIDS.

### **National context:**

#### **Jamaica**

The agriculture sector is an important economic driver that contributed 6.6% to Gross Domestic Product (GDP) in 2014. It provides employment, foreign exchange earnings and anchors rural livelihood and development and the sector remains a main player in the livelihood profile of Jamaica as a major employer of labour and as the pillar of domestic food security.

Therefore, Jamaica's agriculture vulnerability to climate and weather extremes, especially to hydro- meteorological hazards, is cause of concern of the Government and other national agriculture stakeholders, as well as local communities: recurrent impacts of these events have wreaked havoc on environment, economy and society throughout the island. For instance, in 2004 the agricultural sector contributed J\$13.8 billion to Jamaica's economy, but damages caused by the impact of Hurricane Ivan amounted to J\$8.5 billion or roughly 62 percent of agricultural earnings for that year. Most recently in 2016, Hurricane Matthew was very close to impacting the island directly causing a national emergency and raised concerns about the fragility of agricultural activities and associated livelihood, stressing the urgent need to do more to make the sector more resilient to hazards.

A national Agricultural Disaster Risk Management Plan, known as the ADRM Plan, was developed and endorsed in 2010. The plan complements existing national risk management initiatives led by the Office of Disaster Preparedness & Emergency Management (ODPEM) with a sector perspective and therefore represented an important achievement in placing DRM (DRR) on the national agenda of the agricultural sector.

However, it focuses largely on enhancing the sectoral capacities to prepare and respond to large-scale disasters such as hurricanes. Since no such threat took place until the recent Hurricane Matthew in 2016, the Plan lost relevance. Smaller scale extensive shocks that have a localized impact such as bushfires, landslides and erratic rain patterns that are increasing the length of the dry periods have caused far greater concerns over the last years. The Disaster Risk Management (DRM) committee, envisioned to function as a coordination and governance mechanism for the implementation of Jamaica's ADRM Plan, could have helped to adjust the activities to respond to broader or emerging concerns under an integral vision for DRM, but staff rotation prevented proper functioning.

Noticeably, this Committee has been recently reactivated, yet it is not perceived as the platform to articulate actions on these emerging concerns -that are arguably very much linked to DRM. Stakeholders are addressing under the label of climate change and the management of the natural resources. Actors have embraced the concepts of “climate smart agriculture<sup>8</sup>” linked to the environmental and climate change agenda. This is evidenced in the scope of key ongoing projects highlighted by national stakeholders during consultations:

- IDB through the Natural Environmental Protection Agency (NEPA) is working focusing on watershed communities and will address water management on the farms and is implementing farmer field schools.
- Japan Caribbean Climate Change Project (JCCCCP) is a regional project housed by UNDP, being implemented in 8 countries across the Caribbean including Jamaica, Suriname and Guyana. The project is still in its early stages of implementation and aims to contribute to stronger climate change mitigation and adaptation policies, improving local capacities for adaptation and supporting knowledge sharing. In Jamaica it plans to support the elaboration of an agriculture development plan sensitive to climate change/climate smart led by JA REEACH, which could provide an opportunity to mainstream an integral approach to DRM.
- JA REEACH is a USAID ACDI/VOCA project that started in 2012 with two programmes: agroforestry and climate smart agriculture. It has been working on a range of issues from carbon footprint evaluation on the mitigation side to identifying barriers to incorporate technologies as well as implementing pilots and delivering training at the local level.
- Initiatives supported by CARICOM, GEF, the Adaptation Fund and implemented with the MICAF, NEPA and the Climate Change Division in the Ministry of Economic Growth and Job Creation and an even larger number of local initiatives promoted by civil society organisations and local groups were also identified.
- The Government is in the process of working on organic agriculture policy and youth in agriculture policy.

Most initiatives include support to local resilience through strengthening local infrastructure and providing inputs and training to incorporate better techniques to reduce vulnerability of production and livelihoods to shocks, including the upsurge in pests and animal diseases linked to climate change. Despite the risk of considerable overlap, there is currently no regular platform or mechanism that can keep track of initiatives and progress made, identify gaps, and promote action-oriented partnerships.

Initiatives with a local outreach are channeled through the Rural Agriculture Development Authority (RADA), the extension arm of the Government, which acts as the de facto coordinating body at this level. RADA is under increasing demand to support producers to incorporate new technologies and measures to manage soil, water, different seed varieties and other practices to reduce vulnerability of crops and livestock to disasters and climate change. The work is done on a project-by-project basis and RADA has developed tools and instruments and established partnerships with local farmers associations and local NGOs to enable replication of good practices.

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<sup>8</sup> According to FAO, Climate Smart Agriculture is an approach that helps to guide actions needed to transform and reorient agricultural systems to effectively support development and ensure food security in a changing climate. It aims to tackle three main objectives: sustainably increasing agricultural productivity and incomes; adapting and building resilience to climate change; and reducing and/or removing greenhouse gas emissions, where possible.

One of the lessons learned is the need to engage local producer groups in all activities, because experience has shown that non-participatory trainings, assessments and planning, for example on livelihoods or for pest control, have not resulted in any changes at the local level. A key need is to continue developing the capacity of extension officers to address the challenge and act as first responders to agriculture emergencies. Many officers currently on the job have not received any trainings on DRM due to staff turnover and are not well enough prepared to meet the assistance needs to promote proactive action that prevent and mitigate risks in the context of sustainable agriculture.

These are some of the conditions that are preventing the replication of the good agriculture practices: national stakeholders recognize that up-scaling remains a crucial challenge. Good agriculture practices are mostly promoted through projects funded by donors rather than being a result of producers' own decisions or government driven initiatives that would allow their replication over longer periods and at scale. Tools and mechanisms to monitor and evaluate the performance of the technologies and quantify their benefits are not institutionalized. Good practices promoted have gone through different levels of scrutiny, but the extent to which they avoid damages and losses due to disasters and climate change-related hazards has not been measured and modelled to predict performances under different conditions. This information is essential to inform investment and decision-making on how to generate the conditions and incentives that can allow producers to drive the process of upscaling.

Stakeholders need to jointly establish mechanisms and standards to achieve this. Addressing this gap will avoid duplication of efforts and will enable to increase effectiveness.

In this context, the above-mentioned sectoral development plan integrating climate change implications for agriculture might allow cross-sectoral and sectoral agendas to converge in such a programmatic set-up. However, the experience from the ADRM Plan highlights the need to go "beyond the product". A formal intersectoral mechanism that brings together decision-makers with defined institutional roles and responsibilities will be more effective in sustaining efforts over time, adjusting instruments to accommodate new priorities under an integral approach to resilient and sustainable agriculture.

## **Guyana**

Agriculture, forestry and fisheries play an important role in Guyana's economy and are the central determinants of local diets. Agriculture accounts for approximately 25 percent of national GDP and provides more than 33 percent of direct employment. From all its sub-sectors, crops and livestock were identified as the most vulnerable to disaster and climate related risk. Despite its abundant water resources, changing rain patterns that are making rains more intense with increasingly long dry spells in between.

The Ministry of Agriculture (MOA) is cognizant that a comprehensive approach to DRM is imperative at all levels within the sector. It is against this background, and in keeping the sectoral related mandates of the Civil Defense Commission (CDC) that the Ministry of Agriculture with technical assistance from FAO developed an **Agriculture Disaster Risk Management Plan (2013-2018)**. However, additional considerations on natural resources management and longer-term CCA (CCA) strategies will be necessary, taking into account the specificities of Guyana's coastal and hinterland regions.

Agricultural production takes place predominantly in the coastal regions of the country, prone to flooding and sea water intrusion as it lies below the sea level. The United Nations International Strategy for DRM (UNISDR) already ranks Guyana 13 out of 162 countries for flood risk. The deteriorating complex network of drainage and irrigation canals developed centuries ago is failing to protect settlements and agricultural land from salt water intrusion

and flooding. The scenario is worsening due to rising sea levels and the erosion of the coastal line. Drought hazard is also on the increase and past records prove its major impacts: two most severe drought events from 1990 to 2012 caused economic damages of approximately US\$43.7 million.

In the hinterlands the main hazards are also flood and drought. Since there is only one rainy season instead of two, like in the coastal area, delayed onset of the rains can have a significant impact on communities. Also, aside from the areas where people engage in mining activities, these communities depend on subsistence farming, and many live in isolated areas with limited access to State services and the assistance of development actors in the country.

Despite the noticeable changes that climate change is bringing and that national stakeholders readily recognize, the Nationally Determined Contributions of Guyana (NDC) -which outline what the country will do to mitigate and adapt to climate change- do not feature the cropping sector. Forestry and energy are the only sectors included.

The above-mentioned Agriculture Disaster Risk Management Plan 2013-2018 could provide a means to articulate DRM (DRR) and CCA measures. It is being reviewed as part of a UNDP/FAO project “Building resilience and sustainable livelihood” through DRM mainstreaming in agriculture in Guyana. Preliminary findings of this review show a number of initiatives implemented by the institutions that form part of the Agriculture Disaster Management Committee. Many of these directly or indirectly tackle climate change concerns and issues related to the management of the natural resources needed for agriculture and food security in Guyana. For instance, research and incorporation of technologies and inputs to reduce the risks of flooding and droughts such as salt tolerant rice varieties (the main crop in coastal areas, now affected by sea-water intrusion), cassava varieties with higher tolerance to water and drought, livestock breeds that are more resilient to drought conditions, creating raised save havens for livestock during flooding promote the use of irrigation technologies and investments in other types of local infrastructure. However, no overall coordinator was formally appointed as intended. Currently institutions deliver DRM activities in response to their own planning processes, with limited articulation.

In addition, the following initiatives on promoting resilience to disaster risk and climate change are taking place:

- The National Agricultural Research & Extension Institute (NAREI) is one of the main extension services providers. It is implementing many of the above listed initiatives to build local resilience directly and/or with the support from the other institutions involved. It is also monitoring the rate of adoption of technology packages among livestock and cash crop farmers (extension curricula focuses strongly on livestock management, pesticides and food security for commercial control).
- The Mahaica-Mahaicony-Abary/Agricultural-Development-Authority (MMA-ADA) and the Guyana Livestock Development Agency (GLDA) are working together to build mounds and empolder cattle pastures in flood prone areas.
- As in Jamaica, the JCCCP regional project will be supporting national activities in Guyana, specifically on climate adaptation practices. These include water management and researching resilient crop varieties.
- The above-mentioned UNDP/FAO project 2016-2018 considers training to extension officers on disaster risk management for farmers, livestock holders and fisherfolks and demonstration sites to pilot test new approaches and practices and engage farmers in activities to build their awareness and skill set to implement them in coastal areas.

- The Office of Climate Change of Guyana, along with UNEP, is implementing a project whereby the technology needs for climate change mitigation and adaptation are being assessed and a barrier analysis is being done to discuss an enabling framework for their adoption.

It must be noticed that support at local level is taking place mostly in the coastal areas. Assessing the benefits of agricultural practices that are and will be promoted, would generate evidence for and inform policy decisions and measures to effectively support their implementation at the local level. Within this, a functioning Agriculture Disaster Risk Management Committee with a revised membership and clear governance could act as a key intersectoral coordination mechanism promoting resilience with an agroenvironmental approach.

FAO is supporting Guyana's resilience to disasters and climate change through the regional project TCP 3606 "Strengthening of technical and institutional capacities for the sustainable use of natural resources, climate change adaptation and risk management" through increased country dialogue and strategic planning in the region. This project will complement these efforts (mainly focused on regional products) through localised action feeding into national processes.

### **Suriname**

Agriculture in Suriname provides food security to the local people in the form of basic rice, vegetables, root crops, fish and to a large extent with meat and meat products and fruits. The main hazards in Suriname are also floods and droughts. Like Guyana, it lies outside the hurricane zone but it is located in the inter Tropical Convergence Zone, which is the meeting area of the north/south east trade winds so in the past decades the country has experienced 25 whirlwinds.

Changes in the climate during the past decade in the form of floods (hinterland, Nickerie, Paramaribo-Weg naar Zee vegetable production area) and heavy winds (Paramaribo) have been an eye-opener for the Government to place more emphasis on resilient livelihoods for the producers to guarantee food security for the nation.

Like Guyana, Suriname has a low-lying coast where most of the population and economic activities concentrate. In this area, increasing pressure for land from the housing, tourism and manufacturing sectors, as well as the growing demand for increased agricultural production both for the domestic and export markets, are putting pressure on its land and water resources.

Suriname has a record of large scale floods, the most recent ones in 2006, 2008 and 2013. Floods are related to rainfall but also to sea intrusion. Its defenses and systems in place to control this hazard are increasingly failing to protect agricultural land and human settlements from flooding. The intrusion of salt-water from the ocean has a direct impact on the production.

Other natural hazards include environmental issues such as deforestation (although deforestation is still at 0.02 %, the lowest in the Amazon region) and small-scale mining activities are polluting surface and groundwater due to poor toxic waste management.

Climate change is already being perceived. In addition to the changes to the rain patterns that are affecting agriculture production and that could become more extreme due to climate, current projections for sea level rise is expected to result in severe damage to coastal ecosystems, in particular, the mangrove forests and large expanse of arable lands. Impacts are projected to affect over 40% of the country's GDP and the well-being of more than 80% of the population and Suriname's capital (INDC, p. 3).

Like Guyana, the country has a distinctive hinterland context where communities depend largely on subsistence agriculture and are scattered across vast extensions of territory with very limited access to services and information of available technologies to protect their production. Some of them live fairly isolated with some “transition zones” where new roads have been built.

Due to the changes in the climate during the past decade, the Government emphasizes the need to increase the resilience of agricultural livelihoods to guarantee food security for the nation. However, Suriname does not have a national DRM policy or national cross-sectoral plan. It has outlined climate resilience measures as part of the 2012-2016 National Development Plan and is currently undertaking projects and actions led by the National Coordination Centre for Disaster Management (NCCR). There is also a National Climate Change Plan that considers implementing pumping facilities in rural areas.

Suriname’s Country Programming Framework for 2016 – 2019 prioritizes the development of the Agriculture Disaster Risk Management Plan. This interest was confirmed in discussions during a Caribbean SIDS meeting held in Trinidad and Tobago during March 2016 hosted by the FAO and the CDEMA. This Plan should enable the government to address most recurrent natural hazards and set forward suitable adaptation strategies as well as strengthen local capacity and partnership among agencies and farming communities in DRM. It can become a vehicle for systematic and integral mainstreaming of DRR and CCA within the agriculture sector.

In addition, Suriname identified other priorities for assistance including training, sensitization, and technical support for participatory mapping of good practices for indigenous communities.

Initiatives to scope and promote good practices for resilience appear to be relatively limited and underfunded. There is some research being piloted on water management, soil management and agriculture techniques such as new rice varieties for brackish water and drought resistant crops and livestock drought resilient breeds, as well as farming techniques based on agroforestry systems. The use of greenhouses for horticulture is currently being promoted although the level of uptake by local communities is unclear.

Like in Jamaica and Guyana, the JCCCP project will support the implementation of local practices for CCA which are yet to be defined but could complement efforts to implement local resilient practices.

Documentation of the different practices and technologies that are being promoted is not readily available and there hasn’t been an assessment of their benefits using a coherent approach for monitoring the performance of good practices compared to local practices, season after season, under non-hazard conditions and under hazard conditions.

This is a necessary step to ensure that resources are directed there were they can make the biggest impact. Counting on proven evidence will also support advocacy efforts both at the national and local level, and that these efforts are sufficiently supported through a programmatic approach backed by harmonized policies and planning that recognize the tight relation between vulnerability to climate change and disasters and the management of natural resources.

**This project will address the identified needs common to the participating countries through (i) supporting the implementation of climate resilient agriculture practices that reduce risk and are socially, economically and environmentally suitable ii) evaluating the performance of the practices in order to measure how much loss and damages can be avoided iii) ensuring functional intersectoral mechanisms and planning processes at**

**national level that promote the necessary conditions to upscale good practices through informed and coordinated decision-making and planning processes.**

### **1.1.2 FAO's comparative advantage**

As the UN Specialized Agency for the food and agriculture sectors, FAO has the responsibility of assisting member countries in meeting global commitments to build resilience to disasters and climate extremes in the context of sustainable development.

In 2015, the international community adopted the Sendai Framework for DRM (SFDRR), which sets the Strategic Goals and Priority Areas of Action for a 15-year Programme to substantially reduce disaster losses in lives, and in social, economic and environmental assets of communities and countries. The SFDRR stresses that DRR is key to sustainable development and recognizes the role of sectors in strengthening disaster risk governance as well in building resilience.

