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## Terms of Reference

### Field Assistant (Southern Leyte) Band 2T

For  
**The Project “Coconut Alliance for Sustainable Coconut Production in the Philippines”  
within the framework  
Development Partnership Projects with the Private Sector in Agriculture (Agri-DPP)**

#### **Project Description**

The important role and contributions of the private sector to foster sustainable development have been increasingly recognized over the past years. Development Partnerships with the Private Sector is one strategic approach of GIZ Philippines to promote sustainable development in the agriculture sector bringing together the interests of public and private sector partners to create long-lasting impacts in the areas of poverty alleviation and food security, sustainable use of natural resources, empowerment of smallholder farmers and overall agriculture and rural development.

The Development Partnerships with the private sector in agriculture (Agri-DPPs) focus on the establishment of inclusive business models under an “agripreneur” approach that builds on value chains and is being implemented jointly by the public and private partners as well as smallholder farmers and their organizations. GIZ as implementing organization plays a lead coordination role.

Agri-DPP aim at increasing the incomes of smallholder farmers through an array of measures encompassing the promotion of Good Agricultural Practices (GAP), better marketing skills and linkages, promoting of knowledge on farming as a business, sustainability, and LandScale verification among others. The main partners within the framework of the Agri-DPPs are internationally operating private sector partners, and the concerned institutions of the Philippine Government (e.g., the Department of Agriculture, Philippine Coconut Authority, Agricultural Training Institute and other relevant line agencies).

Under the umbrella of Agri-DPP, GIZ Philippines is currently implementing a partnership in the coconut sector. “Coconut Alliance for the Sustainable Coconut Production in the Philippines” (Coconut Alliance) is a joint cooperation among seven private partners such as Barry Callebaut, P & G, Unilever, Friesland Campina, JDE, Cargill, and GIZ. The project targets to support 10,000 smallholder coconut farmers in Regions XII in Mindanao and VIII in the Visayas to improve the productivity, income and sustainability of their farms.

#### **Main Role**

The Field Assistant shall be area-based and shall be stationed in Sogod or Bontoc, Southern Leyte, respectively and will be reporting to GIZ Office located in Maasin or Macrohon, Southern Leyte occasionally (depending on the agreement with the Regional Coordinator) He/she is expected to conduct regular field visits to the project implementation sites in Southern Leyte project municipalities, with occasional travels to Manila.

#### **Reporting Relationship**

The Project Field Assistant shall report directly to the Senior Advisor and shall get directions on day-to-day field operation activities from the Regional Coordinator and Senior Technical Advisors, who shall likewise work in close coordination with the private and public partners in the field.

#### **Duration of Engagement**

The term for the engagement shall be from the June 2024 until December 2024 with possible extension.

#### **Major functions/duties**

##### **Coordination and Operation**

The Field Assistant shall provide support to the project’s activities in the project sites according to project goals, team, and partner agreements, and/or general direction by the Regional Coordinator in particular.

Under the day-to-day supervision of the Regional Coordinator, he/she shall facilitate the execution of project activities in Region VIII specifically in the provinces of Southern Leyte, through close coordination with the private partners, and in establishing and maintaining favorable working relationships with other stakeholders such as the public institutions and Provincial and Municipal Local Government Units (P/MLGUs).

- The core tasks will be to support in groundworking and monitoring, training smallholder farmers and farmer groups on cocopreneurship, sustainability aspects as per LandScale, and proper application of good agricultural practices (GAP) in coconut farming including relevant intercrops to improve productivity and income and also the monitoring and enhancement of farm demo sites for accreditation to a Learning Site for Agriculture (LSA).
- Coordinates the organization of management visits at the provincial and municipal/community levels.
- Ensures that relevant information from project implementation and operations is shared with the other team members in regular meetings or phone/skype conferences.

Overall, the tasks shall include the following:

- Groundworking of qualified coconut farmers
- Coaches and monitor farmer beneficiaries and farmer groups to enhance their farm production and income while sustainably managing their respective farm business.
- Executes training and intervention plans for the Coco Alliance project in close coordination with farmers, farmer groups, and other key influential partners, e.g., PCA, ATI, P/MLGUs and other relevant agencies.
- Assists in the enhancement of the demonstration farm based on the improvement plans and maintenance to the required standards, gathering of data, usability, and promotion of demonstration farms by other farmers in his/her area of responsibility.
- Coordinates with and assist PCA and LGU in the collection, and preparation of records of coconut farmers such as area planted, crop practices, production, value chain actors, and other data necessary for the implementation of the project in the specific area of responsibilities as defined.
- Supports in the preparation and conduct of monitoring and evaluation (M&E) and field audit, baseline surveys and the LandScale verification activities (sustainability program, forecasting, etc.).
- Assists in coordinating partners and contracted third parties in carrying out project activities as may be required, mainly at the provincial, municipal and barangay/community level.
- Assists the Regional Coordinator and Senior Technical Advisors in the coordination and facilitation of activities such as meetings, workshops and trainings with project partners, partner agencies, relevant farmers' organizations/groups and LGUs, mainly at the local (municipal and barangays/community) levels.
- Assists in the preparation of reports for monthly, quarterly, and semester operations review, the progress of implementation, and other reports as needed.
- Supports general and overall project planning activities.
- Performs other duties assigned by Regional Project Coordinator and Senior Technical Advisors and in close coordination with private partner's team leads for coconut development.

### **Communication and Networking**

- Establishes and maintains regular contacts with all relevant field stakeholders, mainly on the municipal/ barangays (community) level (e.g., LGUs, coconut farming communities, Small Coconut Farmers Organizations (SCFOs), Agrarian Reform Beneficiaries (ARBs), other farmer groups, etc.)

### **Capacity Development**

- Implements field advisory activities (e.g., training, coaching) as necessary to smallholder coconut farmers and their respective communities.
- Assists in the development of learning materials and in development of capacity-building measures.
- Documents project processes, lessons learned, and best practices (strategies and technical guidance notes).

### **Competency Requirements**

- Sound technical knowledge of coconut farming
- Working knowledge and experience in the field of agriculture and rural development; with advocacy for sustainable agriculture and implementation of coconut good agricultural practices (GAP)
- Able to communicate in English
- Able to work in a team

### **Professional Qualifications**

- Bachelor's degree in agriculture, development studies, agricultural economics, agribusiness, community development, rural development, development communication, or similar relevant fields
- Have minimum of 3-5 years of professional working experience in a similar position or allied fields
- With good track records working with P/MLGUs, national agencies and the private sector
- Have good facilitation and communication skills
- Have good technical and software skills