



TERMS OF REFERENCE

Project Name:	Development of Train the Trainer 'Training Manual: Land Access Guide
Location:	Lae, Morobe Province

1. BACKGROUND

Grow PNG has developed a Land Access Guide for ease of accessing land for agriculture development in the Markham Valley of Papua New Guinea. The guide was then converted into a training manual to conduct adult training with the local landowners. The first pilot training was completed with 36 Incorporated Land Groups (ILG) Executives. The outcome was a success with many more ILGs executives wanting to attend including other land-owning groups. We are now planning to extend the training to the 3 LLG's within the Markham Valley.

Grow PNG would like to have this Land Access Guide, made available, either at its original format or improved version, to the wider audience in Papua New Guinea. This is particularly important, given that, 98% of land in Papua New Guinea is owned by local landowners, with only 2% state lease. And given our experience within the agriculture space, accessing land for agriculture development will continue to be problematic if we do not find ways such as this guide to educate our people on how to offer their land for development.

One way of doing this is to develop this Land Access Guide into a proper Training-of-Trainers (TOT) material to support the roll out of this training program to the wider community. This will involve developing a proper training package, which will include a; 'Train the Trainer Manual' inclusive of a 'Trainer's Guide and Learner's Guide'. These manuals will be properly designed to include graphics, pictures, flyers, brochures, simple case studies, important forms and others.

This training package will then be used to train Competent Trainers from Industries, SME's, Cooperatives, NGO's, Civil Societies, Churches, and Individual consultants who will then use that to roll out these training to the wider communities.

The design of the training package will follow main topics from the Land Access Guide. Refer to the guide attached. Main topics are;

1. Land Regulations Context, which covers topics such as; choosing customary land for large scale agriculture development, community engagement for purpose of development planning, and customary land size development.
2. Internal Clan Negotiations and Communication – which covers topics as; clan communication and understanding, clan members' participation and communication, vision of the clan's desired future, remembering the past, reflecting on the present, envisioning the likely future, and planning for the future.
3. Land Access Through Customary Groups- which covers topics such as; land mobilization process, and process of creating an entity for business partnership.

4. Opportunity Assessment. Which covers topics such as; defining opportunity assessment, application of opportunity assessment to land access, participatory opportunity assessment, benefits of opportunity assessment, and approached and steps for opportunity assessment.
5. Investor Negotiation. Which covers topics such as; understanding community rights to be consulted, ensuring community is meaningfully consulted, review of all relevant legal, technical and financial information, completing the consultation process and decision making, going into negotiation with the investor, and hybrid process of investor negotiation.
6. Agreement Structures in Land Access. Which covers topics such as; types of land access agreement, and existing agreement structure.
7. Mobilizing small holder farmers working on individual customary land. Which covers topics such as; Process involved in smallholder farming model, small holder farming model, contract farming, and existing farming model.
8. Revenue Sharing. Which covers topics such as; Defining revenue sharing, structure of revenue sharing, proposed approach based on local context, and landowner equity approaches.
9. Title Dispute Resolution. Which covers topics such as; traditional systems of dispute resolution, village court system, stage of attempting to settlement of customary land dispute, land mediation process, the courts systems in PNG, and alternate dispute resolution.

2. OBJECTIVES

The aim is to develop a Training-of-Trainer (TOT) program for the Land Access Guide. The Training-of-Trainer package will include a Trainers Guide and a Learners Guide. These manuals will be properly designed to include graphics, pictures, flyers, brochures, simple case studies, forms and others

3. SCOPE OF WORK

The scope of work will involve the following;

1. Develop a Land Access Guide Training-of-Trainer Package
2. Ensure the Training-of-Trainer Package is inclusive of Trainers Guide and a Learners Guide. Inclusive in the design will be graphics, pictures, flyers, brochures, simple case studies, important forms
3. Ensure the TOT Package is available in soft and hard copies. The hard copies will be the first batch of copies for a Train the Trainer roll out program.
4. Conduct a Trial run of Train the Trainer roll out training to key trainers from the Industries, SME's, Cooperatives, NGO's, Civil Societies, Churches, and Individual consultants.
5. Complete write-up of the full 'Land Access Guide Training-of-Trainer Package' and deliver to Grow PNG.

Brief outline of inputs- include technical, logistics requirements

1. Grow PNG will provide the Land Access Guide and all related and supporting documents, including materials from the first pilot training with 36 ILG executives.
2. Grow PNG will fund the development of this Land Access Guide to the standard to the acceptable and professional standard.

Include any initial numbers or supporting data available

1. Grow PNG will support any data collection requirement, such as case studies development to support the development of the course material.

Product Ownership, use, and longer-term development?

1. Grow PNG will own the Land Access Guide Training-of-Trainer Package, and use that to roll out throughout the country.

4. TARGETTED GROUPS

1. Trainers from Industries, SME’s, Cooperatives, NGO’s, Civil Societies, Churches, and Individual consultants.

5. DELIVERABLES

1. Consultations, design and writing of a draft Land Access Guide Training-of-trainers Package.
2. Pilot run with Key participants (target approx. 30 trainers) and feedback.
3. Final and agreed version of the Land Access Guide Training-of-trainers Package ready by agreed date.

6. DURATION AND TIMING (Key Milestones with Dates)

Time Table of Key Deliverables – 2021-2022								
Activities	October	November	December	January	February	March	April	May
1. Drafting of ToR								
2. Planning and Workplan								
3. Design and write-up								
4. Presentation of Draft and feedback								
5. Pilot run with Key Participants.								
6. Feed Back								
7. Final Land Access Guide Training Package ready								
8. Launch Training Package								

This work commences beginning in **October 2021** and **completes in April 2022**.

9. COSTINGS

Grow PNG will be able to fund specific budget items that is payable directly to service provider for 1x Curriculum Designer.

10. QUALIFICATION AND COMPETENCY REQUIRED.

More than 10 years of curriculum development with experience in adult learning principles, and course delivery to Papua New Guinea rural people. Qualification in Adult Learning and Education, Design of Training Programs, and Training Delivery.

11. CONTRACTUAL CONDITIONS

The work will commence October to the end of April 2022. The Course Designer will prepare an overall workplan at the beginning of the assignment, which will be discussed and agreed with the Project lead at the Grow PNG.

12. ROLE OF GROW PNG

Grow PNG will provide general oversights to the development of this project.

Applications should be addressed to:

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