In the same year, the countries adopted the Paris Agreement and the 2030 Sustainable Development Agenda. In accordance with the Conference of the Parties (COP) Decisions COP19 (Warsaw) and COP20 (Lima), Suriname submitted its Intended Nationally Determined Contributions (INDCs) prior to COP21 in Paris in December 2015. Resilience is acknowledged both explicitly and implicitly in the Paris agreement and a range of SDGs targets in particular, Article 7 Paris agreement and Target 1.5 and 2.4 of the SDGs,

At FAO, increasing the resilience of agriculture-based livelihoods against threats such as climate change, disasters and crises is a corporate priority. FAO's resilience work is multisectoral, encompassing all aspects of agriculture and Food and Nutrition Security: crops, livestock, fisheries, aquaculture, forestry, natural resource management and value chains.

FAO is providing countries across the globe with technical knowledge and methodologies to mainstream integral approaches to DRM, CCA and natural resources management into agriculture for food security and to protect the livelihoods of communities depending on agriculture. FAO's work focuses on managing the risks and has also a key role to play in promoting and supporting the quick restoration of agriculture based livelihoods in the aftermath of a disaster, and in view of future impacts from climate change. It works side by side with governments, financial institutions, civil society, the academy, producers and organisations specialized in gender, indigenous people and other key issue-based groups to improve the technical and institutional capacities to make agriculture more resilient.

As part of the strategic objective on Resilience, the Resilience Livelihood for Food and Nutrition Security Framework Programme serves as a broad framework that gives strategic direction and guides the implementation of CCA and DRR measures in member states in favor of disaster-proofing rural livelihoods and of protecting the most vulnerable against hunger.

This is provided through policy advice, analysis and technical assistance that is grounded on learning and experience from the ground. FAO has extensive experience in identifying validating and promoting good practices as well in designing training programmes on CCA, DRR and natural resources management. In this regard, FAO has developed and piloted a methodology to assess the good practices that are being promoted for resilience. The methodology "Measuring the returns of DRM practices" is a tested methodology to measure the extent to which damage and losses are effectively avoided through the implementation of



the good practices FAO and other development actors are promoting and implementing. It offers a coherent approach for monitoring and for performance evaluation of the good practices compared to local practices, season after season, under non-hazard and under hazard conditions. It enhances understanding of why (or why not) farmer's adopt good practices and a realistic range for up-scaling based on that.

During the last ten years, FAO has developed several CCA and disaster risk management development projects in the Caribbean region (Haiti, Cuba, Guyana, Jamaica, Grenada, St Lucia, St Vincent and the Grenadines, Belize, and Commonwealth of Dominica, Dominican Republic).

<b>Commonwealth of Dominica</b>	TCP/DMI/3202: Assistance to improve disaster risk management capacities in agricultural sectors
<b>Saint Lucia</b>	TCP/STL/3202: Enhanced capacities for disaster risk mitigation in agriculture, fisheries and forestry
<b>Jamaica</b>	TCP/JAM/3202: National Disaster Preparedness and Emergency Response Plan for the Agricultural Sector
	TCP/JAM/3401 Strengthening a National Beet Armyworm Management Programme
	TCP/RLA/3101: Asistencia para mejorar la capacidad local de preparación y prevención ante emergencias agrícolas en los países del Caribe propensos a los huracanes
	OSRO/RLA/102/BEL Strengthening community preparedness and resilience to natural disasters in selected vulnerable areas of Dominican Republic, Haiti and Jamaica.
<b>Belize</b>	TCP/BZE/3202: Improved national and local capacities for hurricane related disaster mitigation, preparedness and response in the agricultural sector
<b>Haiti</b>	GCP/HAI/027/LDF: Strengthening climate resilience and reducing disaster risk in agriculture to improve food security in Haiti post-earthquake (FSP)
	TCP/RLA/3101: Asistencia para mejorar la capacidad local de preparación y prevención ante emergencias agrícolas en los países del Caribe propensos a los huracanes
	OSRO/RLA/102/BEL Strengthening community preparedness and resilience to natural disasters in selected vulnerable areas of Dominican Republic, Haiti and Jamaica.
	OSRO/HAI/403/UK - Family Farmer Resilience in the Grande Anse Department of Haiti (01/10/2014 - 30/09/2016)
<b>SVG</b>	TCP/STV/3402 - Emergency assistance for the recovery of vulnerable farmers affected by the December 2013 rains and winds
<b>Suriname</b>	FA/EU Food Security Impact, Resilience and Sustainability Programme (2016-2018)
	GCP/SLC/010/CDB "Cassava Industry – Market Assessment and Technology Validation and Dissemination - Regional"
<b>Guyana</b>	TCP/GUY/3401: Development of a Disaster Risk Management Plan for the Agricultural Sector in Guyana
	UNFA/GUY/001/UND Building Resilience and Sustainable Livelihood: Mainstreaming DRM into the Agriculture Sector in Guyana
<b>Grenada</b>	TCP/RLA/3101: Asistencia para mejorar la capacidad local de preparación y prevención ante emergencias agrícolas en los países del Caribe propensos a los huracanes

<b>Dominican Republic</b>	OSRO/RLA/102/BEL Strengthening community preparedness and resilience to natural disasters in selected vulnerable areas of Dominican Republic, Haiti and Jamaica
	OSRO/DOM/601/EC - Resiliencia y aseguramiento de una respuesta oportuna a la SAN ante el riesgo de sequía en República Dominicana (13/03/2016 - 31/08/2017)
<b>At sub-regional level</b>	GCP /SLC/210/SCF – CCA in the Eastern Caribbean Fisheries Sector (PPG) (2014-08-01 / 2015-07-31)

FAO’s specific experience in each of the project target countries is described below:

In **JAMAICA**, for the last few years, FAO has worked together with national and local authorities to test, validate and document good practices to build the resilience of production systems and which offer a rich base for evaluating and scaling-up actions in the country and share learning and evidence for policy measures. This project will build on achievement of the previous projects such as the *OSRO/RLA/102/BEL “Strengthening community preparedness and resilience to natural disasters in selected vulnerable areas of Dominican Republic, Haiti and Jamaica”* and the *TCP/RLA/3101: Asistencia para mejorar la capacidad local de preparación y prevención ante emergencias agrícolas en los países del Caribe propensos a los huracanes* whereby good practices were identified, albeit not thoroughly monitored and evaluated against integral performance indicators as it is intended through this project. In addition it will build on the success of the *TCP/JAM/3401 Strengthening a National Beet Armyworm Management Programme* which proved that a participatory process of community engagement can change farmers attitudes and practices.

FAO provided institutional and technical capacity building for DRM to agricultural line agencies through the support to the formulation of Jamaica’s ADRM Plan in 2010 (TCP/JAM/3202). The plan represents a milestone in placing the agricultural sector on the national agenda for DRR. The vision of the ADRM Plan addresses the agricultural sector in all the core elements of DRM. This project will build on the partnerships and networks established through this process and through previous DRM related projects and its vision builds on the lessons learnt from these processes.

In **GUYANA**, the project will build on achievement made by the project TCP/GUY/3401 “Development of a Disaster Risk Management Plan for the Agricultural Sector in Guyana” and will take advantage of the project UNFA/GUY/001/UND “Building Resilience and Sustainable Livelihood: Mainstreaming DRM into the Agriculture Sector in Guyana” which is reviewing the implementation of Guyana’s ADRM Plan and will introduce good practices to local communities in coastal areas. This project will be an opportunity to evaluate the practices that have been promoted to support scaling up. It will also allow for outreach to hinterland communities that rely on subsistence farming and face serious food security risks due to climate change that are not being assisted through other projects, reaching out to very vulnerable communities. In addition, it will review and strengthen the membership and representation of existing mechanisms to follow up and implement the ARDM Plan to create a more solid institutional set up for the follow up of this and any new policy instruments created to protect agriculture from climate change and disasters, considering the guide of indicators for agro-environmental policies for LAC developed by FAO.

In **SURINAME** FAO is implementing a Food Security Impact, Resilience and Sustainability Programme with the EU, supporting the sustainable management of fisheries through regional and national projects, and supporting the introduction of technologies and approaches to improve agriculture production and access to markets as a whole. In this initiative FAO will

offer its significant experience in facilitating planning processes for CCA and DRM in the Caribbean. Also, it will add value to ongoing initiatives to develop resilient agriculture products, such as the project GCP/SLC/010/CDB “Cassava Industry – Market Assessment and Technology Validation and Dissemination”, by building national capacities to assess the returns of the investment of the innovations that will arise from these and other pilots to develop suitable crops to increase food security and rural livelihoods and have a sustainable industry.

### **1.1.3 Participants and other stakeholders**

The project will benefit directly national, subnational and local level actors (smallholders). At national level, inter-sectorial dialogues will bring together the agriculture, environment, climate change and humanitarian actors in an intersectoral dialogue that will also involve the private sector, research centers and the academia. In addition, in Guyana and Suriname a partnership will be established with an NGO or agriculture research institute to facilitate a community-based DRM and CCA process that supports the participatory implementation and evaluation of the good agricultural practices within an integral process of awareness-raising and local capacity building. To achieve this, FAO will work with national partners to deliver targeted capacity building programmes for district/extension officers with a Trainer of Trainers approach. These national stakeholders will be trained and supported to facilitate a community-based process and to provide technical support to guide farmers on the implementation of the good practices. They themselves will gain awareness and technical knowledge on CCA and DRM and will strengthen government capacities to provide integral extension to farmers.

To lead this process, at national level the project will work in close cooperation with:

#### In JAMAICA:

- Ministry of Industry, Commerce, Agriculture and Fisheries
- Ministry Of Water Land Environment & Climate Change
- Planning Institute of Jamaica
- OPDEM

#### In GUYANA:

- Ministry of Agriculture
- Ministry of Natural Resources and Environment
- DRM Committee
- Office for Climate Change

#### In SURINAME:

- Ministry of Agriculture, Animal Husbandry and Fisheries
- Ministry of Labour, Technology Development and Environment.

- NIMOS (Nationaal Instituut voor Milieu en Ontwikkeling in Suriname) and NCCR (Nationaal Coördinatie Centrum voor Rampenbeheersing).

#### At local level:

At local level, the project will support a process for community-based CCA and DRM in at least two different localities with different agroecological features in each country. These will be selected jointly by FAO and its national partners (NGO/s and research institutes) in consultation with the respective Ministry of Agriculture (MoA).

The criteria for the selection of the communities will include: high regular exposure to climate risks; importance of agriculture as main source of livelihoods; pre-existence of farmers groups or community-based organisations (CBOs) that can facilitate engagement and replication; readiness to participate in a participatory community-based process for CCA and DRM and synergies with services provided by other organizations and projects.

Farmers will be involved in family farming and among them, the project will involve an equal number of men and women farmers. It is expected that the project will benefit minority groups, indigenous peoples and/or communities that are currently not benefitting from current development and agriculture projects. For example, in Guyana and Suriname the project will engage communities in the hinterland areas, which belong to different ethnic/indigenous groups engaging groups of tribal leaders and other existing grassroots organisations to reach out to highly vulnerable subsistence farmers.

#### At regional level:

As described, the project will focus strongly on national and local actions that make a difference to smallholders. However, it will build knowledge on CCA and DRM options for SIDS based on a mix of experiences from different countries held to close scrutiny through the cost benefit analysis. This will be captured in a sub-regional report that will be relevant for national stakeholders as well as regional institutions and networks (intergovernmental, producer associations, issue-based, research-oriented) such as CDEMA, the Caribbean Community Climate Change Centre (5Cs), the Thematic Group on Climate Change, Disaster Risk Management and Natural Resources Management under the CARICOM Jagdeo Initiative (led by FAO); the Caribbean Research and Development Institute (CARDI), the Caribbean Farmers' Network (CaFaN), the Caribbean Agri-business Association (CABA), the Caribbean Institute of Meteorology and Hydrology (CIMH), the CARICOM Secretariat and the Organization of Eastern Caribbean States (OECS).

## 1.2 EXPECTED RESULTS

<b>IMPACT</b>	<i>Impact of climate related disasters on agricultural livelihoods reduced and households food security improved</i>			
<b>OUTCOME</b>	Good local practices for climate change adaptation (CCA) and disaster risk management (DRM) are implemented, evaluated and their scaling up is effectively supported through intersectoral mechanisms and instruments in Suriname, Guyana and Jamaica.			
<b>Indicator<sup>9</sup></b>	<b>Baseline</b>	<b>Target</b>	<b>Means of Verification</b>	<b>Assumptions</b>
1) Number of farmers at risk that implement gender sensitive good practices for disaster and climate resilience in areas that have not benefited from related technical support.	0	200 (20 farmers x 4 practices x 2 countries + 20x2x1 country)	Technical guidelines on good practices, implementation reports, farmer's feedback sessions etc.,	Local producers are interested in piloting good practices in their fields.
2) Number of good practices assessed for cost benefits and avoided losses due to disaster risks	0	10	Field tests monitoring sheets  Cost-benefit analysis results	Control plots can be set and allow for comparative analysis  Field practices are set early during the project implementation (within the first 6 months) allowing sufficient time for data collection.  The selection criteria for the good practices include potential to show results within 12 months.

<sup>9</sup> CPF output indicators may be used, as required.

<p>3) Number of functioning intersectoral mechanisms and planning instruments that support the implementation of CCA and DRM.</p>	<p>0</p>	<p>3</p>	<p>Agreement proposal for multistakeholder intersectoral coordination mechanism</p> <p>Plan of Action for DRM and CCA for the agriculture sectors (or equivalent) for <b>Suriname</b></p>	<p>Government sectors are aware of the need for integral approaches to resilience in agriculture.</p> <p>High political will to engage in intersectoral dialogue and work agendas</p> <p>Suriname maintains interest in the development of a national planning instrument for DRM and climate change adaptation</p>
<p><b>OUTPUT 1</b></p>		<p><i>Proven good practices for CCA and DRM replicated in high risk areas in each country through community-based CCA and DRM</i></p>		
<p><b>ACTIVITIES to achieve output 1</b></p>				
<p><b>Title</b></p>	<p><b>Description</b></p>			
<p>1.1. Scoping of practices that are or could be implemented to reduce disaster and climate risk in each country</p> <p>2016: Ruby Kromokardi-IICA, agriculture disaster risk mapping</p> <p>IICA new project: weg naar zee, protected agriculture-greenhouse, water harvesting, drainage systems</p> <p>Water harvesting good practice: ornamental farmer</p>	<ul style="list-style-type: none"> <li>Identifying the <b>main local practices for CCA and DRM</b> in agriculture currently promoted by FAO and/or agriculture stakeholders to adapt to climate change and reduce disaster risk in each country (or identifying those that could be developed based on experience from similar agro ecological zones elsewhere) based through desk research and consultations with key stakeholders.</li> <li><b>Selecting sites and beneficiaries</b> through consultation with communities and local partners. Criteria for selection will include: <b>high regular exposure to climate risks</b>; importance of agriculture as main source of livelihoods; pre-existence of farmers or other types of community based groups (CBOs) to facilitate engagement and readiness to participate in trainings and showcasing own experiences; synergies with services provided by other organizations and projects</li> </ul>			

<p>1.2 Facilitate a process of gender-sensitive community-based action for CCA and DRM in target communities.</p>	<ul style="list-style-type: none"> <li>• 1 <b>training of trainers</b> (one in each country) for extension staff on community-based adaptation and disaster risk management with inclusion of gender and environmental aspects based on FAO community-based DRM and CCA training modules.</li> <li>• <b>Training for farmers</b> on community-based adaptation and disaster risk management with inclusion of gender and environmental aspects and technical skills to implement good practices (200 farmers across three countries).</li> <li>• Conduct a <b>preliminary household survey</b> to gather baseline data on (i) the household structure and activities; (ii) conventional practices implemented on the farm (e.g. data on inputs, normal yields); and (iii) frequency, intensity and impact of climate-induced hazards during the past five years.</li> </ul>
<p>1.3 Implementation of good practices to reduce climate and disaster risk in local communities at risk in each project country (4 in Jamaica, 4 in Guyana, 2 in Suriname)</p>	<ul style="list-style-type: none"> <li>• <b>Implement selected good practices identified</b> through the scoping and community consultation (including “control/witness” plots”).</li> <li>• Purchase, quality control and distribution of the agricultural inputs and technologies.</li> <li>• <b>Farmer field days</b> every two months in each of the two project sites in each country with farmers implementing the good practices (provision of technical assistance/monitoring/documentation) (80 farmers in each country across two locations).</li> </ul>
<p><b>OUTPUT 2</b></p>	<p><i>The returns of the good practices implemented are measured through cost benefit analysis and results are disseminated at national and regional levels</i></p>
<p><b>ACTIVITIES to achieve output 2</b></p>	
<p><b>Title</b></p>	<p><b>Description</b></p>
<p>2.1. Training on <b>cost benefit analysis</b></p>	<ul style="list-style-type: none"> <li>• Virtual training for extension staff/consultant responsible for gathering the field data from the practices for the cost benefit analysis.</li> <li>• National training on cost benefit analysis on how to measure the returns of agriculture CCA and DRM good practices. The training will target government staff responsible for financing decisions related to sectoral policies and programmes as well as policy-makers, donors and other development partners promoting the implementation of good practices. Training will include (1) baseline setting; (2) evaluation of costs and benefits associated to practices that introduce new technologies and approaches for resilience (3) assessment and evaluation of good practices against the following four criteria: (i) agro-ecological suitability; (ii) socio-economic feasibility; (iii) increased adaptive capacity of livelihoods and; (iv) environmental benefits. (4) simulation for upscaling measuring the benefits on a wider scale (e.g. national, regional, global) under different scenarios.</li> </ul>

