

**Terms of Reference**  
**LEAD TRAINER for TRAIN of the TRAINER**  
**SUSTAINABLE PALM OIL TRAINING for EXTENSION SERVICES STAFF**  
**IN BULUNGAN REGENCY, NORTH KALIMANTAN**

## **1. Background**

Bulungan regency already set the agricultural development policy to achieve food security through its strategy to create farmer sovereignty. The strategy reflects vision of Regent Head to execute Bulungan regency food security, developed and prosper. These mean that the Bulungan regency will independently produce their food with quality and production sustainably and environmentally friendly as well as respect food diversity based on local culture.

Agriculture extension services will be the vanguard to ensure the successfully of agriculture development and improve farmer sovereignty in Bulungan regency. This ambition achievement will be relied on the quality of human resources as implementor of extension services that required sufficient skill, expertise and professionalism. To improve the quality and capacity of the extension services staff it will require a training program such as Train of the Trainer (ToT) for those staff. The ToT will be one of mechanism for transfer of new knowledge, culture and technology to shift the mind, habit and work style of the extension staff. The extension staff will be a critical and strategic actor as agent of change who will transform the farmer culture and practice into sustainable agriculture journey.

Palm oil is one of the most planted in Bulungan regency recently, where the production keeps increasing since 2018 up to 2024. There are 25 plantations registered in Bulungan until 2024 with total planted in 2021 was 74.366 ha. 84 % of planted areas was by plantation companies and the balance 16 % the smallholder. Among 9 districts in Bulungan Regency, Sekatak district have the biggest palm oil areas.

Smallholder will be the key focus of agriculture extension services in Bulungan regency, especially for oil palm sector. Based on yield gap research in 2024, there was 61% gap of average palm oil production in Bulungan regency. This low productivity due to both agronomic and non-agronomic factors such as low-quality seedling, low soil nutrient, drought, pest disease and poor agronomic practices. The plantation establishment, field maintenance, harvesting and transport also contribute to the smallholder low productivities and return of investment. Beside productivities, there are also several constrain to improve smallholder capacity in managing their oil palm plantation like land ownership, technical competency, capital, and entrepreneurship<sup>i</sup>.

Unlike the companies, the individual independent smallholder usually manages very small areas less than 1 or 2 hectare and maximum 20 hectare in scattered or remote location. This situation creates a problem if we want to support a smallholder with extension program to improve productivities. This situation also gives a barrier for smallholder to access input, markets, and finance. It's crucial for smallholder to form or join as a group to help themselves solving this problem. Due to lack of knowledge and experiences, it also important to have a catalyst to speed up this process.

One of the benefits of group smallholder, it can be a powerful media or platform to educate and improved smallholder knowledge and expertise in agronomic practices, trade negotiation, sustainability aspect such as environment, conservation, health and safety, social and economic issue as well as certification. As the group, the smallholder can learn from the peer, how to improve their plantation performance and how to avoid unsustainable practices which can cost their operation in the future i.e., clearing forest areas or HCV, riparian zone etc. This learning also can be extended outside of the group to society at large.

Yayasan Konservasi Alam Nusantara (YKAN) had been working in conservation efforts and related policy development in Bulungan Regency, North Kalimantan Province such as on acknowledgement of tribe communities (Punan Batu), IAD (Integrated Area Development) and village improvement program (SIGAP) as well as assessment of HCV and DbD. YKAN want to support the government of Bulungan Regency in implementing Bulungan Action Plan for Sustainable Palm Oil (RAD KSB) through train the extension services for ToT on sustainable palm oil training.

This training program part of the implementation Bulungan Action Plan for Sustainable Palm Oil (RAD KSB) specifically of component B. Capacity and Capabilities Building for Farmer and Replanting Acceleration with its related program. Although this training will be focused on program no. 11 Improvement of agricultural extension services in the center of palm oil production, but this also will be the key in implementing mostly component B and supporting implementation all program in others component. In conclusion, although the sustainable palm oil training will be based on ISPO and/or RSPO standard however the training module/component should also in line with Bulungan RAD KSB and its activities.

## **2. Objective**

The main purpose of this program is to increase capacities and capabilities of Bulungan extension service staff on palm oil sustainability standard for smallholder with emphasis to conservation and protection of environment and biodiversity. It expected that the extension services staff can cascade down the knowledge to the palm oil smallholder in Bulungan Regency to achieve sustainability standard such as ISPO & RSPO after the training session.

### 3. Scope of Work

- Extension services staff with total 55 participants from Bulungan regency and 5 others relevant stakeholder. All participants will be divided into 2 class with same module.
- This program will be conducted in consultation and collaboration with internal YKAN team.

### 4. Outputs

The main outputs for this proposed activity are:

- Training module for ToT Sustainable palm oil with focus on ISPO and RSPO requirement that in-line with Bulungan RAD KSB.
- Capacity building through the class training/workshop for those extension services staff with a significant improvement of knowledge and skill as well as capacity after the session.

### 5. Activities and Timeline

No	Activity and Sub-Activity	Deliverables	Deadline
1.	Module development that incorporates ISPO, RSPO & RAD KSB requirement	Training module	16 August 2024
2.	Two class of training/workshop for extension services staff.	Training report including: pre & post-test, training evaluation feedback and training report.	20-21 August 2024 22-23 August 2024

### 6. Requirements

- a. The lead trainer should have experiences and proven record in training and coaching palm oil standard to achieved ISPO/RSPO certification. RSPO Master training members will be preferable.
- b. The lead trainer has ability to develop a training module and report of the activities.
- c. Experience working with international organization in program/project.

### 7. Application Procedure

Interested lead trainer should send their letter of interest, curriculum vitae, full technical proposal and financial proposal (including tax, travelling cost etc) to [yohanes.ryan@ykan.or.id](mailto:yohanes.ryan@ykan.or.id). The deadline for this proposal is 9 August 2024 by COB. Only shortlisted applicant will be contacted.

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<sup>i</sup> IFC, 2013. Diagnostic study on Indonesian Palm Oil Smallholder