

**TERMS OF REFERENCE - Supply of beehives, training of farmers, and market linkages for small-scale farmers in Meheba Resettlement Scheme.**

**Summary**

<b>Title</b>	Promoting sustainable livelihoods and natural resource protection in Meheba Resettlement Schemes
<b>Purpose</b>	To promote sustainable economic opportunities and improve natural resource management and forest protection through the expansion of the honey value chain
<b>Fee</b>	To be agreed
<b>Location</b>	Meheba Resettlement Schemes (Kalumbila District)
<b>Duration</b>	4 months
<b>Start date</b>	1 September 2020
<b>Paying entity</b>	UNDP
<b>Reporting to</b>	OIC, Inclusive Growth & SDGs
<b>Project</b>	Promoting Human Security Through Sustainable Resettlement in Zambia

**Background**

The Promoting Human Security Through Sustainable Resettlement Programme began in January 2017, as the successor to the Local Integration Programme (2014-2016) and is the primary vehicle for shifting from a humanitarian to a long-term development approach to enable the UN in Zambia to support the local integration of former refugees and Zambians.

The overall goal of the programme is that, by 2021, communities living in the targeted resettlement schemes (Meheba and Mayukwayukwa) are cohesive, productive, sustainable and fully integrated into development at all levels. The overall goal of the programme is to address inter-related insecurities through supporting the national and local governments as duty-bearers to carry out their protection mandate and empowering the resettlement communities to claim their full rights as residents in Zambia, while promoting peaceful co-existence.

The programme has three main outcomes:

1. Government at national and sub-national level undertake inclusive and participatory planning and governance processes that incorporate the targeted resettlement schemes;
2. Communities in and around the targeted resettlement schemes have access to social services and sustainable economic opportunities;
3. Resettlement communities are tolerant, inclusive and integrated with the surrounding society, enabling people to live in freedom and dignity and to fully realize their human potential.

## Objective of the assignment

To address the second outcome of the programme on promoting sustainable economic opportunities and livelihoods, UNDP is seeking to expand the honey value chain in Meheba as a vehicle to boost economic security. The key objectives are to:

- enable the bee farmers to earn additional income from producing high quality honey
- increase the marketable quantities of honey from Meheba
- help farmers to create a profitable business through the sales of bee products
- preserve bee populations by using sustainable management practices in beekeeping
- prevent deforestation and preserve forests by giving trees a value.

## SCOPE OF WORK AND SPECIFIC TASKS

1. Train and provide ongoing supervision to 35 farmers in Meheba on beekeeping techniques, beehives assembly, maintenance, harvest, forest protection, natural resource management, value addition techniques, and market linkages.
2. Supply and distribution of beehives that promote sustainable, natural honey production and forest management and provision of relevant bee-keeping equipment to 35 farmers in Meheba Resettlement Scheme
3. Produce a crop forecast report and provide the selected small-scale farmers with information on market linkages.

## TIME SCHEDULE

The assignment will be conducted over 6 months

### Lot 1:

Date	Deliverable
15 September 2020	Inception report with methodology and work plan
30 September 2020	Train and supervise 35 farmers & submit training report
31 October 2020	Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)
31 December 2020	Submit crop forecast report and provision of market information to farmers

## REPORTING

The Consultant/Firm will report to the Officer in Charge, Inclusive Growth & SDGs, UNDP on technical aspects of the assignment and to the UNDP Deputy Resident Representative on all of the contractual aspects.

## TARGET GROUPS

Small-scale farmers in Meheba Resettlement Scheme

## TECHNICAL CONTENT

At a minimum, the following should be provided per Lot.