<p>2.2. Regular <b>data gathering</b> on good practices and control plots</p>	<ul style="list-style-type: none"> <li>• Gather field data (performance indicators) by project monitoring farmers, NGOs, research institutions and/or extension staff on good practices plots and control plots using FAO monitoring sheets (twice per season: post-planting and post-harvest) in 20 farms for each DRR/CCA good practice for at least two seasons. Data will include quantitative and qualitative interviews regarding inputs, outputs, impact of hazard (if any) and farmer’s perceptions according to FAO methodology.</li> <li>• Compilation of monitoring sheets and quality control to ensure information is complete.</li> </ul>
<p>2.3. Cost benefit analysis and modelling at aggregated level</p>	<ul style="list-style-type: none"> <li>• Analysis of field data by FAO specialists comparing performance of the good practice vis a vis the standard practice across the four criteria ((i) agro-ecological suitability; (ii) socio-economic feasibility; (iii) increased adaptive capacity of livelihoods and; (iv) environmental benefits). In addition to comparing the performance of the good practices against standard practices, the technologies will be assessed in “normal” years (when no disaster occurs) and in acute hazard conditions (if these arise during project implementation).</li> <li>• Modelling of added benefits and avoided damage and losses at aggregated level using a systemic and integrated approach to inform investment planning at national level to upscale the adoption of the good practices.</li> </ul>
<p>2.4. Socialisation of the practices providing evidence of the best performances</p>	<ul style="list-style-type: none"> <li>• Develop <b>extension curricula on practices with best performances</b>.</li> <li>• Implement a locally appropriate communication strategy to raise awareness for local producers on the benefits of the proven good practices based on the experiences of the farmers using local radio.</li> <li>• Launch of the subregional report on the best practices for disaster and climate risk management in Caribbean SIDS, including the results of the cost-benefit analysis and modelling through a national workshops or event in Jamaica, Guyana, Suriname.</li> </ul>

<p><b>OUTPUT 3</b></p>	<p><i>Inter-sectoral coordination mechanisms and instruments facilitating joint action to implement integral policy measures for climate and disaster resilience are set-up and functioning, in the context of sustainable agriculture.</i></p>
<p><b>ACTIVITIES for achieving output 3</b></p>	
<p><b>Title</b></p>	<p><b>Description</b></p>



<p>3.1 Review of policy frameworks for DRM, climate change and natural resources management and intersectoral coordination experience for integrated approaches in each country</p>	<ul style="list-style-type: none"> <li>• Desk work and bilateral consultations to review of existing agriculture, DRM, environmental and climate policy instruments <i>vis a vis</i> the voluntary guidelines for agroenvironmental policies developed by FAO, and identification of critical gaps and recommendations for action.</li> <li>• Desk work on existing intersectoral coordination mechanisms and experiences.</li> <li>• National workshop to present and discuss the findings of the above-mentioned reviews and related recommendations for implementing integrated approaches for sustainable and resilient agriculture with climate change, environmental and agriculture DRM actors.</li> </ul>
<p>3.2 Supporting functional intersectoral coordination mechanism and planning for the implementation of agroenvironmental policy measures in Jamaica and Guyana</p>	<ul style="list-style-type: none"> <li>• Work meeting with national-level stakeholders who could effectively lead intersectoral coordination based on the results of output 3.1 for the identification of common priorities for action based on the recommendations.</li> <li>• Follow up meeting to develop a 1-year joint work plan to respond to core actionable priorities considering the implications of the preliminary findings available of the cost benefit analysis of the best practice -output 2.</li> <li>• Development of an agreement to conform an intersectoral coordination mechanism (structure and functions as well as specific roles and responsibilities that stakeholders could adopt) that can support the implementation of integrated approaches.</li> <li>• Provide on demand training / technical assistance to implement key activities within the joint work plan to promote the implementation of inter-sectoral resilience policies (considering the guide of indicators for agro-environmental policies for LAC developed by FAO) within FAO's areas of expertise as decided by the group in consultation with FAO.</li> </ul>

<p>3.3. Intersectoral coordination and planning for the implementation of climate and disaster risk management in the context of sustainable agriculture building on existing systems</p>	<ul style="list-style-type: none"> <li>• Following on results of output 3.1, elaborate a participatory and decentralised assessment of Suriname’s current institutional and technical capacities and gaps for climate change adaptation, disaster risk management and sustainable agriculture in Suriname (process includes 2 national level workshop and 3 subnational workshops as part of the consultative process).</li> <li>• Based on the assessment and national priorities develop a 3 year plan for climate and disaster risk management in the context of sustainable agriculture with an agro-environmental approach including specific considerations for coastal and hinterland areas (process includes 2 national level planning workshops with representation from subnational level and ongoing inputs of the Oversight Group).</li> <li>• Set up a group with decision-makers in key Government institutions to oversee the process of assessing current capacities and developing the Plan (Oversight group).</li> <li>• Provide support and guidance to the group to define the structure and functions of the mechanism (including specific roles and responsibilities that stakeholders could adopt) to lead the implementation of the plan and function as an intersectoral coordination mechanisms for the implementation of an integrated approach to sustainable and resilient agriculture.</li> </ul>
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## SECTION 2 - FEASIBILITY

### 2.1 RISK MANAGEMENT

Figure 1: Risk Matrix

Risk	Impact	Probability	Mitigation
1. A major natural hazard interrupts the project implementation	Good practices performance is low or nil.	Medium	Different practices will be implemented in each country and in two different agroecological regions in each country which reduces the likelihood of being affected by the same hazards simultaneously.

			Priority is given to project components focusing on preparedness and recovery (e.g. DANA training).
2. Delay in procurement of inputs	The lack of agriculture input limits the performance of the good practices.	Medium	FAO has well-established procurement procedures through various previous projects. In Suriname, where FAO does not have an office, procurement will be handled from SLC and field activities accompanied by a national institution through an LoA
3. Good practices are seen as an expensive practice by some farmers	Project's success may not spread as quickly as expected.	Low	No good practices assessed through cost benefit analysis by FAO in all research countries has ever failed to show better performance than the standard practice. Farmers will gain familiarity with the techniques and their benefits will be proven in numbers during the project.
4. Low interest in participation in planning processes	Little ownership of national institutional frameworks and plans supported through the project	Low	The project will build on existing structures and link national planning processes with field implementation. It will focus strongly on the coordination/follow up mechanisms to sustain planning beyond the project timeframe and keep it responsive of changing policy contexts. Seed funding for priority actions

			identified by national stakeholders across sectors working together will act as an incentive.
5. Low interest of sectoral stakeholders to engage in an intersectoral dialogue	Difficulties to implement intersectoral work committees to promote agro-environmental policy design and implementation	Medium	The international and subregional policy context, especially with regards to climate change, is greatly contributing to raise awareness of the importance of having integrated approaches to protect agriculture from climate and disaster risk. The relatively small size of the countries will help in bringing actors together.

## **2.2 IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS**

### **2.2.1 Implementation strategy**

A Directive Team of the Project Task Force will be formed, chaired by the LTO and comprised of the RLC Regional Initiative 3 Delivery Manager, the leaders of the SO2 Strategic Objective in the FAO Regional Office (RLC) and the focal point for the Climate, Energy and Tenure Division, NRC at FAO headquarters in Rome, and the Sub-regional Coordinator in SLC, as well as FAO Representatives.

This directive team will coordinate actions with a National Project Task Force (PTF) set in each of the countries and provide advice to the NPC. These national PTFs will be comprised of: the FAO Representatives and Assistant FAO Representatives of each of the three countries and the focal point for the RI3 in the subregion, the national consultants hired by the project, the Government National Project Coordinator (NPC), and the focal point for the implementation of the LoA in the selected institution. The national project task force will be chaired by the FAO Representative in collaboration with the NPC. FAO country office with the support and guidance of SLC will be responsible for the local procurement of project inputs. The Country Programme Officer and Field Programme Officer of FAO in SLC will provide operational support and backup. In addition, FAO sub-regional office in Barbados will provide operational support when needed.

The LTO will be the Disaster Risk Management Officer in RLC and shall be responsible for the monitoring of the work plan execution as well as for facilitating coordination of the task force and between the Directive Team which include technical backstopping officers that will support the implementation of the project. The budget holder will be the Subregional Coordinator for SLC.

At national level, the respective MoAs in Jamaica, Suriname and Guyana will have the overall responsibility for implementation of the project. The MoAs will appoint an English speaking senior officer as National Project Coordinator (NPC). All project activities shall be implemented at the selected farms in close collaboration with local governments. The NPC will work closely with the FAOR, AFAOR and other FAO international and national consultants to ensure that project outputs are effectively delivered.

At national level, a Project Steering Committee comprising of the NPC, senior officials from the respective MoAs, relevant national committees for DRM, and their partners related to environment and climate change issues will be formed. This committee will be chaired by the NPC and meet periodically during project implementation to provide guidance and monitor progress on a demand responsive basis. In addition, the Government will designate existing staff of its principal organizations for dealing with technical and educational issues.

An essential guiding principle for the implementation of the project is the full involvement of selected farms and concerned organizations in all stages of the project's activities, from design and planning to implementation and monitoring. Such participation is important to take into account the diversity of villages and their needs. The project therefore foresees strong community participation and in particular: (i) ensure that farmers are involved at all stages of the project management cycle; (ii) build dialogue within communities; (iii) listen to the views of communities; and (iv) sustain participatory self-monitoring and evaluation systems.

National inception workshops will be conducted in each of the countries to ensure the participation of representatives from concerned agencies and institutions. During the workshops, the stakeholders for the project in each country will be given an orientation briefing on the background and objectives of this project and how they can be involved.

FAO will provide technical assistance throughout all project activities and bring to bear its unique relationship to ministries in charge of agriculture, livestock, fisheries, forestry and the environment. It will draw on its proven capacity to lead and contribute to key national platforms and mechanisms for collective engagement in risk management and sustainable agriculture development.

The interdisciplinary and multi-hazard focus of this project will require the engagement of several stakeholders. The project design will facilitate to foster the partnership between stakeholders of the agriculture and natural resources sector, between the government, academia and NGOs/CSOs. FAO will oversee that lead institutions working on gender, indigenous groups/minorities are part of the consultation process at national and local level so that project outputs are inclusive.

### **Gender approach:**

The vision for the project revolves around the implementation of a community-based approach to CCA and DRM (output 1 and 2) and to strengthen national level capacities to be able to promote and effectively support the scaling up of good practices within a broader effort to make agriculture sustainable and resilient through intersectoral mechanisms and planning (output 3).

Within this, a gendered approach is both a core condition to the success of the activities at the local level and the base of the methodologies that will guide the process. Specifically, the methodology developed by FAO to measure the benefits of the good practices that are being promoted will show to what extent the practice is appropriate for both male and female farmers. This, in turn will help making visible to policy makers across sectors that good

practices do have a gender component that will determine what difference they can make and that needs to be taken into account when considering different investment options.

In addition, during the scoping mission that helped informing the design of this project, it was noted that in Jamaica the project can ensure that an equal number of male and female farmers engage in the community-based CCA and DRM process and that in Guyana and Suriname this could be aimed too.

FAO's gender team, who is advising on the implementation of the RI3 will be involved through the process of the development of the CCA and DRM plan for Agriculture in Suriname. They will be consulted through the process of setting-up the functioning intersectoral coordination mechanism proposed (output 3).

## **2.2.2 Government Inputs**

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For each of the three countries the project will be implemented in (Jamaica, Guyana and Suriname), prior obligations and prerequisites will be as follow: a project team is organized during the inception of the project. Respective institutions provide their necessary office space or facilities and salaries for their officials. The project team can access necessary technical information as needed. Farms will also provide conducive conditions for the project implementation.

Financial and/or Contributions in kind: In each country, there will be a National Project Coordinator (NPC) in charge of the overall management and delivery of the project at national level. His/her honorarium will be paid by the respective Government at no costs for the project. For the sake of the project implementation, the Government will also provide office space and utilities, and local transportation to international experts and FAO visitors. Specifically, the Government will provide the following inputs, which are deemed necessary and useful for effective implementation of the project:

- NPC and national counterparts and their salary for the whole duration of the project;
- make available a PMU office for project coordination and implementation;
- designate a range of staff to take part in project activities as part of their regular responsibilities;
- nominate subject matter specialists from relevant national research and development institutions as well as from other educational institutes to assist in project implementation;
- arrange bookings/reservations for domestic trainings, field trips, etc.;
- organization of training sessions, arranging for the venues and providing any equipment needed;
- ensure that equipment, materials and supplies provided by the project are at all times available for use by the project and that adequate provisions are made for their safe custody, maintenance and insurance;
- local transportation of material, equipment and other inputs coming from abroad to project sites;
- clearance of international personnel;

- arranging for customs clearance of equipment and products imported by the project and tax-free purchase of equipment and supplies;
- assist in the organization of the training courses and provide venue and training equipment beyond the provision of the project.

### 2.2.3 FAO Contribution

Personnel services (*TORs to be provided in annex*)

Category	Title	Role in the project / link to outputs	Number of days			No of missions
			Desk work	On mission	Total	
NC	<b>1 DRM/CCA expert (Jamaica and Guyana)</b>	Leads output 3 related activities in Jamaica and Guyana	<b>80</b>	<b>20</b>	<b>100</b>	<b>6</b>
NC	<b>1 DRM/CCA expert (Suriname)</b>	Leads output 3 related activities in Suriname	<b>60</b>	<b>20</b>	<b>80</b>	<b>4</b>
NC	<b>1 national process support consultant (Suriname)</b>	Supports the DRM/CCA consultant in implementation of output 1 in Suriname	<b>40</b>		<b>40</b>	
NC	<b>3 Field Researchers (Jamaica, Guyana, Suriname)</b>	Gathers field data to deliver output 2 and document practices (data and photography)	<b>60</b>	<b>120</b>	<b>180</b>	<b>12</b>
NC	<b>1 editor</b>	Edits subregional report output 2.4	<b>20</b>		<b>20</b>	
NC	<b>1 expert on community based adaptation and DRM</b>	Writing regional report output 2.4	<b>8</b>	<b>6</b>	<b>14</b>	<b>3</b>
NC	<b>3 communications consultant</b>	Designs and implements a communications strategy to promote good practices	<b>12</b>		<b>12</b>	
<b>Casual Labour</b>	<b>Temporary Assistance</b>	To support SLC and countries in administrative tasks related to project activities				

<b>TSS</b>	<b>Forestry Officer RLC</b>	Technically guides Output 3 and provides input for all project outputs	<b>3</b>		<b>3</b>	
	<b>DRM Officer RLC</b>	LTO and input for all project outputs and overall project implementation	<b>10</b>	<b>6</b>	<b>16</b>	<b>3</b>
	<b>Agricultural Production SLC</b>	Technically contributes to Outputs 1, 2, and 3 with crops perspective	<b>3</b>	<b>6</b>	<b>9</b>	<b>3</b>
	<b>Animal Production and Health SLC</b>	Technically contributes to Outputs 1, 2, and 3 with livestock perspective	<b>3</b>	<b>6</b>	<b>9</b>	<b>3</b>
	<b>Forestry Officer SLC</b>	Technically contributes to Outputs 1, 2, and 3 with forestry perspective	<b>3</b>	<b>4</b>	<b>7</b>	<b>2</b>
	<b>Fisheries Officer SLC</b>	Technically contributes to Outputs 1, 2, and 3 with fisheries perspective	<b>3</b>	<b>4</b>	<b>7</b>	<b>2</b>
	<b>NRC</b>	Technically guides Output 1, and 2 and provides input for output 3 and overall implementation of the project	<b>14</b>	<b>6</b>	<b>20</b>	<b>1 (multi-country)</b>

### Contracts or letters of agreements

<b>Category</b>	<b>Short description of the foreseen contract</b>	<b>Role in the project / link to outputs</b>
<b>LOA</b>	LoAs with national institution (NGO/applied research/extension) for the implementation of a community-based CCA and DRM approach in each project country. The LOAs will include:  1 x 5 day training for extension officers on community-based CCA and DRM with gender approach (1 per country)      Output 1.2 - Build extension officers capacity to provide technical support to farmers to implement	Deliver outputs 1.1, 1.2, 1.3



