



GAFSP Seventh Call for Proposals Call for Producer Organization-led Project Proposals

GAFSP Technical Advisory Committee for PO-led Projects: TAC-PO Assistant Terms of Reference

Background

The research assistant of the Technical Advisory Committee for Producer Organization-led projects (TAC-PO RA) will carry out the tasks as laid out below. The research assistant will report to the Chair and Deputy Chair of the TAC-PO. The Terms of Reference for the TAC-PO members¹ are attached as an Annex to this Terms of Reference.

Scope of work as TAC-PO RA:

Under the guidance of the Chair and Deputy Chair, the TAC-PO RA will carry out the following tasks:

- Develop and finalize the Excel scoring spreadsheets.
- Take lead responsibility for consolidating and processing the scoring grids, checking the accuracy, robustness, and sensitivity of the results; and preparing the final summary results and data analysis tables for the TAC-PO Recommendation Report.
- As requested by the Chair or Deputy Chair, provide support to TAC-PO Members to properly use the Excel spreadsheets and provide helpdesk services, as needed during the review period.
- In cooperation with the GAFSP Coordination Unit (CU), support the TAC-PO members in collecting relevant background materials for the proposal review process.
- Provide support to the TAC-PO Chair and Deputy Chair in coordinating the work of the TAC-PO members and in organizing virtual meetings for GAFSP TAC-PO.
- Prior to and during the review period, as requested by the TAC-PO Chair and Deputy Chair, research, compile, and organize background information and reference materials submitted by applicants as well as research and gather any other information relevant to the review of proposals and the applicant PO.
- For the TAC workshop, support the TAC-PO Chair and Deputy to expediently update the consolidated scoring spreadsheets, and synthesize lessons learned from the Call for Proposal's review process required for preparing a management note.
- Support TAC-PO Chair and Deputy Chair in preparing PowerPoint presentation slides for the GAFSP Steering Committee Meeting²
- If requested by the TAC-PO Chair, participate in the GAFSP Steering Committee meeting.

¹ The TAC Member TORs provide a background description of GAFSP and the current Call.

² GASFP Steering Committee Meeting will be either in-person or held virtually via Webex/Zoom, planned for July 26-27, 2023.



Contract duration

TAC-PO RA is expected to provide up to **40 days of work between April 17, 2023, and July 28, 2023.** **Prior** to his/her contract starting day, TAC-PO RA will receive support from the World Bank on how to access the internal document-sharing system and complete the required onboarding process. The TAC-PO RA reports to the TAC-PO Chair.

Minimum requirements

The TAC-PO RA is expected to have the following qualifications:

- University degree in Development/Political Science/International Relations/Economics.
- Excellent research writing and editing skills and excellent analytical skills.
- Excellent computer and data processing skills, including advanced knowledge of Excel, PowerPoint, and Word.
- Proficiency in using different communication platforms such as Zoom, Teams, and Webex.
- Willing and able to work flexible hours to accommodate different working time zones of TAC-PO members.
- Excellent verbal and written communication skills in English. Knowledge of French and/or Spanish is desirable.
- Previous experience as a research assistant is desirable.
- Previous experience in international organizations, research institutes, government, or other relevant organizations is desirable.
- Self-motivated, and able to work under pressure.
- Team-oriented possesses a positive attitude and works well with others.

If you are interested in the position, please send your CV and cover letter to Cecilia Magarotto (cmagarotto@worldbank.org) by March 1, 2023.



Annex 1. Terms of Reference for the TAC-PO members

GAFSP Seventh Call for Proposals Call for Producer Organization-led Project Proposals

GAFSP Technical Advisory Committee for PO-led Projects: TAC Member Terms of Reference

- 1. Background.** The Global Agriculture and Food Security Program (GAFSP) is a multilateral mechanism founded to assist in the implementation of pledges made at L'Aquila in July 2009 and reaffirmed by the G20 Summit in Pittsburgh in September 2009. The focus of GAFSP is on the medium to long-term agenda to improve the income and food security of smallholder farmers in developing countries through the more and better country and PO-led public and private sector investments and technical assistance to raise agricultural productivity, link farmers to markets, reduce risk and vulnerability, and improve non-farm rural livelihoods. GAFSP complements ongoing efforts to scale-up support to agriculture and food security. The objective of the Program is to fill financing gaps in the country and region-led agriculture and food security strategies in a way that contributes meaningfully to the achievement of SDG 1 to end poverty and SDG 2 to end hunger by 2030. The GAFSP aims to provide a unified and substantial source of development financing from partners to developing countries that have demonstrated their commitment to improving agricultural growth and food security through a comprehensive approach, by supporting country- and PO-led investment aligned with country agriculture strategies and allocating financing from both the public and private sectors.
- 2. Current global context.** Acute food insecurity is on the rise. The number of people affected by hunger has grown by about 150 million since the outbreak of the COVID-19 pandemic. Furthermore between 702 and 828 million people were affected by hunger in 2021. The drivers of acute hunger are rooted in a multi-layered crisis that includes climate change, conflict, and COVID-19. The Russia-Ukraine conflict has directly affected the usual flow of food and fertilizers around the world, causing global food and fertilizer prices to skyrocket, which has greatly affected access to safe and healthy diets for millions of people in low-income countries.
- 1. GAFSP's Role and Response.** At this time of urgent need and strong global commitments, GAFSP's mandate and model – and the principles that underpin them – are more relevant than ever. GAFSP is demand-driven, country and PO-led and supports medium- to the long-term sustainability of agriculture and food systems, complementing humanitarian and immediate emergency development responses. Its financing is complementary to, and reinforces, ongoing efforts by other development partners. On this basis, in July 2022 the GAFSP Steering Committee (SC) agreed to issue a new Call for Proposals (Call).