Bee-hives & equipment:

SN	ITEM	PURPOSE	NUMBER PER FARMER	TOTAL
1.	Overalls	Protective Clothing	01	35
2.	Veils		01	35
3.	Gum Boots		01 Pair	35
4.	Helmet/Cap		01	35
5.	Gloves		01 pair	35
6.	Swarm Boxes (L 33cm, H 30cm, W 44, 19)	Bee Capture	05	175
7.	Kenyan Top Bee Hives (L 100cm, H 30cm, W 44, 19)	Bee Management	20 hives	700
8.	Smoker		01	35
9.	Hive Tool		01	35
10.	Buckets	Comb Honey Cropping	20	700
11.	Honey Press	Honey Processing	01	35
12.	Calico Cloth	Honey Processing	05 metres	175m
13.	Silver/Metal Settling Tank / Plastic Drums	Honey Processing and Storage	04	140
14.	Containers	Packaging	2.5 Litres x 100 containers	3,500

Training & supervision:

- Provide training and supervision to 35 small-scale farmers on sustainable and natural beekeeping techniques, beehives assembly, maintenance, harvest, forest protection, natural resource management, promoting market linkages, coordination, and networking, and value addition techniques for bee and hive products and services in order to foster growth of the beekeeping and honey sector in the area and add to income generation.

Crop forecasting and market linkages:

- Provide data on hive distribution, crop forecasting, and production/yield rates.
- Provide the selected small-scale farmers with information on market linkages.

## EXPECTED OUTPUT AND DELIVERABLES

1. An Inception Report and workplan detailing the methodology and schedule for implementation.
2. Train and supervise 35 farmers & submission of training report
3. Supply and distribution of 700 beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)
4. Crop forecast report and provision of market information to farmers

## Payment schedule

UN Rules and regulations will apply. Payment will be subject to the satisfactory completion of the assignment as per milestones below.

Outputs	Percentage	Timing	Condition for Payment Release
Inception report with methodology and work plan	10%	September 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Train and supervise 35 farmers & submission of training report	40%	September 2020	
Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)	25%	October 2020	
Crop forecast report and provision of market information to farmers	25%	December 2020	

## Qualifications/specialised knowledge and experience of the firm

1. A registered company or institution in Zambia
2. At least 2 years' experience in organic honey production
3. Capacity to supply sustainable and environmentally friendly beehives to small-scale farmers in rural and remote areas of Zambia
4. Evidence of the ability to conduct on-the-ground training and support for illiterate groups or groups with various language backgrounds on an array of topics related to sustainable and natural beekeeping techniques, beehives assembly, maintenance, harvest, forest protection and natural resource management.
5. Experience working with various partners (government authorities, traditional leaders, individuals from diverse backgrounds).
6. At least 2 years' experience in providing small scale farmers the option to purchase their honey production

## Management Structure and Qualification of Key Personnel

#### Project Manager/Lead

1. Master's degree or equivalent in management, business management, agriculture, apiculture or other related field
2. Demonstrable experience in working in the apiculture field
3. Excellent in working with local communities, NGOs/Donors and/or national government
4. Experience in supervising and managing teams, especially those in remote areas
5. Knowledge in qualitative and quantitative reporting

#### Field Manager/Supervisor

1. Degree or equivalent in apiculture, or other relevant field
2. Experience managing field work that impacts communities
3. Experience in supervising community-based projects with farmers
4. Ability to conduct on-the-ground training for illiterate groups or groups with various language backgrounds on an array of topics related to the honey value chain
5. Reporting skills

#### **Workplace and official travel**

The assignment shall be undertaken in Meheba Resettlement Schemes. The consultant/firm will take care of his/her transportation to the field sites. The consultant/firm will also use his/her own equipment and office space.

#### **General conditions and ethical considerations**

- Workdays will be weekdays
- The consultant/firm is not entitled to payment of overtime
- No work may commence before a contract is signed
- The consultant/firm may not use this assignment/access to produce other products
- The UN shall retain ownership of all final deliverables
- The consultant/firm shall arrange his/her own health insurance
- The UN shall not be held liable for any loss or damage to any property belonging to the consultant or injury or loss of life during the conduct of the assignment