	<p>good practices</p> <p>2 x 1 day training for farmers field days to train farmers on community-based CCA and DRM and the implementation of the good practices selected in each country (2 sites per country) - Output 1.2</p> <p>5 farmer field days to provide ongoing support for the implementation of the practices in each of the two project sites in each country</p>	
<b>Contract</b>	Design and printing of subregional report on good practices	Output 2.4
<b>Contract</b>	Production of radio content on good practices for dissemination of local	Output 2.4

### Materials, supplies and equipment

Category	Type of materials / supplies / equipment	Use in the project / link to outputs
<b>Non-expendable (5024)</b>	Inputs required to implement local good practices for CCA and DRM identified as suitable through scoping envisioned in output 1.1 (e.g. potentially digging tools; drip irrigation and other basic technologies)	Implement output 1.3
<b>Expendable (5025)</b>	To be decided based on DRR practice selection upon project start (e.g. potentially Guinea Grass (approx. 60 yds <sup>3</sup> per ha.); fire-resistant seedlings; drought tolerant planting material, e.g. cassava (manioc); Matt & King Grass seedlings.	Implement output 1.3

### Training

Category	Short title / description	Reasons for training / link to outputs
	1 virtual training on community based DRM and CCA based on FAO's E-Learning Module to national institutions with which LoA is signed for replication at national level with extension officers/related technical staff (regional)	Output 1.2

	1 virtual training on field data gathering for cost benefit analysis for field researchers (regional)	Output 2.1
	1 workshop to share results of policy review and international experience on coordination mechanisms in each country (3 in total)	Output 3.1
	1 workshop to develop 1 year action plan for intersectoral coordination mechanism in Jamaica and Guyana (2 in total)	Output 3.3
	1 national multistakeholder workshop for participatory assessment of technical and institutional capacities for DRM and CCA in Suriname (1 in total)	Output 3.2
	3 subnational multistakeholder workshops for participatory assess technical and institutional capacities for DRM and CCA in Suriname (3 in total)	Output 3.2
	2 national planning workshops for the development of a CCA and DRM agriculture plan in Suriname (2 in total)	Output 3.2
	1 national workshops on planning for implementing an integrated approach and generate enable condition for good practices scaling up (in Jamaica and Suriname)	Output 3.2
	1 national trainings on cost benefit analysis targeting economist at the Ministry of Agriculture, Environment, bilateral donors and other national development partners for agriculture and rural communities (3 in total)	Output 2.1
	A series of trainings required to implement the joint action plan for the intersectoral committee as prioritised by the members in Jamaica and Guyana	Output 3.2

### General Operating Expenses

Required miscellaneous expenses	Consumables – office supplies, internet, electricity, heating, etc.
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for the project operation:	
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## **2.3 MONITORING AND REPORTING**

The PTF is responsible for overall project monitoring and reporting and for ensuring that all reports are completed and submitted on time. A monitoring and reporting plan will be developed together with the project implementation plan (PIP) by the international and jointly with the national consultants at the beginning of the project.

Monitoring will be done at the following levels:

- resource monitoring: budget, expenditure, procurement, input distribution, resource allocation;
- performance monitoring: effectiveness, efficiency, transparency and accountability;
- output monitoring: quantity, quality, appropriateness, relevance of outputs to target groups.

During project implementation, the following reports will be produced:

- At project inception, the FAO programming focal point in each country with inputs from the national task force members led by the NPC will produce a country implementation plan that will include a detailed schedule of planned activities for all outputs.
- 6-months/1 year/18<sup>th</sup> month monitoring report (brief updates): the NPC in consultation with the national task force members and direct support from the FAO national programme focal point in each country will prepare and submit brief overall quarterly monitoring report which will include a short description of activities undertaken, the involvement of implementing partners, results achieved, problems and constraints met, and recommendations and the progress of the delivery of inputs. These will be compiled by the project LTO as a brief sub-regional reports for the project.
- end of assignment reports of national consultants, final report service providers, and training evaluations surveys;
- Terminal report: the LTO will lead the preparation of the project terminal report with is composed of a subregional overview section and individual report per country- including technical inputs from the national consultants and service providers and recommendations for possible follow-up activities. The report will be submitted to FAO headquarters. FAO will forward a copy of the technically cleared final report to the Government of Jamaica, Guyana and Suriname.

## **2.4 COMMUNICATION**

The communication of results or project outputs within each government will be the responsibility of the NPC. The communication of outputs within FAO will be the responsibility of the FAO Representation and supported by a communications consultant. A well-documented log of activities undertaken and outputs produced shall be maintained in a computerized format both by the NPC and the FAO project staff.

MoA, and local level Agriculture Extension Divisions, and local authority will communicate the project's results to local communities through different media channels such as printed brochures/leaflets, etc.

FAO will be responsible for the publication and technical oversight of the training materials in English language. With FAO technical oversight and support of the project team.

A regional report will present the good practices including the results of the cost benefit analysis and will be launched in each of the countries.

Radio capsules disseminated through community radios will disseminate information on the practices across local audiences.

A video of the project will communicate the approach and the results achieved.

Successfully tested good practices will be published on FAO's platform for technologies and practices for small agricultural producers (TECA: <http://teca.fao.org/>) and FAO Resilience website: <http://www.fao.org/resilience/home/en/>.

## **SECTION 3 - SUSTAINABILITY OF RESULTS**

The participatory and inclusive approach, where farmers and communities develop risk prevention and mitigation capacities, building on their existing knowledge will increase ownership of project's activities and will contribute to the sustainability of project results.

The project will encourage farmers to adopt simple, low-cost, appropriate technologies and practices to sustainable use natural resources and become more resilient to extreme events through the application of good practices. These practices will bring about significant improvement in productivity and enhance their capacity to adapt to climate change beyond the lifetime of the project.

The other pillar for the sustainability of the project will be the institutionalization of the intersectoral coordination mechanism (output 3). The design of the activities to achieve this output incorporate lessons learnt from previous projects on the importance of ensuring that dialogues and planning processes are anchored on functioning mechanisms with a clear and common agenda and defines roles and responsibilities. This mechanism is what will carry forward the agro-environmental agenda countries urgently need to protect agriculture from climate change and disasters and respond to any new challenges arising. It will support a process of ongoing planning, learning and revision of all instruments and measures, as needed in a context where countries need to be prepared to act quickly on emerging challenges and opportunities.



## Annex 1 – Budget

<b>Comp.</b>	<b>Component Description</b>	<b>Sub Comps.</b>	<b>Main Comp.</b>
<b>5013</b>	<b>Consultants</b>		<b>68.400</b>
5542	Consultants - International	-	
5543	Consultants - National	68.400	
5544	Consultants - TCDC/TCCT	-	
5545	Consultants - Retired Experts	-	
5546	Consultants - South South Cooperation	-	
5547	Consultants - UN Volunteers	-	
5549	Consultants - Young Professionals	-	
<b>5014</b>	<b>Contracts</b>		<b>123.000</b>
5650	Contracts Budget	123.000	
<b>5020</b>	<b>Overtime</b>		<b>10.500</b>
5652	Casual Labour - Temporary Assistance	10.500	
<b>5021</b>	<b>Travel</b>		<b>68.389</b>
5661	Duty travel others (only FAO staff)	-	
5684	Consultants - International	-	
5685	Consultants - National	37.220	
5686	Consultants - TCDC/TCCT	-	
5687	Consultants - Retired Experts	-	
5688	Consultants - South South Cooperation	-	
5689	Consultants - UN Volunteers	-	
5694	Travel - Training	-	
5691	Consultants - Young Professionals	-	
5692	Travel TSS	31.169	
5698	Travel - Non staff (e.g. counterparts)	-	
<b>5023</b>	<b>Training</b>		<b>78.000</b>
5920	Training Budget	78.000	
<b>5024</b>	<b>Expendable Equipment</b>		<b>30.000</b>
6000	Expendable Equipment	30.000	
<b>5025</b>	<b>Non Expendable Equipment</b>		<b>30.000</b>
6100	Non Expendable Equipment Budget	30.000	
<b>5027</b>	<b>Technical Support Services</b>		<b>43.041</b>
6111	Report Costs	2.500	
6120	Honorarium TSS	40.541	
<b>5028</b>	<b>General Operating Expenses</b>		<b>11.287</b>
6300	General Operating Expenses Budget	11.287	
<b>5029</b>	<b>Support Cost</b>		<b>32.383</b>
6118	Direct Operating Costs	32.383	
	<b>Grand Total</b>		<b>495.000</b>

**Annex 2 – Work Plan**

WORK PLAN TCP/XXX/YYYY	Responsibility	Year 1				Year 2			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Output 1</b>									
Activity 1.1		■							
Activity 1.2			■	■	■	■	■	■	
Activity 1.3			■	■	■	■	■	■	
<b>Output 2</b>									
Activity 2.1						■			
Activity 2.2				■	■	■	■	■	
Activity 2.3						■	■	■	■
Activity 2.4								■	■
<b>Output 3</b>									
Activity 3.1		■							
Activity 3.1			■	■	■	■	■	■	■
Activity 3.3			■	■	■	■	■		
Procurement			■			■			
Recruitment		■			■		■		
LoA		■							

## Annex 3 – Terms of Reference for Personnel

### Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of the DRM Officer RLC and LTO</b>
<b>Minimum years of experience required:</b>	
<b>Estimated beginning of functions:</b>	
<b>Duration:</b>	16 (10 days of desk work -8 standard days + 2 specific days to provide technical input to products on DRM + 6 days mission (3 missions))
<b>Place:</b>	
<b>Supervised by:</b>	<b>RI 3 Delivery Manager</b>

<b>Description of tasks and goals for achievement (per mission, if applicable)</b>		
<ul style="list-style-type: none"> <li>• Elaborate a workplan for the implementation of activities</li> <li>• Lead the Project Task Force</li> <li>• Participate and coordinate the work of the project Directive team</li> <li>• Act as focal point for the project communications with regards to HQ and the countries Representations, delegating the required actions to the rest of the team as necessary.</li> <li>• Monitor the performance of the budget and activities</li> <li>• Program the partial and final reports and gather the contributions of the different technical officers involved in the project implementation.</li> <li>• Oversees the development of Suriname’s national a sectoral plan for CCA and DRM.</li> <li>• Inputs into the contents and structure of the regional publication</li> <li>• Participate in a key level national activity in each project country including one cost benefit analysis training, which will also serve to monitor project implementation and identify challenges/emerging issues or discuss changes to the workplan.</li> </ul>		
<b>Key performance indexes</b>		
<b>Projected outputs (per mission, if applicable):</b>		<b>Required completion date:</b>
Achievement of expected results Project outputs according to FAO standards Final report		
<b>Estimated rates for budget</b>		
<b>Fees</b>	<b>Allowances</b>	<b>Standard airfare cost</b>



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### Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of the Forestry Officer RLC</b>
<b>Minimum years of experience required:</b>	
<b>Estimated beginning of functions:</b>	
<b>Duration:</b>	3 days TSS
<b>Place:</b>	
<b>Supervised by:</b>	<b>RI 3 Delivery Manager</b>

<b>Description of tasks and goals for achievement (per mission, if applicable)</b>		
<ul style="list-style-type: none"> <li>• Assist RLC and FAO representations in the selection of the national consultants</li> <li>• Ongoing facilitation and monitoring of the implementation of the project through ongoing liaison with Project Task Force under the leadership of the LTO</li> <li>• Participate in the Project Task Force</li> <li>• Supervises national consultant delivering output 3 in Jamaica and Guyana</li> <li>• Provides guidance to national consultant delivering output 3 in Suriname</li> <li>• Input and review of progress and final project reports</li> </ul>		
<b>Key performance indexes</b>		
Projected outputs (per mission, if applicable):		Required completion date:
Progress report Final report		
<b>Estimated rates for budget</b>		
Fees	Allowances	Standard airfare cost

## Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of Climate and Environment Division (NRC)</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	20 days (including 6 days on mission and 14 days of desk work)
<b>Location:</b>	Rome, Italy and one mission to the three project countries
<b>Reports to:</b>	NRC Director in coordination with the LTO

### Description of task(s) and objectives to be achieved (per mission if applicable)

#### Desk work at FAO HQ (14 days):

- provide overall technical support to the project;
- provide technical support to the international and national consultants (e.g. video conference briefing session on monitoring and evaluation of good practices and data collection methodology);
  - review training material;
  - Data computed, cost-benefit analysis and modelling completed for season 1
  - Data computed, cost-benefit analysis and modelling completed for season 2
  - Review technical guidelines on farming practices;
  - Oversee the production of the regional report

#### Conduct a mission to provide a training on cost-benefit analysis (6 days effectively on mission – 2 training days in each country - plus travel time)

- Provide a training on cost-benefit analysis based on collected data from field trials in each of the project countries.
- Submit a BTOR

### Key performance indicators

Expected Outputs (per mission if applicable):

Required Completion Date:

Cost benefit analysis of the practices implemented in each country for both monitored seasons	By the end of the project
BTOR reporting on the delivery of the in-country trainings	
<b>Estimated rates for budget</b>	

### Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of Animal Production and Health (SLC)</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	3 days desk work + 6 days mission (9 in total)
<b>Location:</b>	SCL
<b>Reports to:</b>	SLC Subregional Coordinator in coordination with the LTO

#### Description of task(s) and objectives to be achieved (per mission if applicable)

The SLC officer will provide technical guidance to the livestock component of the pre-selected demonstrations practices. This will include:

- assist in the selection of local community based DRM and CCA appropriate for replication and evaluation related to animal production and health
- provide advice for appropriate implementation of the practices related to animal production and health
- revise project products from animal production technical perspective
- missions to country (s) implementing animal production good practices and participate in 1 cost benefit analysis training

<b>Key performance indicators</b>	
Expected Outputs (per mission if applicable):	Required Completion Date:
	By the end of the project
<b>Estimated rates for budget</b>	

### Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of Fisheries Officer (SLC)</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	3 days desk work + 4 days mission (7 in total)
<b>Location:</b>	SCL
<b>Reports to:</b>	SLC Subregional Coordinator in coordination with the LTO

<b>Description of task(s) and objectives to be achieved (per mission if applicable)</b>
<p>The SLC officer will provide technical guidance to the fishery component of the pre-selected demonstrations practices. This will include:</p> <ul style="list-style-type: none"> <li>• assist in the selection of local community based DRM and CCA appropriate for replication and evaluation related to fisheries</li> <li>• provide advice for appropriate implementation of the practices related to fisheries</li> <li>• revise project products from fisheries technical perspective</li> <li>• missions to country (s) implementing fisheries good practices and participate in 1 cost benefit analysis training</li> </ul>
<b>Key performance indicators</b>

Expected Outputs (per mission if applicable):	Required Completion Date:
	By the end of the project
Estimated rates for budget	

### Terms of Reference

<b>Job Title:</b>	<b>Technical Support Services (TSS) of Subregional Forestry Officer SLC</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	3 days desk work + 4 days mission (7 in total)
<b>Location:</b>	SCL
<b>Reports to:</b>	SLC Subregional Coordinator in coordination with the LTO

### Description of task(s) and objectives to be achieved (per mission if applicable)

The SLC officer will provide technical guidance to the forestry livestock component of the pre-selected demonstrations practices. This will include:

- assist in the selection of local community based DRM and CCA appropriate for replication and evaluation related to forestry and agroforestry
- provide advice for appropriate implementation of the practices related to forestry and agroforestry
- revise project products from forestry technical perspective
- missions to country (s) implementing forestry and agroforestry good practices

### Key performance indicators

Expected Outputs (per mission if applicable):	Required Completion Date:
	By the end of the project

<b>Estimated rates for budget</b>	

<b>Job Title:</b>	<b>Technical Support Services (TSS) of Agricultural Production, and IPB SCL</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	3 days desk work + 6 days mission (9 in total)
<b>Location:</b>	SCL
<b>Reports to:</b>	SLC Subregional Coordinator in coordination with the LTO

**Description of task(s) and objectives to be achieved (per mission if applicable)**

The SLC officer will provide technical guidance to the agricultural production component of the pre-selected demonstrations practices. This will include:

- assist in the selection of local community based DRM and CCA appropriate for replication and evaluation related to agriculture crops
- provide advice for appropriate implementation of the practices related to forestry and agroforestry
- revise project products from agriculture crops technical perspective
- missions to country (s) implementing agriculture crops good practices and participate in 1 cost benefit analysis training

**Key performance indicators**

<b>Expected Outputs (per mission if applicable):</b>	<b>Required Completion Date:</b>
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	By the end of the project
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<b>Estimated rates for budget</b>	
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## Terms of Reference

<b>Job Title:</b>	<b>Agro-environment consultant for the analysis of institutional and sectoral policies (Jamaica and Guyana)</b>
<b>Minimum number of years of relevant experience required:</b>	
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	100 days consultancy (80 desk work + 20 mission)
<b>Location:</b>	Home-based with missions to Jamaica and Guyana
<b>Reports to:</b>	RLC Forestry Officer

### Description of task(s) and objectives to be achieved (per mission if applicable)

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator), the technical supervision of the Lead Technical Officer (LTO) of FAO and in close cooperation with the FAO Country Representative and the National Project Task Force, the professional will fulfill the following functions and tasks:

#### **Responsibilities and tasks:**

- Consultations and elaboration a report identifying and analyzing the main institutional, legal and governance aspects for implementing policies that promote sustainable agriculture, identifying the main weaknesses in each country and considering the criteria established in the Voluntary Guidelines for Agro-Environmental Policies in LAC of FAO.
- Support the implementation of an intersectoral workshop at national level in each country with aims to analyze the agro-environmental approach into sectoral policies with emphasis on climate change adaptation, disaster risk management and interinstitutional coordination based on the diagnostic report of each country.
- Elaborate the workshop report with the conclusions and recommendations concerted.
- Support at the Focal Points and national project teams in the development of a proposal for interinstitutional / intersectoral coordination mechanism for the development of a joint working agenda of implementation of policy measures for CCA and resilience to disaster with agro-environmental approach considering the results of the national workshops.



