

Terms of Reference

Production of the Smallholder Agronomy Handbook

1. Background

Practicing Good Agricultural Practices (GAP) on oil palm farm(s) is among the major challenges faced by oil palm smallholders throughout the world, and RSPO acknowledges the need to address this. Effective dissemination of knowledge is one of the key areas that the RSPO is actively endeavoring in. Due to the nature of the challenge, creating a concise, comprehensive and easily accessible Smallholder Agronomy Handbook will be key in addressing the challenge.

This Handbook will be a complementary reference to the RSPO Smallholder Academy set of training guides for organizations and individuals working with oil palm smallholders. This Handbook will be a straightforward but comprehensive reference for farmers and will be available in combination with the Smallholder Training Guides of the RSPO Smallholder Academy. The Smallholder Agronomy Handbook aims to help smallholders improve their agricultural practices and farm management and thus, increase their farm yields.

2. Objective

- To produce a Smallholder Agronomy Handbook that comprehensively addresses core issues faced by smallholders in each development stage, in terms of achieving yield improvements and GAP. The core Issues are as listed below:
 - Core 1: Harvesting and transportation
 - Core 2: Nutrient Management
 - Core 3: Integrated Pest (and Disease) Management
 - Core 4: Oil palm life-cycle management
 - Core 5: Land preparation and management for oil palm cultivation and re-planting
- To cover both globally applicable and locally specific GAPs, that are compatible with the RSPO standards. The content of the Handbook should be relevant to palm oil producing countries in Southeast Asia, Africa and Latin America.
- To write the Handbook in a practical, concise, accurate, and easily understandable manner ensuring active usage by oil palm smallholders and anyone working with them.

3. Scope

In detail, the Smallholder Agronomy Handbook will have the following requirements:

- i. The Smallholder Agronomy Handbook shall provide practical advice on all phases of sustainable oil palm cultivation and production by smallholders, from land preparation to

- replanting. Every phase of this process will sufficiently cover all of the five core issues. The minimum content of the Handbook is specified in Annex 1. Subject to the agreement with RSPO, consultants may include additional sections/issues to enhance the quality of the Handbook.
- ii. Ensure each issue is geared to full practical applicability by smallholders themselves (or their workers). Includes a breakdown of basic tasks for every core topic.
 - iii. Include a clear delineation between globally applicable practices and regional/national/local variations that are compatible with RSPO standards.
 - iv. The Handbook should have adequate illustrations (photos and/or illustrations) to highlight the key learning points:
 - a. Illustrations and photographs, as much as possible, should be globally applicable, or different illustrations should be provided for different regions/countries/situations
 - b. Illustrations and photographs must be sufficiently clear in both colour and black and white printed and digital formats
 - c. Illustrations and photographs will be licensed for distribution in printed and digital format
 - d. If the expectation is to use existing materials then the consultant will need to get appropriate licensing and permissions.
 - v. Liaise with the RSPO Smallholder Academy development team to ensure that this Handbook supplements the Academy training guides on similar issues. In this context, it is important to cross-reference specific topics in the Handbook to relevant Smallholder Academy Guides.

4. Expected Output

Expected Final Artwork is a full version of the Handbook with full content and in farmer-friendly design¹ suitable for print and online distribution. Format of output is in editable Word version and pdf.

5. Timeline

The proposal should include estimated timeline to complete the work within 6 months or less. Proposal should also include the process in developing the Handbook, team member CV's, schedule of work including pilot testing of Handbook application by smallholders, professional fees for the work any licensing fees (if any, in case the consultant plans to use existing resources), and the proposed budget (entails details of the activities and costs).

6. Currency

Proposal submitted for this work should be in English and currency quoted should be in MYR or USD.

The proposal can be submitted to kertijah.kadir@rspo.org or ashwin.selvaraj@rspo.org before 28th February 2019.

¹ In a loose context, farmer-friendly design refers to an easy-to-read and understand document by the target user. The target user for this Handbook are oil palm farmer communities with ability to read and understand basic conceptual and directive sentences.

ANNEX 1

Expected minimum content of the Smallholder Agronomy Handbook

| |
|---|
| <p>Development phase</p> <ul style="list-style-type: none">• Land acquisition (basic understanding on Land Profiling)• Nursery establishment and maintenance<ul style="list-style-type: none">○ Nursery types○ Transplanting preparation○ Planting (Nursery) / Type (Tenera, Dura, Pisifera)○ Seed Germination○ Climate/Soil requirement• Site selection, Land clearing and preparation /spacing.• Irrigation establishment• Establishment of ground covers• Planting in the farm• Monitoring seedling performance and deficiency symptoms.<ul style="list-style-type: none">○ Basic Environmental monitoring○ Establishment of ground covers |
| <p>Immature phase</p> <ul style="list-style-type: none">• Intercropping in Oil Palm Cultivation• Weeding• Pest monitoring• Disease monitoring<ul style="list-style-type: none">○ Pest and disease control• Nutrient management (According to stage)• Census activities• Irrigation management |
| <p>Mature phase</p> <ul style="list-style-type: none">• Nutrient management (According to stage)• Mulching with empty fruit bunches• Canopy management and pruning• Lesser extent for pest and disease management• FFB pre-, during and post-Harvesting & techniques• FFB yield projection• FFB delivery |
| <p>Replanting</p> <ul style="list-style-type: none">• Land preparation• Felling and Shredding methods• Tillage• EFB mulching• Soil & water conservation• Legume cover crop |
| <p>Others: additional guidelines or information applicable to smallholder</p> |