**Kyrgyz Republic**

# PROJECT “RESILIENT AGRI-FOOD CLUSTERS DEVELOPMENT PROJECT”

**Subcomponent 2.1 Training and capacity development of agri-food clusters**

# Terms of Reference

**For Consulting and Training Company (CTC)**

**1. Background information**

The International Development Association (IDA) provided loan and grant funds to the Government of the Kyrgyz Republic. The goal of the project is to increase the productivity and resilience to climate change of individual agri-food clusters, as well as, in the event of a crisis or emergency that meets the established criteria, to respond quickly and effectively to them.

The proposed project will support two agri-food clusters: dairy and horticultural clusters in Chui, Jalal-Abad and Naryn regions.

The main goal of the project is to promote food security in the country by supporting the development of agri-food clusters within the framework of the government program for the development of the agro-industrial complex, which will be aimed at eliminating key industry constraints, including: 1) access to finance; 2) low productivity; 3) outdated and labor-intensive and resource-intensive farming methods; 4) low quality food and limited added value; and 5) limited access to competitive markets.

The project will consist of the following components:

**Component 1: Investment for Agri-food Clusters Development**. This component will provide loans to dairy and horticulture clusters. Direct beneficiaries will be individual farmers, producers, organized groups of producers, processing enterprises, seed and breeding farms. This component will be implemented by the Ministry of Finance of the Kyrgyz Republic through the Credit Line Management Unit under the Ministry of Finance (CLMU).

**Component 2: Strengthening institutions and systems.** This component will be implemented by the Ministry of Water Resources, Agriculture and Processing Industry (MoWRAP) through the Agribusiness Competitiveness Center (ABCC) to support two agri-food clusters: (i) the dairy cluster in Chui and Jalal-Abad regions; (ii) horticulture cluster in Naryn and Jalal-Abad regions. This component includes the following subcomponents:

***Subcomponent 2.1 Training and capacity development of agri-food clusters***

This subcomponent aims to enhance the capacity of project beneficiaries, including farmers, processing enterprises, and other participants in targeted agri-food clusters through comprehensive training and consultation.

Training programs will include production improvement, product quality management, livestock production and health, integrated pest and disease management, sanitary and phytosanitary (SPS) compliance, food safety and the implementation of climate-resilient technologies and practices.

The training will be predominantly practical and conducted on the basis of demonstration farms that will be created within the framework of the project. Demonstration farms will be equipped with the necessary equipment and goods from the grant funds, as well as from the farmers’ own contributions.

Separate demonstration farms will be created in conjunction with demonstration mini-milking parlors and equipped milk collection points.

Also, the grant funds will be used to artificially inseminate 20,000 cows within the dairy cluster in order to improve the genetic potential of local livestock and increase the productivity of dairy production, as well as improve the skills of insemination technicians to provide services to farmers.

The subcomponent will also finance strengthening the capacity of the Ministry of Water Resources, Agriculture and Processing Industries, and its subordinate departments, to implement digital tools and platforms for the agricultural sector.

**Subcomponent 2.2. Improvement of the seed production system**

Under this sub-component, the project will support the development, testing and selection of improved, locally adapted, high-value, marketable climate change-resistant seed varieties.

**Subcomponent 2.3. Improvement of livestock breeding system and information management.**

This subcomponent will support the improvement of animal breeding policies and regulations and the development of a national beef and dairy plan (through subcomponent 2.1), provide support to the relevant units of the Ministry of Water resources, Agriculture and Processing industry (MWRAPI), as well as selected public and private breeding farms selected by the MWRAPI, through the provision of quality breeding bulls, agricultural equipment and related climate-oriented technologies. The subcomponent will also finance: (i) modernization of regional veterinary laboratories in Jalal-Abad and Chui regions; (ii) creation of an information system on livestock breeding.

**Component 3: Operational support and project management**

This component will support project implementation, including the development of a centralized project monitoring and evaluation system, which will be adopted by the PIU and regional implementation units, communication strategies and interaction with citizens, agreement with environmental and social standards and fiduciary requirements, training and additional operating costs. This component will also fund the preparation of a cluster feasibility study for future investments aimed at including other agri-food clusters. This component will also provide professional development and other measures to promote gender diversity in agricultural sector institutions.

**Component 4: Contingent Emergency Response Component (zero component)**

The project will include a component that will provide support in the event of an emergency, including climate-related disasters, to reallocate project funds for emergency response support. This component will be implemented from unused loan/grant funds of the project's other components to cover emergency response measures that may cause serious adverse economic and/or social consequences for the country associated with a natural disaster.

**2. Objectives of the assignment**

The main goal of this assignment is to increase the capacity of the direct beneficiaries of the project through comprehensive training in the technology of dairy farming and fruit and berry production with a focus on climate change resilience.

Thus, the company hired through bidding should mobilize and train beneficiaries of both clusters: 1) Dairy cluster in Chui and Jalal-Abad regions and 2) Fruit and berry cluster in Naryn and Jalal-Abad regions.

Training programs will include production improvement, product quality management, animal husbandry and health, integrated pest and disease management, sanitary and phytosanitary (SPS) compliance, and adoption of climate-resilient technologies and practices.

***Target groups and project areas:***

1. As part of the training program on dairy farming, 4,500 farmers will be covered: 1,000 milk producers in the Jalal-Abad oblast and 3,500 milk producers in the Chui oblast.
2. The fruit and berry cluster will cover 1,500 farmers in the Jalal-Abad and Naryn regions. In the Jalal-Abad region, 1,100 people will be covered, in the Naryn region - 400 people.

***Expected results***

As a result of the implementation of this technical assignment, the following results are expected:

1. At least 80% trained beneficiaries of the dairy cluster project apply best practices and climate-oriented technologies in the field of dairy farming, progressive feed production, winter breeding and feeding of livestock and other issues. As a result of the trainings received, farmers will increase their level of knowledge and potential, which will further affect the increase in the productivity of dairy households, its financial stability, improving the quality of life of small farmers and households, adapt farmers to market conditions and climate change.
2. At least 80% trained beneficiaries of the fruit and berry cluster project apply best practices and climate-oriented technologies in fruit and berry production. As a result of the training received and the application of new knowledge on farms, the productivity of fruit and berry crops will increase and the yield will increase. Farmers will have an additional stable source of income, which will lead to improved welfare of small farmers and households.