- Support the development of a Work Meeting with national-level stakeholders in each country to discuss the above proposal and to define the priorities of the joint work plan. Elaborate the report of the dialogue with recommendations.
- Assist at the Focal Points and national project teams in a procedure to facilitate the follow up of the development of a joint work plan to respond to core actionable priorities concerted including the formalization of an interinstitutional coordination mechanism.
- Develop consulting Final Report.

### Key performance indicators

Expected Outputs (per mission if applicable):	Required Completion Date:
<ul style="list-style-type: none"> <li>• Political –institutional diagnosis reports of each country.</li> <li>• Reports of the national workshops and work meetings.</li> <li>• Preliminary proposal of an interinstitutional coordination mechanism.</li> <li>• Work plan for intersectoral coordination identifying priority needs for support through training</li> <li>• Support the implementation of the key activities identified in the joint work plan by the intersectoral group to be supported by the project towards the consolidation of the group</li> </ul>	By the end of the project
<p><b>Required competencies:</b></p> <ul style="list-style-type: none"> <li>• University degree in agricultural, environmental or related sciences that includes working across sectors.</li> <li>• Minimum 7 years of relevant professional experience with the implementation of policies, strategies or agro-environmental or agro-ecological programs, with expertise in disaster risk management and climate change.</li> <li>• Good written and oral communication skills.</li> <li>• Demonstrated ability to coordinate and facilitate processes and to engage with colleagues across the Organization.</li> </ul> <p><b>Languages:</b> English and Spanish.</p>	
<p><b>Fees</b> USD 20 000 (lump sum)</p>	

## Terms of Reference

<b>Job Title:</b>	National Consultant – DRM CCA(Suriname)		
<b>Division/Department:</b>	SLC		
<b>Programme/Project Number:</b>			
<b>Location:</b>	Suriname		
<b>Expected Start Date of Assignment:</b>	November 2016	<b>Duration:</b>	80-days work including 20 days mission and 60 days desk work until products are accomplished
<b>Reports to:</b>	DRM Officer RLC		

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator), the technical supervision of the Lead Technical Officer (LTO) of FAO and in close cooperation with the FAO Country Representative and the National Project Task Force, the professional will fulfill the following functions and tasks:

- Desk work and bilateral consultations to review of existing agriculture, environmental and climate policy instruments vis a vis the voluntary guidelines for agroenvironmental policies developed by FAO, and identification of critical gaps and recommendations for action.
- Desk work on existing intersectoral coordination mechanisms and experiences.
- National workshop to present and discuss the findings of the above-mentioned reviews and related recommendations for implementing integrated approaches for sustainable and resilient agriculture with climate change, environmental and agriculture DRM actors.
- Produce a short report summarizing results of the process and identifying key stakeholders
- Design the methodology and work plan for a participatory and decentralized assessment of Suriname’s current institutional and technical capacities and gaps for climate change adaptation, disaster risk management and sustainable agriculture in agriculture Suriname. Process should include 2 national level workshop (before and after subnational consultation) and 3 subnational workshops (coastal, savannah and hinterland regions of the countries) as part of the consultative process; in addition to bilateral meetings with key stakeholders as identified jointly with FAO and Government and other counterparts. It will be multistakeholder and must include representation from farmers groups, women’s

groups, indigenous groups and any other population depending on agriculture vulnerable to climate change and disasters

- Based on the assessment and national priorities develop a 3 year plan for climate and disaster risk management and sustainable agriculture in with an agro-environmental approach (title to be decided by national Government) including specific considerations for coastal and hinterland areas (process includes 2 national level planning workshops with representation from subnational level and ongoing inputs of the Oversight Group). This process will involve the production of a series of drafts and actively seeking input from key stakeholders.
- Set up a group with decision-makers in key Government institutions to oversee the process of assessing current capacities and developing the Plan (Oversight group).
- Provide support and guidance to the group to define the structure and functions of the mechanism (including specific roles and responsibilities that stakeholders could adopt) to lead the implementation of the plan and function as an intersectoral coordination mechanisms for the implementation of an integrated approach to sustainable and resilient agriculture.
- Prepare a final report of the consultancy focusing on the process, the stakeholders involved, learning and recommendations.

<b>Expected Outputs:</b>	<b>Required Completion Date:</b>	
<ol style="list-style-type: none"> <li>1. Policy review report</li> <li>2. Assessment report</li> <li>3. Drafts Plan</li> <li>4. Second Draft Plan</li> <li>5. Third draft Plan</li> <li>6. Final plan</li> <li>7. Technical Report of activities during the 2<sup>nd</sup> mission, results and findings</li> </ol>	According to work plan developed in consultation with Government	
<b>Qualifications and Skills Required</b>		
<ul style="list-style-type: none"> <li>• A first degree in Agriculture, Agricultural Engineering, Environment, DRM or related areas</li> <li>• At least 10 years of experience in any area of Disaster Risk Management / DRM / Resilience in agriculture</li> <li>• Experience in facilitating participatory consultation processes</li> <li>• Experience in policy analysis</li> <li>• Experience in formulating plans</li> <li>• Excellent oral and written communication skills in English</li> </ul>		
<b>Desired</b>		
<ol style="list-style-type: none"> <li>a. A post-graduate degree in Agriculture, Environment or related areas</li> </ol>		
<b>Honorarium rate</b>		
USD 15 000 (lump sum)		

## Terms of Reference

<b>Job Title:</b>	<b>National process support consultant (Suriname)</b>
<b>Minimum number of years of relevant experience required:</b>	5
<b>Expected Start of Assignment:</b>	
<b>Duration:</b>	40 days' work (over the duration of the project)
<b>Location:</b>	Suriname
<b>Reports to:</b>	FAO Representative in Jamaica

### **Description of task(s) and objectives to be achieved (per mission if applicable)**

The Regional Technical Cooperation Programme (TCP) on “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” aims to measure the returns of investing in good agriculture practices for CCA and DRR.

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator), the technical supervision of the Lead Technical Officer (LTO) and in close cooperation with the FAO Representative and the NPC , the National consultation process facilitator will support the national consultant on DRM CCA(Suriname) in the implementation of output 3 of the project in Suriname as well as the national Project Task Force to ensure the efficient implementation of all project activities in Suriname.

More specifically he/she will perform the following tasks specified under the project output 2 in close coordination with the National Project Coordinator:

- Elaborate a country work plan detailing activities and deadlines.
- Support organizing the national consultant on DRM CCA(Suriname) 4 missions including arranging meetings, interviews and workshops as required, as well as contributing to the preparation of required inputs and materials and contributing to reporting.
- Organise and support the delivery of 1 national consultation on technical and institutional capacities for DRM/CCA and 2 planning workshops for the development of a 3 year plan for disaster and climate risk management and sustainable agriculture.
- Organise and support the delivery in 3 decentralised consultations (coastal and hinterland areas) as part of the process to develop the plan.
- Provide support to the National Project Coordinator in Suriname as required to implement, monitor and report on project activities in Suriname.

### **Key performance indicators**

Expected Outputs (per mission if applicable):		Required Completion Date:
Work plan (approved)		One week after signing contract
Agenda for mission #1 of DRM/CCA Consultant		According to work plan
Agenda for mission #2 of DRM/CCA Consultant		According to work plan
Agenda for mission of #3 of DRM/CCA Consultant		According to work plan
Agenda for mission of #4 of DRM/CCA Consultant		According to work plan
Consultancy 6 months report		According to work plan
End of project report		According to work plan
Estimated rates for budgeting purposes		
Honorarium rate	DSA rate	Standard air ticket cost
USD 6 000 (lump sum)	USD 116	N/A (travel by car)

### Terms of Reference

<b>Job Title:</b>	<b>National Field Monitoring Consultant (Jamaica)</b>
<b>Minimum number of years of relevant experience required:</b>	5
<b>Expected Start of Assignment:</b>	Upon set-up of the field trials
<b>Duration:</b>	60 (4 in-country missions of 14 days each plus 4 days desk work)
<b>Location:</b>	Jamaica
<b>Reports to:</b>	FAO Representative in Jamaica

#### Description of task(s) and objectives to be achieved (per mission if applicable)

The Regional Technical Cooperation Programme (TCP) on “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” aims to measure the returns of investing in good agriculture practices for CCA and DRR.

the National Field Monitoring Consultant will support the project component in Jamaica to gather field data on the good agriculture practices for DRR and CCA using FAO monitoring sheet. More specifically he/she will perform the following tasks specified under the project output 2:

- Elaborate a work plan
- Conduct four field missions over two seasons (twice per season - post-planting and post-harvest) in about 20-30 farms for each good agriculture practice tested in the field (about four). During each field mission, the consultant will interview farmer beneficiaries and gather qualitative and quantitative data regarding inputs, outputs, impact of hazard (if any) and farmer's perceptions according to FAO methodology and using FAO questionnaire and data sheets. Each field mission will be done in close collaboration with the FAO country office, the regional project coordinators and local project partners, the representatives from the governments and resource partners in order to:
- Prepare a short report of the data gathered in the field, highlighting activities undertaken and key preliminary findings and recommendations
- Take high resolution pictures of the practices and the farmers implementing them
- Ensure the compilation of monitoring sheets and quality control to ensure information is complete
- Send the questionnaires to HQ for further analysis (via pouch)
- Provide further field information as required based on feedback.
- Participate in national training on cost benefit analysis

#### Key performance indicators

Expected Outputs (per mission if applicable):	Required Completion Date:	
A short work plan of planning the field mission	Within the first week after start of the assignment	
All questionnaires undertaken in each field mission (post-planting of season 1 and season 2 and post-harvesting of season 1 and season 2) sent via pouch to HQ	One week after completion of the respective field mission	
After each field mission submit a short report (in total 4) on preliminary results based on the data collected through the questionnaires, including the activities undertaken, preliminary findings and recommendations	One week after completion of each field mission	
The consultant participated in the national training on cost-benefit analysis	Date to be confirmed	
A CD-ROM with at least 20 high res pictures from the practices and the farmers implementing them from each data collection		
Short end of assignment report of completed activities and findings and recommendations if any	Upon the completion of the assignment	
Estimated rates for budgeting purposes		
Honorarium rate	DSA rate	Standard air ticket cost
USD 6 000 (lump sum)	USD 116	N/A (travel by car)

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### Terms of Reference

<b>Job Title:</b>	<b>National Field Monitoring Consultant (Suriname)</b>
<b>Minimum number of years of relevant experience required:</b>	5
<b>Expected Start of Assignment:</b>	Upon set-up of the field trials
<b>Duration:</b>	32 (4 in-country missions of 7 days each plus 2 days desk work)
<b>Location:</b>	Suriname
<b>Reports to:</b>	FAO Representative in Suriname

#### **Description of task(s) and objectives to be achieved (per mission if applicable)**

The Regional Technical Cooperation Programme (TCP) on “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” aims to measure the returns of investing in good agriculture practices for CCA and DRR.

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator), the technical supervision of the Lead Technical Officer (LTO) and in close cooperation with the FAOR Suriname and the NPC, the National Field Monitoring Consultant will support the project component in Suriname to gather field data on the good agriculture practices for DRR and CCA using FAO monitoring sheet. More specifically he/she will perform the following tasks specified under the project output 2:

- Elaborate a work plan
- Conduct four field missions over two seasons (twice per season - post-planting and post-harvest) in about 20-30 farms for each good agriculture practice tested in the field (about two). During each field mission, the consultant will interview farmer beneficiaries and gather qualitative and quantitative data regarding inputs, outputs, impact of hazard (if any) and farmer’s perceptions according to FAO methodology and using FAO questionnaire and data sheets. Each field mission will be done in close collaboration with the FAO country office, the regional project coordinators and local project partners, the representatives from the governments and resource partners in order to:
- Prepare a short report of the data gathered in the field, highlighting activities undertaken and key preliminary findings and recommendations
- Take high resolution pictures of the practices and the farmers implementing them
- Ensure the compilation of monitoring sheets and quality control to ensure information is complete
- Send the questionnaires to HQ for further analysis (via pouch).
- Provide further field information as required based on feedback.

<ul style="list-style-type: none"> <li>Participate in national training on cost benefit analysis</li> </ul>		
<b>Key performance indicators</b>		
Expected Outputs (per mission if applicable):		Required Completion Date:
A short work plan of planning the field mission		Within the first week after start of the assignment
All questionnaires undertaken in each field mission (post-planting of season 1 and season 2 and post-harvesting of season 1 and season 2) sent via pouch to HQ		One week after completion of the respective field mission
After each field mission submit a short report (in total 4) on preliminary results based on the data collected through the questionnaires, including the activities undertaken, preliminary findings and recommendations		One week after completion of each field mission
The consultant participated in the national training on cost-benefit analysis		Date to be confirmed
A CD-ROM with at least 20 high res pictures from the practices and the farmers implementing them from each data collection		
Short end of assignment report of completed activities and findings and recommendations if any		Upon the completion of the assignment
Estimated rates for budgeting purposes		
Honorarium rate	DSA rate	Standard air ticket cost
USD 3 200 (lump sum)	USD 66	N/A (travel by car)

### Terms of Reference

<b>Job Title:</b>	<b>National Field Monitoring Consultant (Guyana)</b>
<b>Minimum number of years of relevant experience required:</b>	5
<b>Expected Start of Assignment:</b>	Upon set-up of the field trials



<b>Duration:</b>	60 (4 in-country missions of 14 days each plus 4 days desk work)
<b>Location:</b>	Guyana
<b>Reports to:</b>	FAO Representative in Guyana

### Description of task(s) and objectives to be achieved (per mission if applicable)

The Regional Technical Cooperation Programme (TCP) on “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” aims to measure the returns of investing in good agriculture practices for CCA and DRR.

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator), the technical supervision of the Lead Technical Officer (LTO) and in close cooperation with the FAO Representative, the National Field Monitoring Consultant will support the project component in Guyana to gather field data on the good agriculture practices for DRR and CCA using FAO monitoring sheet. More specifically he/she will perform the following tasks specified under the project output 2:

- Elaborate a work plan
- Conduct four field missions over two seasons (twice per season - post-planting and post-harvest) in about 20-30 farms for each good agriculture practice tested in the field (about four). During each field mission, the consultant will interview farmer beneficiaries and gather qualitative and quantitative data regarding inputs, outputs, impact of hazard (if any) and farmer’s perceptions according to FAO methodology and using FAO questionnaire and data sheets.
- Prepare a short report of the data gathered in the field, highlighting activities undertaken and key preliminary findings and recommendations
- Take high resolution pictures of the practices and the farmers implementing them
- Ensure the compilation of monitoring sheets and quality control to ensure information is complete
- Send the questionnaires to HQ for further analysis (via pouch)
- Provide further field information as required based on feedback.
- Participate in national training on cost benefit analysis

### Key performance indicators

Expected Outputs (per mission if applicable):	Required Completion Date:
A short work plan of planning the field mission	Within the first week after start of the assignment
All questionnaires undertaken in each field mission (post-planting of season 1 and season 2 and post-harvesting of season 1 and season 2) sent via pouch to HQ	One week after completion of the respective field mission
After each field mission submit a short report (in total 4) on preliminary results based on the data collected through the questionnaires, including	One week after completion of each field mission

the activities undertaken, preliminary findings and recommendations		
The consultant participated in the national training on cost-benefit analysis		Date to be confirmed
A CD-ROM with at least 20 high res pictures from the practices and the farmers implementing them from each data collection		
Short end of assignment report of completed activities and findings and recommendations if any		Upon the completion of the assignment
Estimated rates for budgeting purposes		
Honorarium rate	DSA rate	Standard air ticket cost
USD 6 000 (lump sum)	USD 58	N/A (travel by car)

### Terms of Reference

<b>Job Title:</b>	<b>Consultant specialist on documenting DRM and CCA in agriculture (based in SCL)</b>
<b>Minimum number of years of relevant experience required:</b>	7
<b>Expected Start of Assignment:</b>	August 2017
<b>Duration:</b>	14 days (including 6 days on mission and 8 days of desk work) over two months
<b>Location:</b>	1 mission (2 days effectively each in Jamaica, Guyana and Suriname), and home-based for 6 days in Jamaica
<b>Reports to:</b>	The Lead Technical Officer in RLC and NRC at FAO HQ

#### Description of task(s) and objectives to be achieved (per mission if applicable)

The Regional Technical Cooperation Programme (TCP) on “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” aims to measure the returns of investing in good agriculture practices for CCA and DRR.

