



**TERMS OF REFERENCE FOR A FIRM
RECRUITMENT TO CONDUCT CAPACITY BUILDING AT THE IRRIGATION SCHEMES OF
CHIRUNDU AND SIOMA**

Activity 2.1.7 Capacity building consultancy

Sub-Activity 2.1.7.1 Training women and youths in horticultural farming, financial literacy and record keeping

Title: Training women and youths in horticultural farming, financial literacy and record keeping

Project background

The Ministry of Agriculture through the support to the Government of Zambia by the United Nations Development Programme (UNDP) and grant from Green Climate Fund (GCF), is undertaking a project to strengthen the resilience to climate change risks of the vulnerable smallholder farmers in the country's Agro- Economic Regions I and II. This programme is targeting selected beneficiaries in 16 districts and will run from 2018 to 2025.

Strengthening climate resilience in Agriculture (SCLARA) project aims to increase the resilience of smallholder farmers in Agro-Ecological Regions I and II in Zambia in view of climate change and variability. The project will achieve this aim by taking a value chain approach, addressing risks posed across key stages of the value chain – planning, inputs, production, and post-production.

The project will make targeted interventions to capitalize on opportunities to strengthen and promote viable climate-resilient value chains relating to smallholder agriculture in the target regions, specifically targeting value chains that are gender sensitive and provide viable economic opportunities for women.

These include three interrelated outputs:

- 1) **Strengthening capacity of farmers to plan for climate risk.**
- 2) **Strengthening resilient agricultural production and diversification practices (for both food security and income generation); and**
- 3) **Strengthening farmers' access to markets and commercialization of introduced resilient agricultural commodities. The project interventions will have a strong focus on women, given their unique capacities and vulnerabilities.**

The project seeks to ensure that resilient agricultural livelihoods are promoting the face of changing rainfall, increasing drought and occasional floods by implementing several activities through setting up of new irrigation schemes, water storage and other resilient water management strategies. This would result in increased access to water for agricultural production in the target districts within Agro-Ecological Regions I and II.

The project areas include the following districts Sioma, Senanga, Sesheke, Mulobezi, Kazungula, Namwala, Gwembe, Siavonga, Chirundu, Chongwe, Rufunsa, Luangwa, Nyimba, Mambwe, Chama and Mafinga.

Problem statement

The SCRALA project is constructing two irrigation schemes, **a 12ha solar powered drip irrigation scheme in Chirundu and 24ha centre pivot irrigation scheme in Sioma. The total number of beneficiaries are 72 households in Sioma and 47 households' farmers in Chirundu, for the management of the agriculture enterprise, a cooperative arrangement is proposed.** However, most of the farmers in the target area have little or no experience in using modern irrigation technology, conservation agriculture and other good agriculture practices. The irrigation schemes are envisaged to run as a business hence the need for creating market linkages for sustainability.

Therefore, the project is seeking services of a qualified firm to provide services to build capacity and link farmers to the market.

Objective

The objective of this assignment is to build capacity of the smallholder farmers in the two cooperatives of Sioma and Chirundu through training in agronomic practices, irrigation, financial literacy, promotion of the concept of cooperatives and provision of a market linkage for their agricultural produce.

Methodology

The FIRM will be expected to conduct both theory and field training to the farmers at the project sites in the two districts. The FIRM will be expected to prepare teaching aids that will be used to enhance the understanding of the subject matter.

The proposal to be submitted should include the following proposed approach for the assignment, description of the process, the methodology and implementation schedule, experience. The FIRM will produce progress reports for each of the outputs.

Scope of Works

The Firm is expected to produce and print training manuals and deliver training in the following subjects: -

- **Nursery Management**- Basics of making own seedlings, crop protection techniques, growing seedlings in soilless media, hardening etc.
- **Land preparation** – Protocols to site selection, identification of soil types in relation to soil moisture holding capacity, plant row spacing, tool selection etc.
- **Irrigation** - Train farmers in solar operated drip irrigation system operation and maintenance, centre pivot system operation and maintenance, basic trouble shooting procedures etc.
- **Fertilization**-importance of fertilization, application method, fertilizer selection in relation to crops.
- **Mechanization** – ripping, discing, ploughing, spraying, planting, planter calibration etc.
- **Pests and Disease management**-crop protection protocols, prevention and cure, chemical and biological methods etc.
- **Climate smart practices**-Alternative options to chemical fertilizers, intercropping Crop Rotation Green fertilizer Nitrogen fixing plants and trees for improvement of soil quality use of climate resilient crop varieties,
- **Integrated Farming**
- **Harvest and postharvest handling**, storage, sorting, and packaging
- **Detailed training on individual crops** i.e., tomatoes, cabbage, potatoes, bananas, watermelons, peppers, Onions, green maize etc.
- **Financial literacy**- bookkeeping, business plan, production plan etc.
- **Introduction to cooperatives**
- **Printing of training manuals; 200 manuals in gloss quality**

The Firm would be further expected to find alternative markets for the crops to be produced by the scheme, prepare memorandum of understanding between the cooperatives and the identified private sector off taker.