**3. Scope of work:**

For the implementation of this subcomponent for the formation and training of groups of producers within the dairy and horticultural clusters, a single consulting and training company (CTC) with extensive experience in the agricultural sector with a sufficient number of qualified trainers and consultants in the field of dairy farming and fruit and berry gardening will be selected.

As part of this assignment, the selected consulting and training company (CTC) will operate in the Jalal-Abad, Naryn and Chui regions.

For the dairy cluster will be organized and conducted trainings for project beneficiaries on good dairy farming and feed production practices with demonstrations of improved technologies.

For the fruit and berry cluster, CTC will be responsible for conducting training activities on climate-oriented technologies and practices for the production of fruit and berry and forest fruit products. As part of the technical assistance for the fruit and berry cluster, it is planned to conduct demonstrations on such technologies as effective land preparation, quality of seedlings and planting, soil fertility management, irrigation and plant care, pest control, limiting the use of mineral fertilizers and pesticides, effective and safe storage of products.

**Mechanism for implementing activities in the dairy and fruit and berry clusters:**

**DAIRY CLUSTER:**

1. The training program will cover 4,500 farmers: 1,000 milk producers in the Jalal-Abad region and 3,500 milk producers in the Chui region.
2. A total of 180 training groups will be formed. One training group will consist of approximately 25-26 people, from 1 to 3 groups per village, supplying milk to local collectors/processors and others. (140 training groups in Chui and 40 training groups in Jalal-Abad).
3. It is recommended that training groups be formed from farmers who supply milk to processing companies, as well as institutions and other commercial market structures.
4. The formation of training groups in Jalal-Abad and Chui regions will be carried out in the following order:

First year: 60 training groups

Second year: 60 training groups

Third year: 60 training groups

1. Basic principles for forming training groups
* Number of people in one training group – 25-26 people
* Farmers must have from 1 to 15 dairy cows, premises for raising cattle and land for growing and storing feed.
* At least 50% of the mobilized beneficiaries are women.
* Training participants must be no older than 65 years of age, except in cases where there is a sufficient family workforce to carry out the project activities.

**Topics and directions of training activities on the dairy cluster:**

1. A total of 8 days of trainings will be provided per one training group.
2. 1-day trainings should also be accompanied by meetings with participants on practical demonstration and implementation of technologies on site (about 3-4 days of demonstrations and technology adoption practical days for the whole period of trainings).

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| **No.** | **Suggested training topics:** | **Learning Objectives** | **Note** |
| 1 | Climate-oriented feed production and cattle feeding | The purpose of the training is to increase the capacity of farmers on the following issues taking into account climate change: Technologies for the production of basic feed, increasing feed production volumes,improving the quality of prepared feed.Production of silage, haylage, fodder beet, legumes. Hydroponics.Increasing the productivity of cows in winter due to improved and balanced feeding (proper composition of the animal’s diet, the use of protein and vitamin supplements, the inclusion of milk-rich succulent feed in the diet).Rational use of pastures | The training program will include improved agronomic practices related to forage production and promote varieties and types of high-protein forage crops for cultivation.There will also be an emphasis on feeding cattle of various sex and age groups of dairy cattle - dairy cows (during lactation, pregnancy and dry life), heifers and young animals.During the training, the consequences of insufficient feeding of cattle and the use of low-quality feed will be noted.Each training will be accompanied by economic calculations (comparative method) from the use of those other improved methods. Duration – 3 days |
| 2 | Comfortable keeping of animalsSanitary and hygienic requirements for livestock premises | The main goal of this training is to improve the maintenance of animals during the winter stable period. | The project will show farmers through demonstrations the proper design and conditions in which cows should be kept:Increased lighting in barns;Improving natural ventilation in barns;Reducing humidity levels in barns;Creating comfortable conditions for animals to rest;Improving conditions for feed consumption (feeders and drinking bowls);Organization of walking pens for cows;Farmers will also be trained in practical methods of handling (collection, storage and use) of manure.Duration - 1 day |
| 3 | Animal health, farm hygiene. | Timely detection and elimination of diseases. Prevention and treatment of infectious diseases of cows that can be transmitted to people. Prevention and treatment of parasitic diseases that cause the most significant economic damage to dairy farming | It is expected that a veterinarian located in the selected village will also be invited to the trainings to establish links for regular monitoring of livestock diseases in small farms through scheduled farm visits.Duration - 1 day |
| 4 | Veterinary and sanitary requirements for milkProduction of pure and high-quality milk | Technical regulations and requirements for milk quality, milk grade.Factors affecting milk qualityBasic measures for the production of quality milk | Machine and manual milking techniques; zoohygienic requirement during milking, treatment and massage of the udder before and after milking, determination of milk quality.Milk cooling and storage technology;Duration- 1 day |
| 5 | Reproduction of cattle.Organization of animal breeding. | The use of artificial insemination.Signs of cows coming into heat.Characteristics of dairy cows.Breed improvement methods.Improving calf rearing. | Training in this area will help the farmer breed the desired type of cows. Farmers will learn to use planned livestock breeding. The training will encourage the use of artificial insemination.The trainer will provide information on the benefits of artificial insemination of cows.The project provides for a demonstration of an approach to planned mating (with oestrus synchronization).Also during the training, information will be provided on dairy breeds of cows bred in Kyrgyzstan. Advantages and disadvantages of these breeds.In addition, farmers will be trained on how to ensure proper nutritional management including milk, calves, starter feed, proper preventative measures and growth management to ensure high profitability.Farmers will see the benefits of proper heifer rearing in practice. Farmers will be trained on feeding their calves milk, providing starter feed, taking proper preventative health measures and monitoring growth to ensure high profitability.Duration – 1 day |
|  | Proper raising of calves. | Properly reared young stock is the key to obtaining a highly productive, healthy cow. |
| 6 | Business plan developmentFarm accounting. | Teach farmers how to write simple business plans so that farmers can obtain financing in the future for investment or working capital. | Duration - 1 day |