Under the overall supervision of the FAO Representative in the Jamaica, Guyana and Suriname and technical guidance of the project Lead Technical Officer (LTO) at the Regional Office for Latin America and the

Caribbean (RLC) and at FAO Headquarters, the consultant will support the documentation of the returns of investment in DRR and CCA good practices in agriculture. More specifically he/she will perform the following tasks specified under the project output 2:

The main objective of this consultancy is to prepare a regional publication on the good practices in the Caribbean SIDS, with a focus on those implemented during the project. In that context, the regional consultant, under the technical supervision of LTO and the Climate and Environment Division (NRC) at in FAO HQ will:

- Participate in the three national workshops on the presentation of findings of the cost benefit analysis of the good practices. During these meetings, the consultant will coordinate and discuss with key stakeholders national counterparts, the national consultants and the service provider in the three target countries to compile technical information on the good practices implemented and their performance.
- Based on these findings, contribution and discussions, write one publication presenting the results of the cost-benefit analysis of the best practices for disaster risk and climate risk management in Caribbean SIDS using examples from Jamaica, Guyana, Suriname

### Key performance indicators

Expected Outputs (per mission if applicable):

Required Completion Date:

One publication presenting the good practices for disaster and climate risk management including the results of the cost benefit analysis for disaster and climate risk management in Caribbean SIDS using examples from Jamaica, Guyana, Suriname.

By the end of the project

### Estimated rates for budgeting purposes

Honorarium rate

DSA rate

Standard air ticket cost

USD 2 800 (lump sum)

Guyana: USD 116 - 235  
(depending on the location of the training)  
Suriname: USD 112-184  
(depending on the location of the training)  
Jamaica: USD 231-313 (depending on the location of the training)

USD 500

<b>Job Title:</b>	<b>National consultant to provide professional editing services</b>
<b>Minimum years of experience required:</b>	7
<b>Estimated beginning of functions:</b>	August 2017

<b>Duration:</b>	20 days' work over 2 months
<b>Place:</b>	Home-based (SCL/RLC/Rome)
<b>Supervised by:</b>	NRC

### Description of tasks and goals for achievement (per mission, if applicable)

Under the general supervision of the Budget Holder of FAO (SLC Subregional Coordinator) and the direct technical supervision of the Climate and Environment Division in NRC at FAO Headquarters in coordination with the LTO and the Communications Consultants in SLC and in the countries, the consultant will be responsible for:

Editorial editing and proofreading of a subregional report on good practices for CCA and DRM in SIDS countries and their results of the measurement of the returns of the investment as well of a promotional leaflet/postcard and liaise with the design and printing company to see through the process until the report is published working in close coordination with the NRC Officer and the LTO for the project.

#### Specific tasks:

Advising on the structure and contents of the document considering FAO editorial guidelines and target audiences: decision-makers and practitioners working on rural development, climate change adaptation, DRM, community-based development and sustainable management of soil, water and other resources needed for agriculture in SIDS countries.

Lead the process of reviewing the draft in coordination with the Project Task Force. This will involve

- making style, grammar and any other corrections needed to ensure the document is coherent, correctly written in a non-academic, direct style suitable for audiences with different technical backgrounds (economic, environmental agricultural, development, etc.) using FAO editorial guidelines
- seeking feedback from technical staff to ensure the contents are correct from a technical point of view after the edits.
- doing the final editing of the publication presenting the contents in a structured, coherent and ordered way including graphics and pictures
- revise the design proposed for the publication in consultation with the task force facilitating agreement on final layout.
- Revise final proof ensuring the document is fine for printing
- Revise and approve the print proof

### Key performance indexes

Projected outputs (per mission, if applicable):	Required completion date:
Product 1: revised draft report Product 2: final draft report Product 3: report sent to print	According to work plan

**Academic and professional qualifications:**

**Required:**

- Professional editor or journalist or communications consultant with proven experience in editing English audience-friendly technical publications
- Experience in editing development, environment, agriculture, DRM or CCA publications targeting practitioners
- English as mother tongue

**Desired:**

- Familiar with FAO editorial manual

Estimated rates for budget		
Fees	DSA rate	Standard airfare cost
USD 3 000 (lump sum)	Surinam: USD 66 Guyana: USD 58 Jamaica: USD 116	-

<b>Job Title:</b>	National Communications Consultant		
<b>Location:</b>	Home-based in Jamaica/Guyana/Suriname		
<b>Expected Start Date of Assignment:</b>	<b>Duration:</b>	12 days (desk work)	
<b>Reports to:</b>	FAOAR and LTO	<b>Title:</b>	

## ***General Description of task(s) and objectives to be achieved***

### **Background**

Caribbean SIDS share common constraints to their agriculture sector<sup>10</sup> arising from the threats posed by both climate and disaster risk. Hurricanes, floods and droughts that have traditionally threatened agriculture producers now combine with new hazards such as rising sea level, increasing air and sea surface temperatures, ocean acidification and increasingly erratic rainfall patterns linked to climate change<sup>11</sup>. The degradation of natural resources such as land, coastal and marine ecosystems linked to both human action and natural processes further compound the vulnerability of the sector.

Producers, especially smallholders depending on crops, fisheries and livestock are starting to take action to protect their production and livelihoods from these shocks. However, their access to information, resources, technologies and services to help adjust their production systems to reduce their vulnerability is still limited. Governments, with the support from development partners such as bilateral donors, technical and financial institutions, the academia and civil society organisations, are intensifying their efforts to this end.

The SIDS Jamaica, Suriname and Guyana identified common areas in which they want to make progress: the sustainable management of natural resources such as land, water, forest and fisheries as well as building the resilience of livelihoods to disasters and climate change as a key priority. Within that, countries prioritized the implementation of resilient approaches, practices and technologies for enhancing resilience that are gender sensitive and the strengthening of the national capacities to reduce the vulnerability of agriculture to climate and disaster risk and the sustainable management of the resources on which the sector depends.

. In meeting the goals identified under the common areas, it is proposed that FAO embark on a Communication programme to disseminate information to farmers in a wide ranging way with the following components:

### **National Communication Programme using radio as the preferred medium to share key messages around climate change and resilience with farmers**

#### **General Description of Tasks**

Under the overall supervision of SCL Communications Officer and in Coordination with the LTO and the FAO Representation in the country the Communications Consultant is expected to support FAO in its National radio communication programme, specifically, the Consultant will:

1. Develop a Communication strategy (including recommended format and key messages) to disseminate good practices through local radio programmes in the context of the available budget and the communications objectives of the Organization.
2. Identify 3 potential production companies and provide budget estimates for production of radio

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<sup>10</sup> The term Agriculture is used as shorthand for agriculture, fisheries and forestry

<sup>11</sup> The future climate change scenario suggests 1.2 to 2.3° C annual increase in surface temperature in the Caribbean region compared to the 1980-1999 baseline. This results in a decrease in precipitation of about 5% in the Caribbean signalling potential future problems for agriculture and water resources (IPCC, 2014).

programmes and a video on the project in line with the proposed programme.

3. Liaise with local/community radio networks to agree on air space for broadcasting the programmes
4. Negotiate best rates with production team.
5. Oversee the production of the programmes by the production company ensuring content, style, format and any other feature complies with FAO standards and is suitable to the target audience in the country.
6. Compile/finalize media placement schedule in line with the agreed budget, media houses and content
7. Work along with internal stakeholders to finalize content for the radio programmes around Climate Change and resilience and oversee production of content with selected production team.
8. Identify and recommend other visibility opportunities around the key messages which are relevant to the target audience; also finalize strategy to encourage farmers to tune in to the radio programme.
9. Support the launch of the subregional report on the good practices at national level
10. Prepare a report of the consultancy outlining the scope of work, reception by stakeholders and make recommendations for improving similar programmes of action

***key performance indicators***

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>• Work plan</li> <li>• Communications strategy</li> <li>• Radio programmes aired in local radio</li> <li>• Project video disseminated in national level events including DRM day</li> <li>• Best practices posters in local community centers, schools, churches</li> <li>• Launch of regional report on best practices</li> <li>• End of Assignment Report.</li> </ul>	According to work plan

**Estimated rates for budget**

Fees	Allowances	Standard airfare cost
USD 3 600 (lump sum)		-

**LETTER OF AGREEMENT (LoA) OR SERVICE CONTRACT (FIELD IMPLEMENTATION AND CAPACITY BUILDING) - JAMAICA**

**Background**

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXX (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail hereafter (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the project “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” (Add Project Symbol). To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [USD 30 000], [amount in numbers and in letters].

The project will address the identified needs through (i) generating the evidence needed for investing in DRM (DRR) and CCA(CCA) good practices, (ii) enhancing technical capacities and (iii) strengthening institutional mechanisms required for their upscaling through linkages between resilience building and natural resource management as well as (iv) through DRR and climate change related planning process.

Documentation and dissemination of practices and technologies for enhancing DRR and resilience building in the cropping, livestock, forestry, fisheries and aquaculture sectors have already to some extent taken place. However, there has not been a coherent approach for monitoring the performance of DRR good practices compared to local practices, season after season, under normal and under hazard conditions. The results of a regional resilience workshop on Caribbean SIDS held in March 2016 in Trinidad and Tobago revealed that there is still a low level of evidence, which limits incentives to invest in preventive/preparedness measures to reduce vulnerability at household and community level, even when awareness on risks is high. Measuring their returns on investments backed with a tailored training programs are expected to have greater impact on adoption of the resilience practices by producers.

The Service Agreement will support the implementation of the project component on testing selected good practice options and providing a training programme of farmers, livestock holders and fishermen in DRR, CCA, and natural resources management (NRM).

**Terms of Reference**

Definition of Output(s) and/or Outcome(s)

Objective: The Services will contribute to a key objective of the (add project symbol) project which is to generate the evidence needed for investing in CCA and DRM good practices, and to strengthen the capacity of farmers, livestock holders and fishermen to upscale them.

Outputs/results: The Service Provider will produce, achieve or deliver the following outputs and results:

Outputs/results	Performance Indicators	Means of Verification
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<p><b>Output 1: Proven good practices for CCA and DRM replicated in high risk areas in each country through community-based CCA and DRM</b></p> <p>Result 1: 4 main good practices for DRM and climate risk management in agriculture identified.</p> <p>Result 2: Sites and beneficiaries selected through consultation with communities and local partners.</p> <p>Result 3: Preliminary household survey conducted to gather baseline data.</p> <p>Result 4: Agricultural inputs and technologies distributed.</p> <p>Result 5: Demonstration and control plots established in at least 80 beneficiary farms (20 per good practice).</p> <p>Result 6: Farmers and extension staff trained on implementing the good practices (1 training and 5 farmer field days in each of the two project locations).</p>	<p>Number of DRR and climate risk management practices identified and 4 low costs options recommended for field trials</p> <p>Number of sites and beneficiaries selected timely before the start of the first cropping season with communities and local partners.</p> <p>Number of household surveys conducted to gather baseline data</p> <p>Number/quantity of agricultural inputs distributed to target beneficiaries</p> <p>Number of demonstration and control plots established in each beneficiary farm.</p> <p>Number of farmers and extension staff trained on implementing the good practices.</p>	<p>Project midterm and final report and technical guidelines on practices</p> <p>Workplan</p> <p>Outcome baseline survey</p> <p>Procurement plan</p> <p>Training evaluation/documentation sheets from farmer field days and field visits</p>
<p><b>Output 2: Results are incorporated to extension curricula and disseminated at local and national level.</b></p> <p>Result 1: Extension curricula on practices with best performances are developed.</p> <p>Result 2: Participation is ensured in the national workshop on upscaling good practices</p> <p>Result 3: support the identification of farmers and other sources to develop radio programme to disseminate good practices at local level</p>	<p>Report on lessons learnt and recommendations developed</p> <p>Number of extension curricula developed on practices with best performances.</p> <p>Participation and input for the national workshop on upscaling good practices.</p> <p>List of farmers to interview and comments</p>	<p>Project midterm and final report</p> <p>List of participants in national workshop on upscaling good practices</p> <p>Workshop PPT and report</p>

<p>Result 4: Present findings of the cost benefit analysis in national workshop and in coordination with the national consultant on DRM /CCA facilitating the intersectoral coordination and planning, contribute to the discussion on 3-4 feasible policy measures to generate conditions for scaling up.</p>	<p>to the script of the radio programmes</p> <p>Local radio content to raise awareness for local producers on the benefits of the proven good practices is developed.</p>	
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### Description of Services

The Service Provider will undertake the following activities:

(1) Identify practices that are or could be implemented to reduce disaster and climate risk

- Conduct mapping of and identify good practices for CCA/DRR in agriculture currently promoted by FAO and/or agriculture stakeholders in target communities (or identify those that could be developed based on experience from similar agroecological zones elsewhere) through desk research and in-country consultations with key stakeholders.

(2) Develop capacity to implement community-centered CCA and disaster risk management practices and approaches in target communities.

- Facilitate a process of gender-sensitive community-based action for CCA and DRM through participatory training for extension staff, field technicians and farmers and ongoing technical support for the implementation of good practices. Training will be based on FAO's training products on community-based adaptation, DRM, gender and natural resources management and other materials designed to raise mobilize local communities for resilience as well as to share the techniques to implement good practices suitable for the local context and will promote the formation of local farmers groups around the practices
- Develop farmer field days information/training material suitable for the agro-ecological of the target communities

(3) Facilitate the implementation of 4 good practices to reduce climate and disaster risk in local communities at risk.

- Drafting work schedule for the good practice testing over 2 season in target communities;
- Assist the national counterparts in the Ministry of agriculture in the selection of target communities and beneficiaries. Criteria for the selection of sites and communities should be: high regular exposure to climate risks; importance of agriculture as main source of livelihoods; pre-existence of farmers groups or Civil Society Organizations (CSOs) to facilitate replication; readiness to participate in trainings and farmers groups including to possibly showcase own experiences; synergies with services provided by other organizations and projects. Criteria for the selection of beneficiaries should take into consideration-balanced numbers of men and women in the affected communities, including vulnerable groups, such as widows and female-headed households, widowers and single parent households, unemployed and unskilled youth.
- Conduct a preliminary household survey to gather baseline data on (i) the household structure and activities; (ii) conventional practices implemented on the farm (e.g. data on inputs, normal yields); and (iii) frequency, intensity and impact of climate-induced hazards during the past five years.

- Draft a procurement plan of inputs including detailed technical specifications and possible suppliers; undertake quality control according to FAO quality standards for all agriculture inputs; ensure their timely distribution to and proper use by the beneficiaries;
- Develop extension curricula on practices with best performances.
- Facilitate the distribution of agricultural inputs and technologies to beneficiary farmers.
- Provide guidance jointly/ in coordination with extension service/technical officer from the Ministry of Agriculture on agro-ecological specific selection of good practices and train farmers once per season through a session on DRR/CCA in target communities on (i) the set-up of demonstration and control plots applying a sound action research approach and (ii) technological and management requirements of selected good practices;
- Provide technical advice to farmers in coordination and cooperation with the extension service on the implementation requirements.
- Closely coordinate with the National Field Monitoring Expert for field visits and technical support to farmers
- Provide on demand responsive basis technical advice for recipient communities/farmer groups;

(4) Participate in national training on cost benefit analysis

- Provide input to the national workshop and training including a PPT on good practice testing if required
- Assist FAO experts in the organization and facilitation of the workshop
- With support from FAO HQ and the project team, present findings of the cost benefit analysis in national workshop to identify 3-4 feasible policy measures to generate conditions for scaling up.

(5) Disseminate results on the performance of the good practices, and build capacities on the good practices.

- Develop technical guideline of the selected good agriculture practices for DRR and CCA including results from the cost benefit analysis (as use for extension material and upload in national and international databases such as TECA or WOCAT)
- Organize a farmer field day, including information material for farmers that demonstrate the performance of the GPO
- Contribute to the development local radio content to raise awareness of local producers on the benefits of the proven good practices based on the experiences of the farmers.
- Provide input from the respective country results to the consultant responsible for the contents of the regional publication presenting the good practices and the results of the cost benefit analysis using examples from Jamaica, Guyana, and Suriname.

(6) Submit a progress and final report; both physical and financial (monthly quarterly and annual) mentioning activities undertaken, problems encountered if any, findings and recommendations.

Work plan and Timeframe (duration)

To be added based on work plan of the whole project, when developed.

