

# **TERMS OF REFERENCE FOR CONSULTANCY TO TRAIN AGRO ENTERPREUNERS ON VALUE ADDITION PRACTICES AND ACCESS TO NATIONAL AND INTERNATIONAL MARKETS**

## **BACKGROUND**

### **1. Introduction**

Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) is a development arm of Soroti Catholic Diocese operating in ten districts and one city of Teso sub region. SOCADIDO with support from Danchurchaid is implementing “Enhancing Food Systems Resilience through Agro ecology and Responsible Land Governance Project (SARRL) The expected outcomes are: Increased adoption of agro ecological practices among smallholder farmers translated to improved crop yields and biodiversity in Kapelebyong and Katakwi Districts, increased smallholder farmers' access to sustainable and profitable markets and the emergence of thriving agro-entrepreneurs with a strong national market presence, empowered rural households with strengthened capacities to defend their legitimate land rights, and contributing to a reduction in land rights inequities and ultimately enhancing regional food security in Katakwi and Kapelebyong districts.

### **2. The project will have the following deliverables.**

**Overall purpose:** “Marginalized and vulnerable persons, particularly women and youth, access financial services, productive assets, natural resources (including land), and markets in a climate and environment responsible way”

The focus of the activity is on preparing these entrepreneurs for national and international market access, contributing to the overall economic growth of the region.

### **Specific objectives**

To ensure food systems resilience is enhanced through agro ecology and responsible land governance that the community transitions towards agro ecology, add value to their products and respect the land rights through responsible land governance. The following are objectives towards achieving the project overall purpose.

- 1) Increased adoption of agro ecological practices among smallholder farmers translated to improved crop yields and biodiversity in Kapelebyong and Katakwi Districts by 2026
- 2) Increased smallholder farmers' access to sustainable and profitable markets and the emergence of thriving agro-entrepreneurs with a strong national market presence in Katakwi and Kapelebyong by 2026
- 3) Empowered rural households with strengthened capacities to defend their legitimate land rights, contributing to a reduction in land rights inequities and ultimately enhancing regional food security by 2026

### **3. Scope of work for the training**

Concerning this, SOCADIDO is seeking the services of a consultancy team of experts on value addition practices and access to national and international markets to;

1. Provide both theoretical and practical knowledge on processing, package of grains, fruits.
2. Provide Technical expertise on operating value addition equipment i.e locally fabricated solar dryer, slicer, grinders and proper use of materials or equipment.
3. Provision of the relevant information, including planning documents, to enable proper implementation of the activity to both SOCADIDO and the community.
4. Ensure the agro-entrepreneurs have acquired sufficient knowledge and skills about value addition and access to markets nationally/internationally.
5. Ensure regular and timely presence at the training venue.
6. Provide handouts for further reference on drying using solar dryer, processing grain seeds and fruits, packaging and market chain.
7. Compile and submit a comprehensive training report after the training.

This is a 2-day assignment tentatively scheduled from 3rd September to 4<sup>th</sup> September 2024 through a training workshop that will be centralized in Katakwi district.

### **4. The overall objective of the assignment**

Provide hands-on training to 24 agro entrepreneurs and 7 staff members to enable them to kick-start value-addition and access to markets activities/enterprises focusing on;

- Post-harvest handling (Common PHH problems in cereals, legumes, tubers, vegetables and points in the value chain where PHH losses may occur),
- Storage pests and their management in cereals, legumes and tubers, (Different types of pests affecting storage of staple foods, how to prevent storage pest infestation through optimal storage techniques and preservation of vegetables for increased shelf life.

### **Specific objectives of the assignment**

- i. Identify the materials needed for training and to jump-start each of the selected value chain activities/enterprises.
- ii. Develop a training plan and training content for each of the selected value addition activities/enterprises in collaboration with the Program manager
- iii. Conduct the training to 24 investors and 7 staff on the selected value addition activities/enterprises
- iv. Establish linkages with existing markets for the agro entrepreneurs to market their products.

### **5. Approach and Methodology**

The assignment will involve training of 24 agro entrepreneurs and 7 project staff members as TOTs on selected value addition activities/enterprises who will share the same knowledge with the local communities for the project's sustainability. The consultant is expected to employ a team of experts to provide this hands-on training to ensure the assignment is completed within the specified

timeline. The training will be delivered in a centralized place so delivery methods should be appropriate.

## 6. **Expected Deliverables and Timeline**

1. Training Needs Assessment Report.
2. Training Modules and Materials.
3. Training Schedule and Plan.
4. Training Evaluation Report with feedback from participants.