**Basic principles and criteria for selecting farms to establish demonstration farms on the basic of training groups:**

**For the dairy cluster:**

1. In order to demonstrate advanced methods of dairy farming, the project will assist in the creation of 180 demonstration dairy farms in Jalal-Abad and Chui regions and equip them with equipment and goods based on need (for example: building materials, milking machines, universal feed crushers, rubber mats, etc.).
2. The project will provide investment assistance in the form of goods and equipment to selected demonstration farms. The amount of investment provided by the project will be determined during the implementation of the project.
3. The owners of the created demonstration farms, as co-financing, will provide their own contribution in the amount of at least 40-50% from the total cost of financial support in the form of labor costs, additional construction materials. CTC will collect information on the DF contribution and provide it to the ABCC.
4. One farmer from the training group will be selected together by representatives of local authorities, RADD and the group to create a demonstration barn on the basis of his farm. An Agreement will be concluded with this farmer between the CTC and ABCC on conducting a technology demonstration and accepting a number of obligations, including providing a platform for training and training group members.
5. Selection of demonstration farms must take into account all subjective and objective factors contributing to the successful implementation of this program. Particular attention will be paid to the activity, sociability and friendliness of farmers.
6. Demonstration farms are selected from members of the training groups participating in the project’s training program on a transparent basis and according to approved criteria.
7. For each training group, one demonstration farm will be created, where at least 25 farmer members of the groups will receive new knowledge. In one village, depending on the number of its residents, can be created no more than three demonstration farms.
8. CTC specialists will inspect the farms of the project beneficiaries, prepare and submit to the ABCC a list of potential farms for creating demonstration farms. The final decision on the selection of farms will be made based on a commission survey of the proposed farms and conversations with farm owners. The survey will be carried out by CTC, local government bodies / aiyl okmotu (AO) and regional agricultural development departments (RADD). The decision to approve the list of demonstration farms will be formalized in a protocol.
9. On the basis of demonstration farms, besides conducting trainings, production accounting will also be carried out, as well as recording of production costs and income from livestock farming, which must be demonstrated to all members of the training group by CTC.
10. All activities within this terms of reference must comply with the Environmental and Social Management Framework (ESMF) approved for this project.
11. To create demonstration farms, CTC will carry out the following work in the dairy cluster:
* Selection and creation of demonstration farms from training groups.
* Development of standard models of premises for keeping cattle and instructions for standardization of livestock facilities (sizes and types of stalls, feeders, passages and ditches, lighting, ventilation, etc.) and preliminary estimates for provision to group members;
* Conducting orientation seminars for leaders of demonstration farms to explain the tasks and functions facing demonstration farms; familiarization with state sanitary and environmental standards and requirements for livestock breeding facilities; presentations of typical model livestock breeding facilities and farms.
* Concluding agreements with the leaders of farms on the terms and obligations necessary for the creation and subsequent successful operation of demonstration farms.
* Determining the needs of farmers necessary to create demonstration farms, and preparing a list of necessary materials and equipment for purchase within the project, developing technical specifications for materials and equipment, submitting an application to the ABCC for a complete estimate of certain goods for purchase, taking into account the preliminary budget (including sources in accordance with which the budget was drawn up), participation in the transfer and registration of goods for farms.
* Providing practical advice on the modernization and creation of demonstration farms, conducting regular monitoring of the process of creating farms and the intended use of goods purchased under the project, and based on their results, preparing profiles and photo/video materials.
* CTC will take part in the acceptance of goods purchased by ABCC for DFs for on-site inspection for compliance with technical specifications and volume of goods according to the submitted application.

Main criteria for selecting demonstration farms for the dairy cluster

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| **No.** | **Criteria** | **Indicators/descriptions necessary for selecting and organizing a demonstration farm** |
| 1 | Availability of dairy cows on the farm | 3-15 milk cows |
| 2 | Availability of premises for keeping cattle | The room meets all the basic requirements - the room is spacious and warm; the ceilings are high, the windows are wide, the lighting is good; stalls, passages, feed troughs and drainage ditches are constructed to the required standards. To modernize a livestock building, bringing it into compliance with standards requires an investment of financial resources for the installation of a septic tank, ventilation ducts, internal separations, etc. |
| 3 | Availability of land for growing fodder crops and carrying out agronomic activities | For the production of feed, there is at least 1 hectare of irrigated arable land per household on its own. |
| 4 | Location and household size | * The household is located in the village and is available for farmer visits for practical training, consultations and seminars
* The area of a household's plot to create a demonstration farm is at least 0.1 hectare.
* The household has the necessary production communications - water, electricity, access roads.
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| 5 | Personal qualities of the farmer and willingness to actively cooperate with the project | * The desire to improve one's own economy and ensure one's own contribution.
* Willingness to independently carry out repair and construction work to reconstruct the farm within the established time frame.
* Agreement to provide the farm for practical training, consultations and seminars for project beneficiaries.
* Willingness to demonstrate your farm and improved technologies to village residents
* Willingness to follow the recommendations of project experts on the reconstruction of the farm, the use of improved technologies, maintaining accounting logs, etc.
* Openness, sociability and friendliness of the farm owner
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| 6 | Consent of training group members | Members of the training group agree to the selection of the owner of the farm, selected according to the above criteria. |

**Models and requirements for premises for keeping cattle.**

1. To create demonstration farms, CTC will develop three standard models of mini-dairy farms for keeping from 3 to 15 or more cows. The leaders of the demonstration farms themselves will choose standard models depending on the number of livestock, the size and layout of the plot - the area adjacent to the house where local farmers build premises for keeping livestock, or so-called cowsheds, and will offer it to the owner of the demonstration farm, as well as to the training participants, as needed for further usage.
2. The proposed standard models will include room dimensions (width, length, height); parameters of stalls, feeders, walkways, gutters and window openings; types of roofing, lighting, ventilation, etc. Livestock building models will include space for stall housing of dairy cows, compartments for keeping calves, and a maternity ward.
3. CTC specialists will conduct 1-day orientation seminars for the leaders of demonstration farms (DF) to explain the tasks and functions of demonstration farms. At the seminars, leaders of DFs will be familiarized with state sanitary, environmental and zoohygienic standards and requirements for livestock facilities, their permissible distances from social and residential facilities, etc. Presentations of typical model livestock facilities and farms will also be made, and the best demonstration farms created as part of the first phase of the project will be demonstrated.