## Monitoring Mechanisms and Reporting Requirements

- Progress reports; both physical and financial (quarterly and annual).
- By [DATE]: The procurement plan for agricultural input for GPO pilot testing in target communities will be delivered to the Responsible Officer
- By [DATE]: Mid-term review report about selection of communities and capacity building/training plan (farmer field days and other activities as detailed in the LoA) will be delivered to the Responsible Officer.
- By [DATE]: Draft extension curriculum and technical guidelines on good agriculture practice for DRR/CCA submitted to the Responsible officer for review and technical clearance.
- By [DATE]: a Final Report will be delivered in one soft copy to the Responsible Officer (see Article 9 of the Letter of Agreement). The Final Report consists of a narrative report and financial report. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar). The Final Reports must be submitted along with copies of plan of action and ago-climate bulletins. Payment of the last tranche, as stated in Article 6-b-iv of the Letter of Agreement will be made upon the delivery of the Final Report.

### **Estimated Budget**

USD 30 000

### **Responsible Officer**

FAO Representative

## **LETTER OF AGREEMENT (LoA) OR SERVICE CONTRACT (FIELD IMPLEMENTATION AND CAPACITY BUILDING) – SURINAME**

### **Background**

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXX (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail hereafter (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the project “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” (Add Project Symbol). To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [USD 30 000], [amount in numbers and in letters].

The project will address the identified needs through (i) generating the evidence needed for investing in DRM (DRR) and CCA(CCA) good practices, (ii) enhancing technical capacities and (iii) strengthening institutional mechanisms required for their upscaling through linkages

between resilience building and natural resource management as well as (iv) through DRR and climate change related planning process.

Documentation and dissemination of practices and technologies for enhancing DRR and resilience building in the cropping, livestock, forestry, fisheries and aquaculture sectors have already to some extent taken place. However, there has not been a coherent approach for monitoring the performance of DRR good practices compared to local practices, season after season, under normal and under hazard conditions. The results of a regional resilience workshop on Caribbean SIDS held in March 2016 in Trinidad and Tobago revealed that there is still a low level of evidence, which limits incentives to invest in preventive/preparedness measures to reduce vulnerability at household and community level, even when awareness on risks is high. Measuring their returns on investments backed with a tailored training programs are expected to have greater impact on adoption of the resilience practices by producers.

The Service Agreement will support the implementation of the project component on testing selected good practice options and providing a training programme of farmers, livestock holders and fishermen in DRR, CCA, and natural resources management (NRM).

**Terms of Reference**

Definition of Output(s) and/or Outcome(s)

Objective: The Services will contribute to a key objective of the (add project symbol) project which is to generate the evidence needed for investing in CCA and DRM good practices, and to strengthen the capacity of farmers, livestock holders and fishermen to upscale them.

Outputs/results: The Service Provider will produce, achieve or deliver the following outputs and results:

<b>Outputs/results</b>	<b>Performance Indicators</b>	<b>Means of Verification</b>
<p><b>Output 1: Proven good practices for CCA and DRM replicated in high risk areas in each country through community-based CCA and DRM</b></p> <p>Result 1: 2 main good practices for DRM and climate risk management in agriculture identified.</p> <p>Result 2: Sites and beneficiaries selected through consultation with communities and local partners.</p> <p>Result 3: Preliminary household survey conducted to gather baseline data.</p> <p>Result 4: Agricultural inputs and technologies distributed.</p>	<p>Number of DRR and climate risk management practices identified and 2 low costs options recommended for field trials</p> <p>Number of sites and beneficiaries selected timely before the start of the first cropping season with communities and local partners.</p> <p>Number of household surveys conducted to</p>	<p>Project midterm and final report and technical guidelines on practices</p> <p>Workplan</p> <p>Outcome baseline survey</p> <p>Procurement plan</p> <p>Training evaluation/documentation sheets from farmer field days and field</p>

<p>Result 5: Demonstration and control plots established in at least 80 beneficiary farms (20 per good practice).</p> <p>Result 6: Farmers and extension staff trained on implementing the good practices (1 training and 5 farmer field days in each of the two project locations).</p>	<p>gather baseline data</p> <p>Number/quantity of agricultural inputs distributed to target beneficiaries</p> <p>Number of demonstration and control plots established in each beneficiary farm.</p> <p>Number of farmers and extension staff trained on implementing the good practices.</p>	<p>visits</p>
<p><b>Output 2: Results are incorporated to extension curricula and disseminated at local and national level.</b></p> <p>Result 1: Extension curricula on practices with best performances are developed.</p> <p>Result 2: Participation is ensured in the national workshop on upscaling good practices</p> <p>Result 3: support the identification of farmers and other sources to develop radio programme to disseminate good practices at local level</p> <p>Result 4: Present findings of the cost benefit analysis in national workshop and in coordination with the national consultant on DRM /CCA facilitating the intersectoral coordination and planning, contribute to the discussion on 3-4 feasible policy measures to generate conditions for scaling up.</p>	<p>Report on lessons learnt and recommendations developed</p> <p>Number of extension curricula developed on practices with best performances.</p> <p>Participation and input for the national workshop on upscaling good practices.</p> <p>List of farmers to interview and comments to the script of the radio programmes</p> <p>Local radio content to raise awareness for local producers on the benefits of the proven good practices is developed.</p>	<p>Project midterm and final report</p> <p>List of participants in national workshop on upscaling good practices</p> <p>Workshop PPT and report</p>

### Description of Services

The Service Provider will undertake the following activities:

- (1) Identify practices that are or could be implemented to reduce disaster and climate risk
  - Conduct mapping of and identify good practices for CCA/DRR in agriculture currently promoted by FAO and/or agriculture stakeholders in target communities (or identify those that could be developed based on experience from similar

agroecological zones elsewhere) through desk research and in-country consultations with key stakeholders.

(2) Develop capacity to implement community-centered CCA and disaster risk management practices and approaches in target communities.

- Facilitate a process of gender-sensitive community-based action for CCA and DRM through participatory training for extension staff, field technicians and farmers and ongoing technical support for the implementation of good practices. Training will be based on FAO's training products on community-based adaptation, DRM, gender and natural resources management and other materials designed to raise and mobilize local communities for resilience as well as to share the techniques to implement good practices suitable for the local context and will promote the formation of local farmers groups around the practices
- Develop farmer field days information/training material suitable for the agro-ecological of the target communities

(3) Facilitate the implementation of 2 good practices to reduce climate and disaster risk in local communities at risk.

- Drafting work schedule for the good practice testing over 2 seasons in target communities;
- Assist the national counterparts in the Ministry of agriculture in the selection of target communities and beneficiaries. Criteria for the selection of sites and communities should be: high regular exposure to climate risks; importance of agriculture as main source of livelihoods; pre-existence of farmers groups or Civil Society Organizations (CSOs) to facilitate replication; readiness to participate in trainings and farmers groups including to possibly showcase own experiences; synergies with services provided by other organizations and projects. Criteria for the selection of beneficiaries should take into consideration balanced numbers of men and women in the affected communities, including vulnerable groups, such as widows and female-headed households, widowers and single parent households, unemployed and unskilled youth.
- Conduct a preliminary household survey to gather baseline data on (i) the household structure and activities; (ii) conventional practices implemented on the farm (e.g. data on inputs, normal yields); and (iii) frequency, intensity and impact of climate-induced hazards during the past five years.
- Draft a procurement plan of inputs including detailed technical specifications and possible suppliers; undertake quality control according to FAO quality standards for all agriculture inputs; ensure their timely distribution to and proper use by the beneficiaries;
- Develop extension curricula on practices with best performances.
- Facilitate the distribution of agricultural inputs and technologies to beneficiary farmers.
- Provide guidance jointly/ in coordination with extension service/technical officer from the Ministry of Agriculture on agro-ecological specific selection of good practices and train farmers once per season through a session on DRR/CCA in FFS/Farmer clubs in target communities on (i) the set-up of demonstration and control plots applying a sound action research approach and (ii) technological and management requirements of selected good practices;
- Provide technical advice to farmers in coordination and cooperation with the extension service on the implementation requirements.
- Closely coordinate with the National Field Monitoring Expert for field visits and technical support to farmers

- Provide on demand responsive basis technical advice for recipient communities/farmer groups;

(4) Participate in national training on cost benefit analysis

- Provide input to the national workshop and training including a PPT on good practice testing if required
- Assist FAO experts in the organization and facilitation of the workshop
- With support from FAO HQ and the project team, present findings of the cost benefit analysis in national workshop to identify 3-4 feasible policy measures to generate conditions for scaling up.

(5) Disseminate results on the performance of the good practices, and build capacities on the good practices.

- Develop technical guideline of the selected good agriculture practices for DRR and CCA including results from the cost benefit analysis (as use for extension material and upload in national and international databases such as TECA or WOCAT)
- Organize a farmer field day, including information material for farmers that demonstrate the performance of the GPOs;
- Contribute to the development local radio content to raise awareness of local producers on the benefits of the proven good practices based on the experiences of the farmers.
- Provide input from the respective country results to the consultant responsible for the regional publication presenting the good practices and their results of the cost benefit analysis of the best practices for disaster and climate risk management in Caribbean SIDS using examples from Jamaica, Guyana, and Suriname.

(6) Submit a progress and final report; both physical and financial (monthly quarterly and annual) mentioning activities undertaken, problems encountered if any, findings and recommendations.

Work plan and Timeframe (duration)

To be added based on work plan of the whole project, when developed.

Monitoring Mechanisms and Reporting Requirements

- Progress reports; both physical and financial (quarterly and annual).
- By [DATE]: The procurement plan for agricultural input for GPO pilot testing in target communities will be delivered to the Responsible Officer
- By [DATE]: Mid-term review report about selection of communities and capacity building/training plan (farmer field days and other activities as detailed in the LoA) will be delivered to the Responsible Officer.
- By [DATE]: Draft extension curriculum and technical guidelines on good agriculture practice for DRR/CCA submitted to the Responsible officer for review and technical clearance.
- By [DATE]: a Final Report will be delivered in one soft copy to the Responsible Officer (see Article 9 of the Letter of Agreement). The Final Report consists of a narrative report and financial report. The Final Report must be sufficiently detailed to



allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar). The Final Reports must be submitted along with copies of plan of action and ago-climate bulletins. Payment of the last tranche, as stated in Article 6-b-iv of the Letter of Agreement will be made upon the delivery of the Final Report.

### **Estimated Budget**

USD 30 000

### **Responsible Officer**

FAO Representative

## **LETTER OF AGREEMENT (LoA) OR SERVICE CONTRACT (FIELD IMPLEMENTATION AND CAPACITY BUILDING) – GUYANA**

### **Background**

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXX (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail hereafter (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the project “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” (Add Project Symbol). To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [USD 30 000], [amount in numbers and in letters].

The project will address the identified needs through (i) generating the evidence needed for investing in DRM (DRR) and CCA(CCA) good practices, (ii) enhancing technical capacities and (iii) strengthening institutional mechanisms required for their upscaling through linkages between resilience building and natural resource management as well as (iv) through DRR and climate change related planning process.

Documentation and dissemination of practices and technologies for enhancing DRR and resilience building in the cropping, livestock, forestry, fisheries and aquaculture sectors have already to some extent taken place. However, there has not been a coherent approach for monitoring the performance of DRR good practices compared to local practices, season after season, under normal and under hazard conditions. The results of a regional resilience workshop on Caribbean SIDS held in March 2016 in Trinidad and Tobago revealed that there is still a low level of evidence, which limits incentives to invest in preventive/preparedness measures to reduce vulnerability at household and community level, even when awareness on risks is high. Measuring their returns on investments backed with a tailored training programs are expected to have greater impact on adoption of the resilience practices by producers.

The Service Agreement will support the implementation of the project component on testing selected good practice options and providing a training programme of farmers, livestock holders and fishermen in DRR, CCA, and natural resources management (NRM).

### **Terms of Reference**

#### Definition of Output(s) and/or Outcome(s)

Objective: The Services will contribute to a key objective of the (add project symbol) project which is to generate the evidence needed for investing in CCA and DRM good practices, and to strengthen the capacity of farmers, livestock holders and fishermen to upscale them.

Outputs/results: The Service Provider will produce, achieve or deliver the following outputs and results:

Outputs/results	Performance Indicators	Means of Verification
<p><b>Output 1: Proven good practices for CCA and DRM replicated in high risk areas in each country through community-based CCA and DRM</b></p> <p>Result 1: 4 main good practices for DRM and climate risk management in agriculture identified.</p> <p>Result 2: Sites and beneficiaries selected through consultation with communities and local partners.</p> <p>Result 3: Preliminary household survey conducted to gather baseline data.</p> <p>Result 4: Agricultural inputs and technologies distributed.</p> <p>Result 5: Demonstration and control plots established in at least 80 beneficiary farms (20 per good practice).</p> <p>Result 6: Farmers and extension staff trained on implementing the good practices (1 training and 5 farmer field days in each of the two project locations).</p>	<p>Number of DRR and climate risk management practices identified and 4 low costs options recommended for field trials</p> <p>Number of sites and beneficiaries selected timely before the start of the first cropping season with communities and local partners.</p> <p>Number of household surveys conducted to gather baseline data</p> <p>Number/quantity of agricultural inputs distributed to target beneficiaries</p> <p>Number of demonstration and control plots established in each beneficiary farm.</p> <p>Number of farmers and extension staff trained on implementing the good practices.</p>	<p>Project midterm and final report and technical guidelines on practices</p> <p>Workplan</p> <p>Outcome baseline survey</p> <p>Procurement plan</p> <p>Training evaluation/documentation sheets from farmer field days and field visits</p>

<p><b>Output 2: Results are incorporated to extension curricula and disseminated at local and national level.</b></p> <p>Result 1: Extension curricula on practices with best performances are developed.</p> <p>Result 2: Participation is ensured in the national workshop on upscaling good practices</p> <p>Result 3: support the identification of farmers and other sources to develop radio programme to disseminate good practices at local level</p> <p>Result 4: Present findings of the cost benefit analysis in national workshop and in coordination with the national consultant on DRM /CCA facilitating the intersectoral coordination and planning, contribute to the discussion on 3-4 feasible policy measures to generate conditions for scaling up.</p>	<p>Report on lessons learnt and recommendations developed</p> <p>Number of extension curricula developed on practices with best performances.</p> <p>Participation and input for the national workshop on upscaling good practices.</p> <p>List of farmers to interview and comments to the script of the radio programmes</p> <p>Local radio content to raise awareness for local producers on the benefits of the proven good practices is developed.</p>	<p>Project midterm and final report</p> <p>List of participants in national workshop on upscaling good practices</p> <p>Workshop PPT and report</p>
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### Description of Services

The Service Provider will undertake the following activities:

(1) Identify practices that are or could be implemented to reduce disaster and climate risk

- Conduct mapping of and identify good practices for CCA/DRR in agriculture currently promoted by FAO and/or agriculture stakeholders in target communities (or identify those that could be developed based on experience from similar agroecological zones elsewhere) through desk research and in-country consultations with key stakeholders.

(2) Develop capacity to implement community-centered CCA and disaster risk management practices and approaches in target communities.

- Facilitate a process of gender-sensitive community-based action for CCA and DRM through participatory training for extension staff, field technicians and farmers and ongoing technical support for the implementation of good practices. Training will be based on FAO's training products on community-based adaptation, DRM, gender and natural resources management and other materials designed to raise mobilize local communities for resilience as well as to share the techniques to implement good practices suitable for the local context and will promote the formation of local farmers groups around the practices
- Develop farmer field days information/training material suitable for the agro-ecological of the target communities

(3) Facilitate the implementation of 4 good practices to reduce climate and disaster risk in local communities at risk.

- Drafting work schedule for the good practice testing over 2 season in target communities;

- Assist the national counterparts in the Ministry of agriculture in the selection of target communities and beneficiaries. Criteria for the selection of sites and communities should be: high regular exposure to climate risks; importance of agriculture as main source of livelihoods; pre-existence of farmers groups or Civil Society Organizations (CSOs) to facilitate replication; readiness to participate in trainings and farmers groups including to possibly showcase own experiences; synergies with services provided by other organizations and projects. Criteria for the selection of beneficiaries should take into consideration-balanced numbers of men and women in the affected communities, including vulnerable groups, such as widows and female-headed households, widowers and single parent households, unemployed and unskilled youth.
- Conduct a preliminary household survey to gather baseline data on (i) the household structure and activities; (ii) conventional practices implemented on the farm (e.g. data on inputs, normal yields); and (iii) frequency, intensity and impact of climate-induced hazards during the past five years.
- Draft a procurement plan of inputs including detailed technical specifications and possible suppliers; undertake quality control according to FAO quality standards for all agriculture inputs; ensure their timely distribution to and proper use by the beneficiaries;
- Develop extension curricula on practices with best performances.
- Facilitate the distribution of agricultural inputs and technologies to beneficiary farmers.
- Provide guidance jointly/ in coordination with extension service/technical officer from the Ministry of Agriculture on agro-ecological specific selection of good practices and train farmers once per season through a session on DRR/CCA in FFS/Farmer clubs in target communities on (i) the set-up of demonstration and control plots applying a sound action research approach and (ii) technological and management requirements of selected good practices;
- Provide technical advice to farmers in coordination and cooperation with the extension service on the implementation requirements.
- Closely coordinate with the National Field Monitoring Expert for field visits and technical support to farmers
- Provide on demand responsive basis technical advice for recipient communities/farmer groups;

#### (4) Participate in national training on cost benefit analysis

- Provide input to the national workshop and training including a PPT on good practice testing if required
- Assist FAO experts in the organization and facilitation of the workshop
- With support from FAO HQ and the project team, present findings of the cost benefit analysis in national workshop to identify 3-4 feasible policy measures to generate conditions for scaling up.

