



**STAND/FOR THE VULNERABLE**

**TERMS OF REFERENCE FOR TRAINING OF EXTENSION WORKERS IN KOCH, ABIEMNOM AND MAYOM  
COUNTIES IN MANAGEMENT.**

World Relief has been working with Government extension staff of the Ministry of Agriculture since December 2009. These staff have been involved in farmer mobilization and organization and planning their lessons. They have, in that period, trained farmers in vegetable and cereal growing while two of them have attended training in rice growing in Namulonge Research Station in Uganda by JICA.

During the course of training, some training needs for the extension staff themselves have been identified. These include:

- Effective Planning of work
- Management.
- Communication.
- Training of Trainers.
- Micro Enterprise development.

World Relief together with the Ministry of Agriculture Unity State has organized training of the extension workers in technical knowledge- agronomy. Whereas the Extension workers have continued to build their technical knowledge, it was observed during training that lesson planning was not done properly. All trainers lacked work plans. In addition to that, scheduling of work, managing people (trainees), communication with participants and time during training needed re-enforcement.

Training needs have been noted by Program Officers and Program Manager during monitoring visits and planning meetings which involve the Extension workers.

Because of changing needs, two components will be added. These are Training of trainers and Micro-Enterprise- Farming as a business.

- The increasing number of beneficiaries, available time and budget warrant to train some volunteers who will in turn train farmers. The extension workers therefore need be equipped with skills of training trainers.
- With the changing economy to cash, farmers need be sensitized to consider realizing a profit from their farms. We shall also be considering looking at farming as a business. It is desired that the extension workers are trained in basic business initiation so that they teach farmers.



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## **TERMS OF REFERENCE**

The following areas of management will be looked at:

- Effective planning of extension work in relation to available time:
  - Understanding the subject matter.  
(What does it take to do a certain task? What time is required? What preparation is required?)
  - Involving the trainee in planning and executing the training.  
(How much should trainees be involved in planning, what areas they should be involved in, what should they contribute
  - Training adults
  
- Communication:
  - Principles of communication
  - Hindrances to communication
  - Communication among rural farmers.
  - Language of the rural farmers  
(How do you communicate to the rural farmer and he understands? When doesn't s/he understand? Use of symbols, illustrations, literature, writing, involvement in actual work, practicals, on farm demonstrations,
  
- TOT
  - How train people who will train others.
  
- Farming as a business
  - How to transform the mindset of extension workers from subsistence production to semi-commercial/ market oriented.
  - How to start a viable farming business.
  - Selection of enterprise
  - Marketing and promotion
  - Record keeping
  - Accounting
  - Assessment /evaluation of business
  - Losses and their causes.

### **Objectives of the training:**

- To equip Government extension workers and World Relief POs with management and effective communication skills.
  
- To further equip the target group with skills to train trainers in rural agricultural setting.



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- To equip Extension workers with skills to transform the mentality of subsistence farming of the rural farmers to market-oriented farming. (phase II)

**Targeted Participants:**

Extension workers from Mayom, Koch and Abiemnom counties who attended the training in Extension Methods in June 2010 and Agronomy training in August 2011.

**Capacity of Extension workers:**

The majority of the extension workers are of quite a low capacity in extension methods and Agronomy knowledge, causing WR to strive build their capacity. A good number of them attended stopped in lower secondary but only attended a week's training or two in extension method or agronomy.

**Expected results:**

By the end of training, the extension workers

- ✓ Will be able to plan their work effectively for better results.
- ✓ Will be able to manage their time for their work
- ✓ Will have increased their knowledge and skills in training farmers who can in turn train others.
- ✓ Will have increased their knowledge of transforming the mindset of rural farmers from subsistence farming into semi-commercial/ market oriented farming.
- ✓ Be able to communicate effectively to the people they usually interface with.

**Requirements from the consultancy:**

- ✚ Skills
- ✚ One copy of training materials
- ✚ Full notes. Training notes and materials will be reviewed by Program Manager and where necessary, the consultancy will make amendments/ corrections.
- ✚ A training report. This will consist of pre-training assessment, summary of training and an evaluation after training. It will be typed on A4 template and spiral bound.

Duration of training: 5 days

# Trainees: not exceeding 15

**What the organization (WR) will offer**

- ✚ Transport, meals and accommodation for the trainers. Transport provision will not exceed the distance (or cost by air) of the Juba-Bentiu journey.
- ✚ Trainers' allowance



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- ✚ Trainees' meals, accommodation and transport.
- ✚ Photocopying services for the notes provided by the consultant.

**Training Period: 25<sup>th</sup> to 29<sup>th</sup> October 2011**

### **SUBMISSION OF APPLICATIONS**

Applicants must submit expression of interest (EOI) to undertake the assignment indicating number of consultants, consultancy fees & their CVs also a proposed timetable based on the Terms of Reference outlined above by 14<sup>th</sup> September 2011.

Please send hard copies to

Human Resource and Administration,

World Relief South Sudan

Hai Cinema

P O. Box 41 Hai Cinema

or hand deliver them to World Relief South Sudan Office, Hai Cinema opposite Ministry of Water and Irrigation, Juba.

### **AND**

Electronic copies to: [JMutumba@wr.org](mailto:JMutumba@wr.org), and [dkilai@wr.org](mailto:dkilai@wr.org)

Copy [Hmuni@wr.org](mailto:Hmuni@wr.org)