Visiting successful farms

1. In addition to the above activities, the project will include study tours to successful dairy farms. Field tours will be conducted only for those group members who are actively involved in the project and have good performance. The purpose of these visits is to get acquainted with the experience of these farms in raising and breeding dairy cattle, preparing feed, preparing balanced diets, and managing the farm. The initial selection of such groups will be carried out by the CTC and approved by the ABCC. Financial costs for conducting study tours will be carried by ABCC.
2. Success criteria for visits:
* Visits can be organized to farms that have good experience and infrastructure in raising and breeding dairy cows, successfully work with processing companies for the supply of milk, and apply innovative technologies and techniques in the field of dairy farming.
* After visiting these farms, project beneficiaries will be able to establish contacts with successful farms and further cooperate with them on various issues of dairy farming.

**FRUIT AND BERRY CLUSTER:**

1. A technical assistance program will be provided for farmers in Jalal-Abad and Naryn regions wishing to grow fruit and berry crops (including forest).
2. In total, within the framework of the project, 1,500 farmers in the Jalal-Abad (1,000 people) and Naryn oblasts (400 people) will be trained in growing and increasing the productivity of fruit, berry and forest crops. Each training group will consist of 25-26 people. A total of 60 training groups will be created: 45 groups in the Jalal-Abad region and 15 groups in the Naryn region. In one village, from one to three training groups can be formed:

First year: 20 training groups

Second year: 20 training groups

Third year: 20 training groups

1. Basic criteria for forming training groups:
* Number of people in one training group – 25-26 people.
* Farmers must have a plot of land from 5 acres to 1 hectare and plan to grow fruit and berry crops.
* At least 50% of mobilized beneficiaries are women.
* Training participants must be no older than 65 years of age, except in cases where there is a sufficient family workforce to carry out the project activities.

**Training topics for the fruit and berry cluster:**

1. When preparing trainings on managing the production of fruit and berry crops, it is important to pay attention to various aspects, such as plant care, pest and disease control, irrigation methods, optimization of yield and product quality. Master (practical) classes should accompany trainings and practical demonstrations so that participants can apply the acquired knowledge in practice.
2. A total of 5 main days of training will be conducted for all training groups on the following topic, in addition to these 5 days, practical days will be provided where practical demonstrations and introduction of technologies will be checked. (5 days are main trainings which can be conducted in classes and in addition to this 3 of days will be provided to the CTC to conduct practical demonstrations on whole 5 topics):

(1). Soil selection and preparation (1 day):

 Optimal soil conditions for various types of fruit and berry crops.

* Methods for improving soil fertility and preparing soil for planting.

(2). Planting and caring for plants, planting (1 day):

* The right choice of seedlings and seeds.
* Techniques for planting and caring for plants in different seasons.
* Watering, fertilizing, pruning and shaping shrubs.

(3). Pest and disease control (1 day):

* Identification of the main pests and diseases of fruit and berry crops.
* Preventive measures and control methods without the use of chemicals.
* Use of biological plant protection products.

(4). Watering methods (1 day).

(5). Yield and product quality management (1 day):

* Methods for increasing productivity and improving the quality of fruits and berries. Frost protection.
* Optimization of harvesting and storage processes.
* Sorting, packaging, product labeling and sales.
* The use of modern technologies in the production of fruit and berry crops, including digital technologies.
1. Based on the training topics, CTC will develop training modules that will be approved by the ABCC. In addition to the topics presented, CTC can offer its innovations and introductions taking into account climate change.

**For the fruit and berry cluster (including forest) demonstration plots on the basic of training groups:**

1. In order to demonstrate advanced methods of production of fruit and berry crops, the project will assist in the creation of demonstration plots/fields in the Jalal-Abad and Naryn regions, providing them with planting material for various fruit and berry crops, as well as goods and equipment for cultivation, as well as consulting services. In total, it is planned to create 60 demonstration plots/fields in two regions: 45 in Jalal-Abad and 15 in Naryn regions.
2. CTC will be responsible for the establishment of the demonstration site/field and will carry out the following work:
* Selection and creation of demonstration plots/fields from among the training groups in agreement with the RADD and local governments.
* Concluding agreements with selected farmers/producers on the terms and obligations necessary for the creation and subsequent successful operation of a demonstration plot/field. including providing a training area and training for group members.
* Determining the needs of farmers necessary to create a demonstration plot, and preparing a list of necessary materials and equipment for purchase within the project, developing technical specifications for materials and equipment, preliminary short market research for the availability of equipment and goods, participation in the transfer and registration of goods.
* Conducting regular monitoring of the process of creating a demonstration site/field and the intended use of goods purchased under the project, and based on their results, preparing profiles and photo/video materials.
* The final version of the technical specifications for materials (seedlings, drip irrigation equipment, etc.) must be agreed upon by the CTC with the relevant government agencies and submitted to the ABCC along with the application for the tender. The list for approval of technical specifications with government agencies will be approved with the ABCC after determining the needs.
* The needs assessment and corresponding application must be submitted to the ABCC in advance, taking into account the timing of planting of seedlings for timely and efficient tendering.
* ABCC will support CTC in identifying and selecting demonstration farms, and will jointly monitor and evaluate their activities and provide advice.
* The owners of the created demonstration fields/plots, as co-financing, will provide their own contribution in the form of labor (50%), other necessary materials not included in the list of investments provided by the project and will create favorable conditions necessary for the high-quality implementation of full beneficiary training course. CTC will collect information on the DF contribution and provide it to the ABCC.
* CTC will take part in the acceptance of goods purchased by ABCC for DFs for on-site inspection for compliance with technical specifications and volume of goods according to the submitted application.
1. All activities within this terms of reference must comply with the Environmental and Social Management Framework (ESMF) approved for this project.
2. When identifying a demonstration site, it is necessary to pay attention to the following principles and criteria for selecting a demonstration site/field:
* Demonstration sites are selected among members of training groups agreed upon with local authorities, RADD participating in the project’s training program, on a transparent basis and in accordance with approved criteria.
* One demonstration site/field will be created, where at least 2-3 groups will undergo practical training (at different times) and gain new knowledge, as well as introduce new technologies. In one village, depending on the number of its residents and those willing to take part in the project, from 1 to 3 demonstration plots/fields can be created.
1. CTC specialists will conduct an appropriate inspection of the site/field of the project beneficiary, hold discussions with members of the training groups, prepare and provide to the ABCC a list of potential farmers for creating a demonstration site/field. The final decision on the selection of a demonstration site will be made on the basis of a commission survey and conversations with farm owners and group members. The survey will be carried out by the ABCC, CTC, local government bodies / aiyl okmotu (AO) and regional agricultural development departments (RADD). The decision to approve the list of demonstration sites/fields will be documented.
2. The farmer in whose field the demonstrations will be held will provide active support to the project in social mobilization, collection of data on indicators and other issues arising during the implementation of the project.
3. The majority of village residents must support the project's activities. It is necessary to select villages that have potential for economic growth.
4. It is necessary to take into account the loyalty of local authorities, which are ready to support farmers and not interfere with the activities planned under the project.
5. Members of the training group agree to the selection of the owner of the farm, selected according to the above criteria.

