



Terms of Reference (TOR) - Consultant - Agriculture Project (SDG 2)

Establishing Seed Banks of Indigenous Crop Varieties to Strengthen Farmers' Resilience & Creating a Circular Economic Model Biomass Mobile Application (Phase II)

Location: Dharashiv District, Maharashtra

Issuing Organization: UN Global Compact Network India (UNGONI)

1. Background

UN Global Compact Network India (UNGONI), with support from BASF India, is implementing the projects, **“Establishing Seed Banks of Indigenous Crop Varieties to Strengthen Farmers’ Resilience”** and **“Creating a Circular Economic Model Biomass Mobile Application”** in Dharashiv district, Maharashtra. The initiative aims to conserve and revive indigenous crop varieties that are gradually disappearing due to the widespread use of hybrid and commercial seeds.

The project seeks to strengthen climate resilience, biodiversity conservation, and sustainable agriculture practices by establishing community-led seed banks across selected villages in Dharashiv. These seed banks will act as centres for preservation of indigenous seeds, seed multiplication, farmer-to-farmer exchange, and documentation of traditional knowledge systems.

The project currently covers 10 villages in the Dharashiv block, where surveys, germplasm collection, seed saver networks, and on-farm conservation activities are already underway, establishing proof of concept in the Dharashiv district (3 blocks - Dharashiv, Tuljapur and Lohara).

To support project documentation, coordination, and field-level facilitation, UNGONI seeks to engage a consultant who will assist in managing project documentation, reporting, and coordination with local stakeholders.

2. Objective of the Assignment

The objective of this consultancy is to support project documentation, reporting, coordination, and field engagement for the Seed Bank initiative in Dharashiv, ensuring systematic documentation of project progress, stakeholder interactions, and field-level outcomes.

The consultant will work closely with the UNGONI project team and field partners to ensure that project activities are well documented and communicated effectively.

3. Scope of Work

The consultant will support UNGONI in the following areas:

Project Documentation and Reporting

- Maintain organized documentation of project activities including field visits, training programs, stakeholder meetings, and farmer interactions.
- Assist in preparation of project reports, progress updates, field reports, and documentation outputs.
- Compile and structure field data collected from surveys, farmer groups, and seed savers.



- Support preparation of presentations, concept notes, and knowledge products related to the seed bank initiative.

Field Coordination and Engagement

- Coordinate with District Administration, Government Agriculture Departments, Agriculture Institutions, field teams, local stakeholders, and farmers to gather information related to project activities.
- Participate in field visits to project villages for documentation and verification of activities.
- Facilitate communication between project stakeholders including farmer groups, local institutions, and implementation partners.

Knowledge Documentation

- Document traditional knowledge and practices related to indigenous seeds and biodiversity conservation.
- Capture case studies, farmer stories, and best practices emerging from the project.
- Assist in documenting project learnings for knowledge dissemination and reporting purposes.

Administrative and Coordination Support

- Maintain project records, meeting notes, and documentation archives.
- Assist in coordinating project-related meetings, consultations, and workshops.
- Support communication between UNGCNI, project partners, and field stakeholders.

4. Deliverables

The consultant will be responsible for delivering the following outputs:

- Monthly documentation reports summarizing project activities and progress.
- Field visit reports and meeting minutes.
- Compiled datasets and documentation of seed varieties, farmer groups, and field activities.
- Case studies and knowledge documentation related to indigenous seed conservation.
- Support in the preparation of quarterly and final project reports.
- Provide documentation and coordination support to facilitate the effective implementation and achievement of key project deliverables under both initiatives, including activities related to seed bank establishment, farmer engagement, biomass management, and knowledge dissemination.

5. Duration of the Assignment

The consultant will be engaged on contractual terms for a fixed duration of six (6) months from the date of signing the consultancy agreement; an extension of another 6 months will be based on the performance and project funding.

The engagement may involve periodic travel to the project locations in Dharashiv district, Maharashtra, depending on project requirements and field activities. The consultant will be expected to support project documentation, coordination, and field engagement throughout the duration of the assignment.

Continuation or extension of the assignment, if required, will be subject to project needs, performance review, and mutual agreement between UN Global Compact Network India (UNG CNI) and the consultant.



6. Location of Assignment

The consultant will primarily work remotely with periodic travel to Dharashiv district, Maharashtra, including visits to project villages and stakeholder institutions.

The consultant must be willing and able to travel to rural and village areas within the project geography as required.

7. Required Qualifications and Technical Expertise

The consultant should meet the following criteria:

Educational Qualification

- Postgraduate or equivalent degree in Agriculture, Rural Development or related disciplines.

Professional Experience

- Minimum 2-4 years of experience in agriculture, rural development, biodiversity conservation, or community-based projects.
- Experience in documentation, reporting, and research-oriented assignments.
- Prior exposure to community-based agriculture or seed conservation initiatives will be an advantage.

Language Skills

The consultant must be proficient in Marathi, including:

- Reading | Writing | Speaking

In addition, the consultant should also have working proficiency in English for reporting, documentation, and communication purposes.

8. Key Competencies

The consultant should demonstrate:

- Strong documentation and report writing skills
- Ability to engage with farmers, community members, and local institutions
- Sensitivity to local agricultural practices and rural contexts
- Ability to collect and organize field data in a structured manner
- Good interpersonal and communication skills
- Ability to work independently while coordinating with multiple stakeholders

9. Field Engagement Requirement

The consultant should be comfortable with:

- Frequent travel to village-level project locations in Dharashiv district to support field-level activities and documentation. Preference will be given to candidates who have access to their own mode of transportation for field visits.
- Regular engagement with farmers and local community members to collect information and document project activities.
- Conducting field discussions, interviews, and community interactions with farmers, seed savers, and other stakeholders.



- Supporting participatory meetings, consultations, and capacity-building activities with farmer groups and community members associated with the project.

10. Reporting and Supervision

The consultant will report to the Project Manager / Program Team at UN Global Compact Network India and will work closely with field coordinators and project stakeholders.

11. Application Process

Interested candidates should submit:

- Updated CV
- Brief note on relevant experience
- Expected professional fee

Applications should be sent to UN Global Compact Network India at procurement@globalcompact.in and CC to hr@globalcompact.in by 21st March 2026.

12. Consultation Fees

The consultant will be offered a monthly professional fee ranging between **INR 35,000-INR 45,000**, based on the candidate's relevant qualifications, past experience, and expertise.

In addition to the consultancy fee, **a fixed travel allowance of INR 5,000 per month** will be provided to support field visits and travel related to project activities in Dharashiv district.

Further details regarding the payment schedule and terms will be finalized as part of the consultancy agreement with UN Global Compact Network India (UNGONI).