The assignment (actual training) should begin by 3rd September 2024. The consultant(s) expected to take a maximum of 02 working days.

## 7. **Management and implementation responsibilities**

The consultant will report directly to the Program Manager. However, s/he will also be required to work closely with the SARRL Project Coordinator (PC).

### 7.1 **SOCADIDO will provide;**

- ❖ Mobilize the participants and project staff.
- ❖ Guidance and technical support as required throughout the training.
- ❖ A training venue
- ❖ All training materials, such as training equipment, stationery; projector etc.
- ❖ Meals, refreshment, travel & accommodation to the participants.
- ❖ Ensure all participants are present during training.

### 7.2. **The consultant will be responsible for:**

- ❖ **Conducting Needs Assessment:** Conduct a thorough needs assessment to identify the specific training needs of the investors and local land users in terms of value addition practices for their agricultural enterprises.
- ❖ **Training Module Development:** Develop comprehensive training modules that cover various aspects of value addition in agriculture, including processing, packaging, branding, and market access.
- ❖ **Tailored Training Content:** Customize training materials to cater for the diverse needs and skill levels of the target audience, including investors and local land users.
- ❖ **Delivery of Training:** Conduct interactive training sessions for the target audience in a manner that promotes active participation and knowledge retention.
- ❖ **Practical Exercises:** Include hands-on practical exercises and demonstrations to ensure participants gain practical skills related to value addition techniques.
- ❖ **Monitoring and Evaluation:** Implement a monitoring and evaluation plan to assess the effectiveness of the training sessions and gather feedback from participants. This can be done through administering a pre and posttest to assess knowledge retention and comprehension

## 8. **Contract and Logistics**

- ❖ The consultant will sign a contract including terms and conditions of the consultancy and payment modalities.
- ❖ The consultant's logistics, travel costs (to and from location) and accommodation will be

- covered by the consultant.
- ❖ The consultant will abide by the contractual terms and conditions.

## **9. Payment terms**

50% of the agreed consultancy fees will be paid on commencement of works while the other 50% will be paid on delivery of training report.

## **10. Methodology**

It is preferred for the consultant to use participatory training approaches. The consultant will develop a detailed training methodology and approaches based on their understanding of the terms of reference. The final training methodology and approaches shall be agreed upon between the consultant and SOCADIDO.

## **11. Required of the consultant**

**Documents:** The Applicant shall, in particular, ensure to attach the following:

### **11.1 Technical Proposal**

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- Relevant Experience (max 2 page).
- Detailed methodology and work schedule with expected deliverables, i.e. timeline to get the documents ready for ratification (1-2 pages).
- Recent Curriculum Vitae

### **11.2 Financial proposal**

The financial proposal shall specify a total sum amount, with a breakdown of costs for fee and travels for the entire training exercise.

## **12. Qualifications and Experience**

- Familiarity with the agricultural landscape in the Eastern Region of Uganda.
- Demonstrated ability to tailor training content for diverse audiences
- Fluent in English and Ateso languages, both written and verbal.

## **13. Evaluation of candidates**

The consultants will be evaluated based on the following methodology:

**Cumulative Analysis:** The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and

- Having received the highest score out of set of weight combined technical evaluation of desk review and interview (70%), and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by SOCADIDO for the assignment.

<b>Criteria</b>	<b>Weight</b>	<b>Maximum points</b>
<b>Technical (70 %)</b>		
Demonstrates academic qualification and technical capacities to undertake the task	15	15
Demonstrated experience in training on Value addition practices	15	15
Methodology and work schedule with expected deliverables	10	10
Proof of availability of application for value addition	15	15
Training content and program	15	15
<b>Financial (30 %)</b>	30	30
<b>Total (100%)</b>	100	100

#### **14. Reporting**

The consultant is expected to produce and submit a detailed training report addressed to the Diocesan Development Coordinator within 5 working days from the last day of the training.

#### **15. Duration of the assignment**

The consultancy shall take a total of 5 days inclusive of the training and reporting

#### **16. Application process**

All qualified candidates/firms ought to submit their application by sending copies of their CVs, testimonials, relevant past experience/works, technical and financial proposal, a minimum of 3 referees, and a brief work plan for the three (3) days consultancy service to the Procurement Officer, Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) on P.O. box 641 Soroti City or through e-mail, [socadido@gmail.com](mailto:socadido@gmail.com)

#### **17. Submission**

Complete proposals should be sent before or on **25<sup>th</sup> August 2024, 1700 Hrs.** prompt.

Due to the high number of applications, only shortlisted candidates will be contacted.