Main criteria for selecting demonstration plots/fields:

* Field location and accessibility: The demonstration field should be easily accessible to trainees and should be located on fertile land and have access to water.
* Growing conditions: the site/field should have good sunlight, protection from wind and a good drainage system.
* Site specialization. The selection of a location for a demonstration field should take into account the specifics of the crops being grown and compliance with external conditions and requirements for their cultivation.
* The field size for the demonstration plot/field ranges from 0.25 ha (sotka) and above, depending on the selected type according to the needs of the beneficiaries. If necessary and if the financial resources of the project are available, several people can unite into one group (1-3 people) from among the training groups and create such a demonstration field on the terms of co-contribution on each side. In this case, agreements can be concluded with all members of this group.
* The desire and willingness of the owner of the demonstration field/site to cooperate with other beneficiaries to provide access to the site/field in order to transfer knowledge and technology to members of his group.
* The owner of the demonstration plot/field has not previously received support from other donor projects.

In addition to these criteria, the CTC may include its own criteria, which may affect the effectiveness of the selection of demonstration farms and the successful implementation of the project.

The owner of the demonstration plot/field, within the framework of his powers, carries out the following activities:

* Will create, on the basis of its demonstration field/site, all the necessary conditions for high-quality practical training, consultations and seminars for project beneficiaries;
* Will apply and demonstrate to farmers improved technologies for growing fruit and berry (forest) crops recommended by trainers and project experts.
* In the process of planting the necessary seedlings/creating a demonstration field/plot, the farmer will follow all recommendations of the project experts and the CTC.
* Will provide comprehensive assistance to the project in the social mobilization of village residents, collecting data on indicators, etc.

**GENERAL ACTIVITIES FOR TWO CLUSTERS:**

To implement the training program, the selected CTC will be responsible for the following activities:

* + Social mobilization and formation of project beneficiary training groups;
	+ Updating and finalizing of existing training modules developed within the framework of projects implemented by the ABCC over the past 2-3 years (training modules, manuals for trainers, training programs, handouts, questionnaires, visualization banners and posters, slides, presentations, etc.) ;
	+ Drawing up curricula, prioritizing training topics according to the needs of farmers, processing enterprises and the requirements of the conditions of this project;
	+ Conducting training for local trainers (TOT) on training modules on forage production and dairy farming.
	+ Collection and processing of data on key and intermediate indicators of the project - quantitative and qualitative composition of training groups, dynamics of changes in the quantity and quality, the use of improved technologies, etc.;
	+ Monitoring the use of improved technologies and best practices by beneficiary farmers;
	+ Holding farm days, practical seminars and demonstrations;
	+ Preparation of brochures, booklets, manuals, handouts for trainees;
	+ Preparation of success stories and video demonstrating improvements in farming processes and increased profitability for farmers.
	+ Preparation of regular reports and databases, including maintaining an interactive map of project activities.

Curriculum and learning process.

1. Trainings will be conducted in accordance with the topics identified within the project. CTC is fully responsible for the entire training process and implementation of a high quality training program for farmers.
2. A series of trainings will be conducted for each study group on topics identified within the project.
3. The training for CTC trainers will be conducted by leading specialists within CTC.
4. At the beginning and end of each ToT, tests will be conducted for each participant to assess the level of mastery of the materials. After completion of ToT, expert trainers will prepare and submit test results to the ABCC for consideration and prepare a profile for each CTC trainer with appropriate recommendations.

Information campaign and social mobilization

1. CTC, under the leadership of the ABCC, will conduct an information campaign and social mobilization, which will identify the main participants in the training groups and owners of demonstration farms/fields. Local social mobilization will be carried out in several stages.
2. Meetings/seminars in areas with the participation of farmers, village residents, processors and other representatives of agribusiness, where general information about the project and the technical and investment support provided by the project, expected results and benefits from participation in the project will be provided. Meetings/seminars will be held without fail with the participation of representatives of local authorities, regional departments of agricultural development of the MWRAPI KR.
3. The next meetings, with the aim of forming training groups, will be held at the village level with the most interested rural residents. At the starting village meetings, additional information will be provided about the project and the benefits that participants in the training groups will be able to receive. At these meetings, group leaders will be identified from among active village residents who will form members of the training groups.
4. Additional meetings with group members, as a result of which potential group members will understand the importance of undergoing training activities to improve farm productivity and increase the income of their families.
5. Representatives of Aiyl Okmotu and District Agrarian Development Departments should take part in all meetings on the formation of training groups.
6. Upon completion of all meetings, the CTC will prepare a detailed list of formed groups indicating the villages, full name of the farmer, exact residential address, age, gender, etc.
7. After the training groups are formed, final meetings will be held at the district level to approve the list of training groups with the participation of representatives of district state administrations, RADD, local governments, regional specialists from the ABCC and CTC. The minutes of the final meetings on the formation of training groups will be submitted to the ABCC.
8. Training of target groups will be carried out throughout the year in the participants’ places of residence on the basis of a demonstration farm/field to combine the theoretical and practical parts of the training, depending on seasonality. The CTC and the ABCC will conduct appropriate monitoring of the application of the acquired knowledge and skills by members of the target groups in their activities.
9. Training will be conducted in an interactive manner using a participatory approach and Farmer Field School (FFS) principles, where farmers are trained to analyze the environment and farming practices and thus be empowered to make good decisions on production issues.
10. Trainers need to be flexible to adapt the content and schedules of training modules to meet the specific needs of each group.
11. Classes will be held throughout the season (taking into account the growing season of growing fruit and berry crops or the development cycles of livestock) on a demonstration farm. Each training should include:

- Group dynamic exercise or brainstorming

* Thematic presentations
* Questions and answers
* Feedback on learning results
1. CTC will develop a training module (manual). Training modules must be approved by the ABCC. CTC is expected to provide training services to farmers and to use the contents of this document as a basis for developing its own training materials relevant to the region and areas in which it will be used.
2. Training sessions should be conducted in Kyrgyz and/or Russian, depending on the location and nationality of the participants. When preparing the training program, the use of methods and practices that are acceptable to the beneficiaries in the project area is encouraged.
3. The CTC will prepare a General Training Plan and Schedule, indicating the provisional date and location. This Training Plan may be adjusted and updated during the assignment depending on the needs of the training participants. Changes must be discussed and approved by the ABCC in advance.
4. CTC will develop a questionnaire for participants to apply the acquired knowledge in practice - before and after training, as well as questionnaires to assess the effectiveness of training according to project indicators. The results of the questionnaires must be processed and as analysis provided to the ABCC and submitted to ABCC for consideration as part of interim and final reports.
5. The CTC will prepare and provide training materials to participants (handouts - no more than 2-4 pages for each topic).
6. The CTC will maintain a database of participants in Excel format and record training attendance, as well as performance indicators, which will be periodically updated and provided to the ABCC on an ongoing basis. The database should contain information on the qualitative composition of training participants, including gender and age aspects, as well as data on indicators.
7. The CTC must register the participant in the participant registration sheet for each training using online tools, with the obligatory indication of contact information and provide to the ABCC a general summary table of registered participants (on each training by groups).
8. Before the start of the training, CTC will inform participants on an ongoing basis about the goals and objectives of the project.
9. CTC will provide trainers with stationery (flipchart, pens, pencils and markers) and transport to training sites.

**Needs evaluation of a demonstration farm/field for both clusters**

1. CTC will conduct a survey of the owners of the demonstration farm field to identify the needs for materials and equipment. At the same time, CTC will provide consulting assistance in choosing the appropriate equipment and material.
2. Based on an analysis of the data on the needs of the DF, the relevant CTC specialists will prepare a list of goods and materials that will be submitted for approval to the ABCC. This list includes the required volume of each farm in goods and equipment, the approximate budget for the purchase and other necessary information.
3. According to the approved list of materials and equipment, and technical specifications provided by CTC, ABCC announces a tender for the purchase of goods for demonstration plots/fields. By order of the ABCC Director, a tender commission is created.
4. The needs evaluation and corresponding application must be submitted to the ABCC well in advance of the specific planting season to ensure a timely and efficient tender.
5. The needs assessment, the corresponding application, as well as technical specifications for goods and equipment developed by CTC must be agreed upon by CTC with the ABCC in the Ministry of Water Resources, Agriculture and Processing Industry of the Kyrgyz Republic and submitted to the ABCC along with the application for announcing a tender. Technical specifications for goods and equipment for demonstration farms/fields, with the exception of seedlings are approved by the relevant specialists of CTC and ABCC.

**Procedure of goods and equipment transfer for demonstration farm/field**

1. The procured materials and goods for the demonstration farm/field are transferred to its owners according to the Acceptance and Transfer Certificate with the participation of specialists from ABCC, RADD, AO and CTC. Representatives of ABCC, CTC, RADD and the owner, sign acceptance and transfer certificates.
2. Before the distribution of materials and equipment, between the ABCC, CTC on the one hand, the farmer, the owner of each demonstration plot/field on the other hand, agreements will be concluded for the use of the transferred material and equipment, indicating the specific obligations of the parties, as well as the necessary project activities on the ground.

**Publication development**

1. In order to consolidate and disseminate new knowledge on the proper management of livestock and feed production, training manuals will be prepared for farmers in the form of booklets, video clips, including recommendations for the use of improved technologies proposed as part of the training program. CTC will prepare and provide training materials and videos on selected topics within the project to the ABCC for approval. The main materials for booklets and videos on the dairy cluster will be training manuals developed within the framework of the 1st and 2nd phases of the World Bank project “IDPIP”.
2. CTC will study and finalize the material for the booklet, taking into account the specifics and conditions of the new project areas. The published material will be agreed upon and transferred to the ABCC. Brochures and booklets will be provided to members of the training group in electronic format.
3. For the fruit and berry cluster (including forest crops), CTC will develop new materials, taking into account existing experience in implementing other projects.

**Efficiency evaluation.**

After all pilot households have been selected to create demonstration farms CTC will conduct surveys of each demonstration farm and fill out special passports (before and after profiles), which will indicate detailed information about the household at the beginning of the project. Photo illustrations will be attached to the passports.