Institutional Arrangement

The firm/organisation will work under the supervision of the Director of the Agriculture, Ministry of Agriculture through the Project Management Unit. The firm/organisation will be directly responsible for, reporting to, seeking approval/acceptance of output from the Ministry. During implementation, the firm/organisation will interact with respective District Agriculture offices (DAOs) in the two districts under the Ministry of Agriculture and the SCRALA project management unit.

Duration of Assignment:

The expected duration of this assignment is **88 days** and shall commence at contract signing or no more than one week. The target date for the start of work is 11th October 2021 and expected completion date is 31st January 2021.

VIII. Deliverables and Payment Schedule			
#	Description	Estimated time of delivery from contract commencement date	Payment percentage
1	Inception Report covering the detailed work plan, methodology including the details for all planned methods, process and timeframe of the assignment, training manual and acceptance by UNDP.	Within 4 weeks of contract signing	20%
2	Upon completion of the physical training in Sioma and Chirundu –Training manuals with the project logos should be printed before training.	In the 8 - 12 weeks of contract signing	60%
3	Upon signing of a memorandum of understanding between the cooperative and the private sectors for the markets of produced. The proposal will require initial approval by UNDP/MoA	In the 12 -16 weeks of contract signing	20%

Note: The cost of printing of the manual

Qualification/experience of firm

- FIRM's experience and capacity.
- Years of experience in delivering similar assignments.
- Past performance.
- Strong familiarity with scope of work.
- Quality of technical proposal.
- Methodological approach.
- Clarity of the proposed Work plan.
- Realistic financial proposal (implementation budget)

Experience of Firm

The ideal firm/organisation for this assignment should meet the following minimum requirements:

- The FIRM/s should demonstrate knowledge and experience in design and working with irrigation systems
- Knowledge of Zambian agriculture environment and climate will be an added advantage
- Technical qualification with at least a Degree in Agricultural, Business Administration or any other relevant qualification
- Experience in developing teaching aids and materials for irrigation and agronomy training
- Broad knowledge of Agriculture in general
- Excellent writing and communication skills in English
- Ability and experience to deliver quality reports within the given time

Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

Qualifications of Key Personnel

(1) Lead Consultant x 1

- Minimum of MSc in Agriculture, project Management, business administration etc or related
- At least 10 years of relevant experience in agriculture development, business development or related etc.
- Excellent written and oral English communication skills, with analytic capacity, project management and ability to synthesize project outputs and relevant findings for the preparation of quality project reports
- Experience in managing teams with project management skills
- Experience of working in a team and in collaboration with the government projects
- Proven skills in delivering work through efficient and effective planning.

(2) Training Expert x 1

BSc in Agriculture or equivalent.

a) Experience:

- At least 5 years of relevant experience in agriculture development, agroforestry or related etc.
- Experience in undertaking training of small-scale farmers in horticulture, crops etc.
- Experience in teaching aids, agriculture extension
- Experience/knowledge pertaining to information needs of smallholders' farmers in agriculture sector will be an added advantage.

b) Competencies

- Excellent written and oral English communication skills, ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Ability to work under pressure and to carry out several tasks in a timely fashion and under tight deadlines with minimum supervision: Accustomed with conservation agriculture methods in Zambia.
- Ability to use local language will be added advantage

(3) Technical Expert x 1

BSc in Agriculture, engineering or equivalent.

a) Experience:

- At least 5 years of relevant experience in agriculture development, environment, land development, irrigation etc. or related.
- Experience in working with installation of irrigation and farm equipment, i.e., tractors, drip, and centre pivot irrigation etc.
- Experience in training of small-scale farmers or agriculture extension services.
- Experience/knowledge pertaining to information needs of smallholders' farmers in agriculture sector will be an added advantage.

b) Competencies

- Excellent written and oral English communication skills, ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Ability to work under pressure and to carry out several tasks in a timely fashion and under tight deadlines with minimum supervision: Accustomed with conservation agriculture methods in Zambia.
- Ability to use local language will be added advantage

(4) Business Development Expert x 1

Minimum of a diploma in business management, finance etc. or related.

- 5+ years of experience in marketing, sales etc.
- Strong communication and organization skills
- Strong understanding of the small-scale agribusiness and demonstrated project management skills
- Ability to work independently as well as collaboratively and cross functionally
- Ability to be flexible due to changing priorities.

A. Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1 Inception Report covering the detailed work plan, methodology including the details for all planned methods, process and timeframe of the assignment, training manual and acceptance by UNDP. (Within 4 Weeks of Contract Signing).	20%	
2	Deliverable 2 Upon completion of the physical training in Sioma and Chirundu – Training manuals with the project logos should be printed before Training (8-12 Weeks of Contract Signing).	60%	
3	Deliverable 3 Upon signing of a memorandum of understanding between the cooperative and the private sectors for the markets of produced. The proposal will require initial approval by UNDP/MoA (12 to 16 Weeks of contract signing).	20%	

	Total	100%	
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**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Lead Consultant			1	
b. Training Expert			1	
c. Technical Expert			1	
d. Business Development Expert			1	
II. Out of Pocket Expenses				
1. Travel Costs - Sioma			2	
2. Travel Costs - Chirundu				
3. Communications				
4. Reproduction of Training Materials for both Sioma and Chirundu (As per ToR)			1	
5. Training Costs in Sioma In 11 topics (Nursery Management, Land Preparation, Irrigation, Fertilisation, Mechanisation, Pests and Disease Management, Climate Practices, Harvest and Post-Harvest handling, Detailed Training on Individual Crops, Financial Literacy, Introduction to Cooperatives) in Sioma			1	
6. Training Costs in Chirundu In 11 Topics (Nursery Management, Land Preparation, Irrigation, Fertilisation, Mechanisation, Pests and Disease Management, Climate Practices, Harvest and Post-Harvest handling, Detailed Training on Individual Crops, Financial Literacy, Introduction to Cooperatives- Chirundu			1	

The firm should submit the following documentation.

- a) Offeror's Letter to UNDP confirming interest and availability
- b) The profile of the firm
- c) CVs of Consultants that will be undertaking the assignment
- d) Technical proposal on how the assignment will be delivered including the methodology to be used.
- e) Financial Proposal

Technical Evaluation Process

Upon receipt and opening of offers, the evaluation process shall commence and will be conducted according to the evaluation criteria and method defined below.

- Preliminary examination of offers
- Technical evaluation
- Financial evaluation
- Obtaining Clarifications (if required and justified)
- Background checks
- Contract award; Contract and Purchase Order creation

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	30%	300					
2.	Proposed Work Plan, Methodology and Approach	50%	500					
3.	Personnel	20%	200					
Total			1000					

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
1. Expertise of firm / organisation submitting proposal							
1.1	FIRM's experience and capacity	150					
1.2	Years of experience in delivering similar assignments.	75					
1.3	Past performance. -Specialised Knowledge -Experience on Similar Programme/Project -Experience on Projects in the Region	75					
		300					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
2. Proposed Work Plan and Approach							
2.1	The FIRM/s should demonstrate knowledge and experience in irrigation systems	70					
2.2	Knowledge of Zambian agriculture environment and climate will be added	85					

	advantage						
2.3	Quality of technical proposal.	95					
2.4	Methodological approach.	130					
2.5	Clarity of the proposed Work plan	120					
		500					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
3.	Key Personnel						
3.1	PERSONNEL/EXPERTS						
		Sub-Score					
	Lead Consultant x 1 Minimum of MSc in Agriculture, project Management, business administration etc. or related At least 10 years of relevant experience in agriculture development, business development or related etc.	65					
	Business Development Expert x 1 Minimum of a diploma in business management, finance etc. or related. <ul style="list-style-type: none"> • 5+ years of experience in marketing, sales etc. • Strong communication and organization skills • Strong understanding of the small-scale agribusiness and demonstrated project management skills 	35					
	Training Expert x 1						

	BSc degree, with at least 5 years of relevant experience in agriculture development, agroforestry or related etc. Experience in undertaking training of small-scale farmers in horticulture, crops etc. Experience in teaching aids, agriculture extension	50						
	Technical officer BSc in Agriculture, engineering or equivalent. At least 5 years of relevant experience in agriculture development, environment, land development, irrigation etc. or related. Experience in working with installation of irrigation and farm equipment, i.e., tractors, drip, and centre pivot irrigation etc. Experience in training of small-scale farmers or agriculture extension services. Experience/knowledge pertaining to information needs of smallholders' farmers in agriculture sector will be an added advantage.	50						
		200						
	Total Part 3		200					

Financial Evaluation

Lowest priced among technically compliant offer (point system with a minimum threshold). **Financial Proposals should be Password Protected.** The financial proposal of only those offerors obtaining the minimum 70% score during Technical Evaluation will be opened. **Bidders will be contacted at this stage to provide password for their financial proposal.**

The remaining financial proposals of offerors whose technical proposals are deemed unqualified and non-responsive shall remain unopened. **The contract will be awarded to the company meeting the minimum 70% score in the technical evaluation and offering the lowest price.**