- 2. The Seventh GAFSP Call for Proposals** is part of the global response to the current global food security crisis. It is in full alignment with the Global Alliance for Food Security (GAFS) and contributes to the mobilization of funding to overcome the current crisis and enable the long-term transformation of global agri-food systems towards more resilience and sustainability. The current Call consists of two parts: the first part is dedicated to country-led proposals (CO-Call), launched in September 2022, and the second, addressed in this document, is dedicated to Producer Organization-led proposals (PO-Call).

- 3. The objective of the PO-Call.** GAFSP recognizes POs as key actors linking producers to input, capital, and product markets. By doing so, they help increase the income and productivity levels of agricultural producers, particularly smallholder farmers, while improving the availability of and access to food for consumers. Therefore, the GAFSP's PO-led financing track provides small grants to POs to contribute to strengthening their governance and technical capacities as well as their administrative and management skills, and to undertake investments to scale up the services they provide to their members.

- 4. The role of the Technical Advisory Committee.** The Technical Advisory Committee for Producer Organizations-led projects (TAC-PO) is an external, independent body, with the mandate to provide a technical assessment of the quality of proposals submitted for financing to GAFSP, and based on this, prepare recommendations to the GAFSP Steering Committee on funding allocations. In preparing the Recommendation Report, the TAC-PO must take full consideration of the strategic focus and requirements of the Seventh Call for Proposal as presented in the Call for Proposals Announcement Letter and Guidelines for PO Submissions that were issued on January 19, 2023. Through the Recommendation Report, the TAC-PO will provide recommendations on the following decisions to be taken by the Steering Committee:
 - I. which PO-led proposals should be financed.
 - II. how much is to be allocated to each PO-led proposal; and
 - III. what activities within the PO-led proposals are to be financed.

- 5. Responsibility/Tasks of TAC-PO Members. Each TAC-PO member will undertake the following tasks:**

Task 1: Provide recommendations on which of the submitted proposals to finance. Each TAC-PO member will review and score all proposals received, according to the criteria described in the Guidelines and Proposal Template for PO Submissions, available on the [GAFSP PO-Call website page](#).

These criteria include the alignment with the objectives and key principles of the GAFSP PO-led financing track; the appropriateness of proposed activities for financing and/or co-financing with other donors; the justification for grant funding; and implementation capacity based on the PO's

track record; and the governance, administrative, fiduciary, and operational capacities to manage grant resources and achieve project objectives.

Prior to the TAC-PO review, the TAC-PO Chair and Deputy Chair will provide further guidance on the scoring grid to be used.

Task 2: Provide recommendations on how much to be allocated to each proposal. The currently available resources in the GAFSP Trust Fund to be allocated for PO-led proposals under this Call for Proposal are approximately \$25 million³ (see “Available Financing” section in the Guidelines and Proposal Template for PO Submissions). Each TAC-PO member is requested to recommend how much to allocate to each project taking into consideration:

- The PO readiness and capacity to implement the project and manage funds.
- The extent to which the proposed activities are related to the objectives and scope of the PO-Call as described in the PO guidelines and templates.
- Whether all information requested in the proposal templates is provided with meaningful information backed up by reference material (where applicable).
- Compliance with PO-Call guidelines, proposal requirements, and eligibility criteria in the submission of proposals.
- Compliance with the indicative amounts specified in the call for proposals and recommendation of an appropriate budget, if the proposed budget is outside the range specified in the guidelines.
- Whether a reduced level of funding would compromise the achievement of the stated proposal objectives.