**Farmer's Day**

1. In order to disseminate information about the project, acquired knowledge and innovative methods in Jalal-Abad, Naryn and Chui regions, “Farmer’s Day” events will be held with the participation of project beneficiaries, village residents, representatives of local communities, donor organizations implementing projects in agriculture, representatives ministries and departments, representatives of regional administrations, district departments of agrarian development, representatives of processing enterprises, the media, as well as guests from abroad.
2. The Farmer's Day events will be organized by jointly with ABCC. The CTC will finance the logistics of the Farmer's Day events (food, transportation of project beneficiaries, etc.). CTCs will be responsible for inviting project beneficiaries, community representatives, suppliers of the agricultural goods and services, local residents and other people at the village level, organizing the event itself. The approximate number of participants for each Farmer's Day event will be 100-150 people. The schedule should be agreed with the ABCC. 3 Farmer's Day events will be held in each region during the implementation of the dairy cluster project and 3 events for the fruit and berry cluster (annually).
3. The events will be held in the autumn, when most of the training will be completed and farmers will be able to demonstrate the results of the training. In addition, in the autumn, most farmers will complete field harvesting, which will attract a large number of people to the demonstration.

**Project visibility of the Component 2 of the project**

In addition to training activities under the project for dairy and fruit and berry clusters, upon the request the CTC is requested to prepare electronic collection of “Best Stories” for the whole component 2 activities implemented by the ABCC under the project in order to show the best experiences and lessons learned, including professional video-film on achievements under component 2 of the project. The best stories could be prepared in Kyrgyz, Russian and English languages.

**Monitoring and evaluation of the activities of demonstration farms.**

CTC together with representatives of the ABCC should conduct regular monitoring of the activities of demonstration farms.

For this purpose, CTC will develop and agree with the ABCC a detailed monitoring plan, providing for systematic field visits to monitor the progress of upgrading/construction of livestock facilities, conduct practical training, consultations and seminars, target use of provided goods, provide counter financing, maintain production records, as well as evaluate application of new knowledge in practice.

The main indicators for monitoring and evaluating the activities of DFs are:

* Number of demonstration farms/fields created on the recommendations of experts and within the established time frame;
* Number of trainings and seminars conducted;
* Number of self-conducted demonstrations and consultations by farm/field leaders;
* Number of improved technologies used;

Grievance and Feedback Mechanism

Achieving the project's objectives will require continued consultation and exchange of information and knowledge. Transparency, consultation and feedback mechanisms with recipients will be a key part of the project. Any complaints, disputes, as well as suggestions arising during the implementation of the project must be considered, resolved and monitored in accordance with the standards established in the Grievance and Feedback Mechanism. CTC will register any complaint/application and forward it to the ABCC. More detailed information about this mechanism will be provided by the CTC.

Gender aspect

The project will also include gender-sensitive activities. Women's groups will be actively involved in enhancing beneficiaries' knowledge of good dairy farming practices to ensure gender-biased perceptions and empower women to express their opinions. A gender indicator is included in the results matrix (number of women farmers trained).

Coordination meetings

In order to ensure high-quality execution of this technical assignment, discuss overall progress and issues, coordination meetings will be held between the ABCC and the CTC on a regular basis.

Before the start of the project, the ABCC will provide part of the Operational Manual of the CTC project with a description of the detailed mechanism for implementing the training program within the framework of the dairy and fruit and berry clusters. CTC shall follow the requirements of the Project Operational Manual when implementing this assignment.

**4. Monitoring and evaluation:**

1. The ABCC will be responsible for monitoring, reporting, fiduciary and contract management of the company.
2. The CTC, together with the ABCC, will prepare a Monitoring Plan, which includes the dates and frequency of monitoring, as well as the persons who will carry out the monitoring. The monitoring plan should be drawn up taking into account the indicators and indicators included in the project monitoring and evaluation system.
3. Monitoring of CTC activities will be carried out at several levels: at the CTC village level, at the regional level (will be carried out by regional ABCC offices), at the ABCC level - by ABCC coordinators and specialists.
4. **CTC will regularly collect and present data to the ABCC on achieving the planned results and indicators of the project:**

Performance and climate change resilience targets (indicators) to be achieved by the project:

1. Increase in yield within each agri-food cluster – 10%;
2. Increase in sales of agricultural products by project beneficiaries – 10%;
3. Farmers adopting improved agricultural technologies (number) CRI – 5,000 farmers;
4. Farmers adopting improved agricultural technologies - women (number) CRI - 2,180 women farmers;
5. Farmers adopting improved agricultural technologies – men (number) CRI – 2,820 men farmers;
6. Number of people receiving direct benefits – 5000 people;
7. Number of people receiving direct benefits, of which 2 500 are women;

***Intermediate indicators:***

1. Demonstration farms promoting the cultivation of fruits and berries using climate-smart technologies and practices (horticulture cluster) – 60;
2. Women who took advantage of the acquired knowledge and skills after training – 2000;
3. Farmers receiving inputs or services from climate-smart or sustainable farming practices – 4,000;
4. Beneficiaries satisfied with the project activities (both clusters) – 90%;
5. Women beneficiaries satisfied with the project activities – 80%.

**5. Implementation period:**

The task will begin in April 2025 and finish at the end of 2028.

## Expected results

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| --- | --- |
| **Inception report****-**A work plan and strategy for social mobilization of trainees has been developed;* Developed a plan and strategy for establishing demonstration farms/fields;
* A unified training module for two clusters has been developed;
* A questionnaire was developed to assess the knowledge of participants before and after the implementation of the project;
* A questionnaire has been developed for training and evaluation of trainers by participants.
* List of technologies to be adopted.
 | 3 weeks after signing the contract |
| **Progress Report*** Determination of villages, list of people, formation and approval of training groups with the ABCC.
* Identification and creation of demonstration farms/fields. Approval with ABCC. Providing a list and technical specifications, proposals for materials, goods to be purchased for demonstration farms; Preparation of demo farms profiles – before the project intervention and after.
* Development of electronic booklets, brochures, information sheets, materials for farmers.
* Development of a training monitoring plan;
* Conducting a certain number of trainings and practical exercises for participants on the topics specified in this TOR;
* Preparation and provision of interim reports, reports on demonstrations, field days, including analysis of the progress of participants’ knowledge, skills and abilities and assessment of the activities carried out by participants, conclusions and recommendations;
* Completed lists of participants and Excel database. Report on the implementation of the Monitoring Plan;
* Completed questionnaires assessing the training provided, adoption of technologies;
* Completed questionnaires to assess participants' knowledge before and after training on technology implementation in accordance with project indicators.
* Reports should be included on detailed analysis on achievement on indicators
 | * Quarterly
 |
| **Final report**Analysis of the above reports. Findings, recommendations.  | Until End of December 30, 2028 |

## Reporting procedures and approval

Contractual procedures will be detailed in the contract. The company must provide the following types of reports to the ABCC: a) Initial report. 2) Quarterly reports. c) Final report.