#### (5) Disseminate results on the performance of the good practices, and build capacities on the good practices.

- Develop technical guideline of the selected good agriculture practices for DRR and CCA including results from the cost benefit analysis (as use for extension material and upload in national and international databases such as TECA or WOCAT))

- Contribute to the development local radio content to raise awareness of local producers on the benefits of the proven good practices based on the experiences of the farmers.
- Organize a farmer field day, including information material for farmers that demonstrate the performance of the GPOs
- Provide input from the respective country results to a publication presenting the results of the cost benefit analysis of the best practices for disaster and climate risk management in Caribbean SIDS using examples from Jamaica, Guyana, and Suriname.

(6) Submit a progress and final report; both physical and financial (monthly quarterly and annual) mentioning activities undertaken, problems encountered if any, findings and recommendations.

#### Work plan and Timeframe (duration)

To be added based on work plan of the whole project, when developed.

#### Monitoring Mechanisms and Reporting Requirements

- Progress reports; both physical and financial (quarterly and annual).
- By [DATE]: The procurement plan for agricultural input for GPO pilot testing in target communities will be delivered to the Responsible Officer
- By [DATE]: Mid-term review report about selection of communities and capacity building/training plan (farmer field days and other activities as detailed in the LoA) will be delivered to the Responsible Officer.
- By [DATE]: Draft extension curriculum and technical guidelines on good agriculture practice for DRR/CCA submitted to the Responsible officer for review and technical clearance.
- By [DATE]: a Final Report will be delivered in one soft copy to the Responsible Officer (see Article 9 of the Letter of Agreement). The Final Report consists of a narrative report and financial report. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar). The Final Reports must be submitted along with copies of plan of action and ago-climate bulletins. Payment of the last tranche, as stated in Article 6-b-iv of the Letter of Agreement will be made upon the delivery of the Final Report.

#### **Estimated Budget**

USD 30 000

#### **Responsible Officer**

FAO Representative

## LETTER OF AGREEMENT (LoA) OR SERVICE CONTRACT (DESIGN AND PRINTING)

### Background

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXX (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail in the attached Annex (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” (Add Project Symbol). To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [USD 30 000], [amount in numbers and in letters].

### Terms of Reference

#### Definition of Output(s) and/or Outcome(s)

Objective: The Services will contribute to a key objective of the project which is to generate the evidence needed for investing in CCA and DRM good practices, and to strengthen the capacity of farmers, livestock holders and fishermen to upscale them.

Outputs/results: The Service Provider will produce, achieve or deliver the following outputs and results:

<b>Outputs/results</b>	<b>Performance Indicators</b>	<b>Means of Verification</b>
<ul style="list-style-type: none"><li>• Professional design of a 30 page report according to FAO Style Manual and specifications</li><li>• Revised design</li><li>• Proofs</li><li>• 300 printed reports in full colour</li></ul>		Draft report design Proofs 300 printed report

#### Description of Services

The Service Provider will undertake the following activities:

Professional design and layout for a report based on contents and graphic material provided.

Print 300 copies of a report according to specifications

#### Work plan and Timeframe (duration)

To be developed in 2017 coordination with communications consultant according to work plan

#### Monitoring Mechanisms and Reporting Requirements

**Estimated Budget**

USD 3 000

**Responsible Officer**

LTO

**LETTER OF AGREEMENT (LoA) OR SERVICE CONTRACT (RADIO PROGRAMME PRODUCTION) Jamaica/Guyana/Suriname****Background**

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXX (hereinafter referred to as the “Service Provider”) (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide certain services defined in detail in the attached Annex (the “Services”) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”) in support of the “Improving technical and institutional capacities for disaster and climate risk management and sustainable agriculture in Jamaica, Guyana and Suriname” (Add Project Symbol). To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding [USD 30 000], [amount in numbers and in letters].

**Terms of Reference**Definition of Output(s) and/or Outcome(s)

Objective: The Services will contribute to a key objective of the project which is to generate the evidence needed for investing in CCA and DRM good practices, and to strengthen the capacity of farmers, livestock holders and fishermen to upscale them.

Outputs/results: The Service Provider will produce, achieve or deliver the following outputs and results:

<b>Outputs/results</b>	<b>Performance Indicators</b>	<b>Means of Verification</b>
Result 1: Productions schedule	Approved Scripts	Programmes
Result 2: Recording in 2 project locations	Programmes	Video
Result 3: Script and storyline	Videos	Posters
Result 3: 2 edited radio programmes/capsules including first hand testimonies, background information and other relevant interviews and information in consultation with the communications consultant (featuring 2 different project sites)		

<p>Result 4: 1 x10 min video about the project according to FAO communications guidelines featuring the voices of the farmers involved in the project</p> <p>Result 5: design of 4 posters communicating using graphics and any other element suitable for local farmers audience and 50 copies of each</p>		
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Description of Services

The Service Provider will undertake the following activities:

Research and production of local radio content on farmers experience implementing good practices for dissemination through local radio for three broadcasts under the supervision and orientation of a communications consultant. The programmes will touch on all the different aspects of implementing the practice, the results obtained, and consider the voice of male and female farmers and their distinctive experiences.

Work plan and Timeframe (duration)

To be developed in 2017 coordination with communications consultant according to work plan

Monitoring Mechanisms and Reporting Requirements

**Estimated Budget**

USD 10 000

**Responsible Officer**

LTO



## Annex 5 – Training details

Short title / description	Location	Duration	Participants			Estimated costs USD		
			local	travelling	total	travel	other	total
<b>In-country training (workshops and seminars)</b>								
1 virtual training of trainers on community based DRM/CCA for national institution responsible for implementing output 1.2 in Jamaica, Guyana and Suriname (1 for the three countries)	Rome (virtual)	1 days			9		500	500
1 virtual training on field data gathering for cost benefit analysis for national field researchers (1 for the 3 countries)	Rome (virtual)	1 day			3		500	500
1 workshop to share results of policy review and international experience on coordination mechanisms in each country (3 in total)	Jamaica, Guyana, Suriname	1 day each	90		90		3 000 (1 000 x3)	3 000
1 workshop to develop 1 year action plan for intersectoral coordination mechanism in Jamaica and Guyana (2 in total)	Jamaica Guyana	1 day each	60		60		3 000 (1 500 x2)	3 000
1 national multistakeholder workshop for participatory assessment of technical and institutional capacities for DRM and CCA in Suriname	Suriname	2 days	30		30		3 000	3 000
3 subnational multistakeholder workshops for participatory assess technical and institutional capacities for DRM and CCA in Suriname (3 in total)	Suriname	1 day	60		30		3 000 (1 000 x3)	3 000
2 national planning workshops for the development of a CCA and	Suriname	2 day each	40		40		6 000 (2 000 x3)	6 000

DRM agriculture plan in Suriname (2 in total)								
1 national trainings on cost benefit analysis targeting economist at the Ministry of Agriculture, Environment, bilateral donors and other national development partners for agriculture and rural communities in each country (3 in total)	Jamaica Guyana Suriname	2 days	90				9 000 (3 000 x3)	9 000
Aprox 20 on-demand training/workshops as per intersectoral work plan defined in the countries during implementation of activities related to output 3 (this is only indicative and will be finalized once capacity building needs have been specifically defined as indicated above)	Jamaica Guyana Suriname	1 day	60				2 500	50 000

## Annex 6 – Equipment specifications

Type of materials / supplies / equipment	Quantity / pieces	Estimated unit price	Estimated total cost
<b>Non-expendable</b>			
<p><i>Might include drip irrigation kits, digging tools, and other basic technologies.</i></p> <p><i>Specific list of items will be defined during implementation, after the scoping of replicable practices in consultation with local farmers and extension officers.</i></p>			<b>USD 10 000 per country</b>
<b>Total</b>			<b>USD 30 000</b>
<b>Expendable</b>			
<p><i>Likely to include drought or salt tolerant seeds, grass seedlings, livestock inputs.</i></p> <p><i>Specific list of items will be defined during implementation, based on the scoping of replicable practices in consultation with local farmers and extension officers.</i></p>			<b>USD 10 000 per country</b>
<b>Total</b>			<b>USD 30 000</b>

## Appendix to the SPD

### Guide on TCP Input Composition

#### 1. Personnel services

International consultants will preferably be recruited under FAO's Partnership Programmes (TCDC/TCCT/retiree), whenever suitable expertise at the required level is available under these programmes.

- **International consultants under the Partnership Programmes (i.e. TCDC/TCCT/retiree):** the level of remuneration is based on the standard terms and conditions of the Partnership Programme, as agreed between FAO and the member countries that are signatories of the TCDC/TCCT agreements. Independent international consultants can also be recruited as TCDC/TCCT, if they agree to accept the related contract conditions. The honorarium is budgeted on budget line (BL) 5544.
- **Other international consultants:** the level of remuneration is established on the basis of UN prevailing rates for the type of expertise required and as per the Guidelines for the Employment of International Consultants under MS 317 and Subscribers to Personal Services Agreements under 319<sup>12</sup>. The honorarium is budgeted on BL 5542. The recruitment of international consultants at UN honorarium rates must be avoided if at all possible in order to keep the project budget as low as possible.
- **FAO Technical Support Services (TSS)** are services provided by FAO technical officers based at Regional Offices, Subregional Offices or headquarters. Honorarium for TSS is budgeted on BL 6120 and is calculated at the standard rate for FAO services under TCP, as established by the Organization. In cases where FAO cannot provide the technical staff to undertake the TSS work, FAO staff can be replaced, at the initiative of the FAO technical division concerned, by a consultant. In such cases, the honorarium of the consultant is paid by the FAO technical division, which is reimbursed by claiming the TSS (BL 6120) through FPMIS. In addition, the standard amount is to be budgeted for processing the terminal report (BL 6111).
- **National consultants:** they are selected by FAO, and cannot be on the government payroll at the time of their assignment with FAO, nor be recruited from the national implementing agency. The level of their remuneration, budgeted on BL 5543, is based on prevailing local conditions and must be in line with rates applied by the UN system as well as government rates. FAO retains the responsibility for the technical guidance and supervision of these consultants and reviews their performance. National consultants should provide technical inputs to the project and should not substitute for the National Project Coordinator or the Budget Holder in terms of operating the project. However, under special circumstances, in particular in countries with no FAO Representation, limited operational support can be provided. The reasons for including such support in the project should be clearly explained. It should be noted that consultants who are expected to carry out work outside of their country should not be recruited as national consultants.
- **South-South Cooperation professionals:** The level of remuneration is based on the terms and conditions of the South-South Cooperation agreement signed between FAO and the member countries. The honorarium is budgeted on BL 5546.
- **United Nations Volunteers (UNVs):** The level of remuneration (consisting of an all-inclusive monthly living allowance) is established according to prevailing local

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<sup>12</sup> [http://intranet.fao.org/faohandbook/area/human\\_resources](http://intranet.fao.org/faohandbook/area/human_resources)

conditions and can be obtained from the UNDP country office. This allowance is budgeted under BL 5547.

- **Administrative support** (secretarial support, drivers, casual labour, or professional ad-hoc support such as interpreters, editors, etc.) should be provided only on an exceptional basis and only in support of the project's activities (BL 5652).

## 2. Travel

- **International consultants under the Partnership Programmes (i.e. TCDC/TCCT/retiree):** International and in-country travel and UN daily subsistence allowance (DSA) as applicable to the country and in-country specific areas are budgeted on BL 5686.
- **Other international consultants:** Estimated international and in-country travel costs and the DSA applicable to the country and in-country specific areas are budgeted on BL 5684.
- **FAO Technical Support Services (TSS):** Estimated international and in-country travel costs and the DSA applicable to the country and in-country areas are budgeted on BL 5692. If the TSS work is implemented by the technical unit through the recruitment of a consultant, the travel and DSA costs of the consultant are budgeted on TSS travel (BL 5692).
- **National Consultants:** Any in-country travel by national consultants is budgeted on BL 5685.
- **South-South Cooperation professionals:** International and in-country travel and DSA is budgeted on BL 5688.
- **United Nations Volunteers (UNVs):** International travel is budgeted on BL 5689.
- **Other travel:** The budget line (BL 5661) for “other” duty travel (FAO staff only) may cover travel costs of staff from the FAO Representation to project sites or minor expenses for in-country travel of FAO staff providing TSS support. This line is not to be charged for any international travel, nor for DSA related to TSS. This line should also not be charged for any costs related to training or to travel by national counterparts.
- **Travel Non Staff (i.e. counterparts):** In exceptional cases, if required for project implementation, national staff from the implementing agency or from a key partner institution may be reimbursed for their in-country travel expenses related to the project within the limits of government reimbursement rates. Such travel costs are budgeted on BL 5698. For travel related to external training, including study tours, or to regional or subregional workshops, see point five below.

**3. Contracts or LoAs for specialized technical services (BL 5650):** Mixes of services and inputs can be covered under contracts or LoAs with specialized institutions. The itemized services or inputs to be provided, and the expected results and conditions that such contractual arrangements entail can be specified in an annex to the project document. Contracts cannot be established with the project’s national implementing/beneficiary institution to offset for what should be part of counterpart contribution.

**4. Materials, supplies and equipment:** FAO's commitment is limited to the supply of the quantities specified in the project document, up to the budgetary allocation. This section will provide a list of expendable and non-expendable equipment with a reasonable level of specification. This component should not exceed 30 percent of the budget, except for emergency projects.

- **Expendable materials and supplies** (BL 6000): These are the supplies that will be consumed during the implementation of the project. It is recommended to specify the maximum physical quantity required and the maximum amount foreseen.
- **Non-expendable equipment** (BL 6100): This equipment become the property of the government immediately upon entering the country and will be handed over to the government at the end of the project. The only exception concerns any vehicle which remains the property of FAO and will be allocated to another TCP project, unless other arrangements are made. It is recommended to specify the maximum physical quantity of equipment required and the maximum amount foreseen.

**5. Training:** If representing an important project component, the details of the training sessions should be provided in the project document as an annex.

A distinction should be made between **external training (study tour), in-country training (workshops and seminars) and regional workshops**. The rationale and purpose of each workshop and study tour should be well justified and detailed.

- **Study tours** for nationals should be kept to the absolute minimum (maximum three trainees per beneficiary country and maximum two countries visited per trainee for a maximum duration of one month). The cost of the study tour includes travel and DSA (at UN rates) (BL 5694) and may also include a fee (benchmark fee) to the receiving institute/centre (BL 5920). If board and accommodation is included in the fee, the DSA is reduced accordingly.
- The budget for **in-country workshops** (BL 5920) for national participants should cover only the cost required for setting up the workshops and for the preparation and reproduction of the training materials, as the government is expected to cover the cost of the participation of its nationals. However, in exceptional circumstances, expenses for internal travel and accommodation for participants needing to travel to attend the training course may be included. The per diem should be calculated at UN or government rates, whichever is lower. If the UN Country Team officially applies a particular per diem rate for participation in in-country training events, then this rate should be used.
- **Regional and subregional workshops/trainings:** The project covers the costs (BL 5920) for setting up the workshop/training and for the preparation and reproduction of the workshop/training materials. The project may cover costs related to international travel and DSA of participants in the regional workshops (BL 5694). However, ad hoc project arrangements are encouraged with a view to reduce overall costs for trainees' participation in regional workshops, in particular through the provision of board and lodging by the host institution and/or the definition of an ad-hoc daily allowance. Regional trainings and workshops can be attended by two non-staff travellers per beneficiary country at the cost of the project. The ADG/RR has the authority to approve the participation of up to three non-staff travellers per beneficiary country if considered essential for achieving the project's outputs.

**6. General operating expenses (GOE)** (BL 6300) to cover miscellaneous expenses required in the field for the operation of the project, such as telephone communications, photocopy paper, etc. (not more than five percent of the total budget minus the Project Support Cost [PSC]).

**7. Project Support Costs (PSC)** (BL 6130) to cover FAO's administrative and operational costs related to the implementation of the project (currently seven percent of the project expenditures).