Deliverables. Individual TAC-PO members will carry out the following tasks as specified below:

- Use the grid (Excel spreadsheet) provided to score each proposal against various criteria – with comments and justification as needed. - Scores by individual TAC-PO members will be consolidated and will provide the basis for final recommendations by the TAC-PO regarding proposals to be funded and associated amounts. Each TAC-PO member will also be assigned as a Lead Reviewer for a subset of proposals. The Lead Reviewer will take a “deep dive” into the proposal, gathering additional information if possible and examining the references provided in the proposal. During the overall TAC-PO discussions, the Lead Reviewer will present the PO proposal and field-specific questions which may arise and propose recommendations. Each Lead Reviewer will develop a two-page report, based on a format communicated by the TAC-PO Chair and Deputy Chair, for eventual editing and inclusion in the SC Recommendation Report.
- TAC-PO members are required to follow the deadlines communicated to them by the TAC-PO Chair.
- Although GAFSP proposals can be submitted in English and French while supporting documents can be submitted in English, French, and Spanish, all technical discussions and all written

³ The total amount is indicative and may change depending on further donor commitments received between the issuance of this Call and the time of allocation.

submissions by TAC-PO members will be in English. If needed, the CU will facilitate the translation of proposal documents into English.

- To avoid the perception of conflict of interest, TAC-PO members must recuse themselves from providing technical assessments of proposals from their countries of origin, or of any proposal where they have assisted the PO in preparing any part of relevant documents for GAFSP submission such as agriculture or food security strategies or investment plans. If in doubt about conflicts of interest, the TAC-PO Member will discuss this with the TAC-PO Chair and if necessary, with the Coordination Unit.

6. Reporting. TAC-PO members will report directly to the TAC-PO Chair supported by the TAC-PO Deputy Chair. For administrative matters, TAC-PO members may consult the GAFSP Coordination Unit for assistance (gafsp-info@gafspfund.org).

7. Contract duration. TAC-PO members are expected to provide up to 40 days of work between April 17, 2023, and July 28, 2023. Before the starting date of their contract, TAC-PO members will receive support from the World Bank on how to access the internal document-sharing system and complete the required training courses and other necessary paperwork. The TAC-PO Chair and Deputy Chair will also communicate with TAC members, particularly those new to the process, to clarify methods and expectations in advance of the actual work. Some milestone dates are as follows:

- **End April 2023:** TAC-PO members complete the World Bank onboarding process (training courses, connectivity, etc.).
- **Early May 2023:** CU preparatory briefing meeting via Webex/Zoom for TAC members.
- **Early May 2023:** Coaching meeting by Chair and Deputy Chair for TAC-PO members on methods and scoring.
- **May 9, 2023:** Submission deadline for PO-led project proposals.
- **May 9-12, 2023:** The Coordination Unit to check submissions for completeness and contact SE/POs for any irregularities or missing information. The Coordination Unit will upload to a secure portion of the GAFSP website cleared submission packages as soon as they have been cleared. TAC-PO members will be notified as submission packages are uploaded. Hard copies of proposals will be sent by courier to all TAC members requesting them.
- **May 12, 2023:** Deadline for all complete submission packages to be uploaded to the secure portion of the GAFSP website and hard copies of submissions to be sent to TAC members.
- **May 13, 2023:** TAC-PO starts scoring.
- **June 18, 2023:** Final deadline to submit all scoring spreadsheets to TAC-PO Chair and Deputy Chair.
- **June 20, 2023:** Final deadline to submit draft 2-page PO proposal Summary (format provided) by each Lead Reviewer to TAC-PO Chair and Deputy Chair.
- **June 20-23/24, 2023:** TAC virtual workshop. The TAC-PO will discuss and agree on a set of recommendations to be finalized in the TAC-PO Recommendation Report, and collectively synthesize lessons learned from the 2022 CfP review process.



- **June 26, 2023:** Final draft of 2-page PO proposal Summary by each Lead Reviewer to TAC-PO Chair and Deputy Chair.
- **June 27–28, 2023:** The TAC-PO Chair and Deputy Chair will write the draft TAC-PO Recommendation Report and a brief Management Note and circulate it to TAC-PO members for feedback and comments.
- **June 30, 2023:** TAC-PO member feedback on Recommendation Report and Management Note to TAC-PO Chair and Deputy Chair.
- **July 4, 2023:** Deadline for TAC-PO Chair and Deputy Chair to submit the draft TAC-PO Recommendation Report and Management Note to the Coordination Unit for CU comments.
- **July 10, 2023:** Deadline for TAC-PO Chair and Deputy Chair to submit the final TAC-PO Recommendation Report and Management Note to the Coordination Unit.
- **July 12, 2023:** Deadline for Coordination Unit to submit the TAC-PO Recommendation Report and Management Note to the Steering Committee.
- **July 26-27, 2023:** Steering Committee meeting (in-person or virtual). The TAC-PO Chair and Deputy Chair will present the Recommendation Report and Management Note, answer any questions, and the Steering Committee will make final decisions on financial allocations.