**Inception report** with the work plan must describe the project stages and timelines, tools and techniques that will be used during this assignment, as well as the documents specified in paragraph 6.

**Progress Report every three months** should consist of two sections and include information describing the results of implementation, as well as a general section, including results on project indicators. One section should include separate activities and results for the dairy cluster, which is approved by project coordinator 1 and livestock specialist at the ABCC. The second section of the report should include activities and results for the fruit and berry cluster, which is approved by coordinator 2 and the agricultural specialist of ABCC. A general report with the two specified sections and general parts, including summarized information on project indicators, is approved by the director of the ABCC.

The report must be submitted every three months for review and approval by the ABCC strictly no later than the 5th day of each quarter. Reports are provided in Russian in bound form in two copies: printed and in electronic version. All reports must be reviewed and approved by the ABCC within two weeks. At the same time, the CTC must promptly make changes to the reports in accordance with the comments of the ABCC. Upon request of the ABCC CTC will provide interim information in order to update ABCC reports to government bodies, WB and etc.

**Final report.** At the end of the entire assignment, but no later than 20 days before completion of the assignment, the company will prepare a final report describing all achievements and results.

All reports, videos and other materials prepared in accordance with this assignment belong to and remain the property of ABCC and may not be published, copied or otherwise distributed without the written consent of the director of ABCC.

During its work, the CTC must complete and submit a time sheet or any other document used to determine time spent.

**8. Institutional mechanisms:**

Project Coordinators, ABCC Livestock Specialist, ABCC Agricultural/Monitoring and Evaluation Specialist, and ABCC Regional Staff in Jalal-Abad and Naryn Oblasts will continuously coordinate and monitor all CTC activities.

ABCC and CTC will meet regularly to discuss progress in implementing the terms of reference and resolving emerging issues.

In case of deviation from the training plan and other issues, the CTC must send a letter to the ABCC 1 week in advance describing the situation and determine ways to resolve them.

The contract coordinator for the implementation of dairy cluster activities will be the coordinator 1 of ABCC.

The contract coordinator for the implementation of fruit and berry cluster activities will be the coordinator 2 of ABCC.

CTC will appoint a responsible person to monitor and manage the implementation of this assignment.

CTCs must have their own office equipment and communications equipment.

## Qualification Requirements

To implement this assignment, the consulting company must meet the following shortlisting criteria:

1. Experience in providing training services and knowledge transfer in the field of agriculture (livestock - with an emphasis on dairy farming) and fruit growing based on the principles of "Farmer Field School", namely in the application of integrated production management practices - at least 3 contracts over the last 8 years;
2. Experience in social mobilization of farmer groups - at least 3 contracts;
3. Number of projects for the provision of training and consulting services with similar tasks implemented by the company over the past 5 years - at least 3 contracts;
4. Experience in developing educational booklets, brochures in the field of livestock farming, fruit growing - at least 3 contracts;
5. Experience working with donor projects to implement similar tasks - at least 5 years;

**Technical proposals will be evaluated according to the criteria below:**

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| --- | --- | --- |
| **No.** | **Criteria** | **Maximum %** |
| 1 | Specific experience of the Consultant (as a firm) relevant to the Assignment  | 10 % |
| 2 | Methodology and work plan | 30%  |
| 2 | Experience and qualifications of key personnel | 60% |
| 3 | **TOTAL:** | 100% |

**The qualifications and experience of key personnel will be assessed based on the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Personnel** | **General qualifications and education (20%)** | **Adequacy for the Assignment** **(70%)** | **Relevant experience (10%)** |
| *Position K-1:*Head of CTC - Group Leader | Education in agriculture (veterinary / agronomy, animal science), economics, management | Experience in work and management in the provision of training and consulting services in the field of agriculture - at least 5 years | Experience working with donor projects to implement similar tasks - at least 5 years |
| *Position K-2:*Leading trainer in the field of animal husbandry: veterinary medicine, animal science | Education in the field of animal husbandry: veterinary medicine, animal science | Experience in conducting training in the field of livestock management and organizing livestock field schools for farmers - at least 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |
| *Position K-3:*Lead trainer in agronomy/agriculture | Education in agronomy/farming | Experience in conducting training events in the field of feed production, production of fruit and berry crops, including forestry and organizing Farmer Field Schools - at least 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |
| *Position K-4:*Business planning specialist/trainer | Higher education in economics, finance | Experience in developing business plans and conducting training - at least 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |
| *Position K-5:*Social Mobilization Specialist | Education in the field of agriculture, economics, law | Experience in social mobilization of groups - 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |

**The recommended qualifications and experience of non-key personnel**

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| --- | --- | --- | --- |
| **Non-key personnel** | **General qualifications and education**  | **Compliance with the task**  | **Relevant experience**  |
| Trainers in the field of animal husbandry: veterinary medicine, animal science (8 trainers) | Education in the field of animal husbandry: veterinary medicine, animal science | Experience in conducting training in the field of livestock management and organizing livestock field schools for farmers - at least 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |
| Trainers in the field of agronomy/agriculture (6 trainers) | Education in agronomy/farming | Experience in conducting training events in the field of feed production, fruit and berry crops (forest) and organizing Farmer Field Schools - at least 3 years | Experience working with donor projects to implement similar tasks - at least 3 years |
| Field mobilizers for fruit growing and dairy farming (10 mobilizers) | Education in the field of agriculture, economics, law | Experience in social mobilization of groups - 1 year | Experience working with donor projects to implement similar tasks - at least 1 year |
| Project assistant | Education in the field of agriculture, economics | Experience in supporting project implementation teams – 1 year | Experience working with donor projects to implement similar tasks - at least 1 year |