

Terms of Reference



Program Name: CAPACITY BUILDING AND DEVELOPMENT OF BUSINESS PLAN FOR ONE STOP CENTRE (MANAGEMENT COMMITTEE).

Position Required: Consultant

Timeframe: 7 days (3 days of training and 4 days of business plan development, compiling and presentation)

Background and Purpose

The Fortifying Equality and Economic Diversification (FEED) project is one of the projects implemented by OXFAM in Lakes State, Western Bahr El Ghazal and Central Equatoria States. FEED is founded on two complementary intermediate outcomes and one ultimate outcome. The ultimate outcome of the project is to meet basic food security needs and reduce vulnerability amongst empowered communities and households in. The first intermediary outcome “enhanced adaptive capacity of individuals, households and communities for sustained gains in agricultural production and productivity” focuses on skills transfer for production, market development, food utilization and risk reduction. The second intermediary outcome “improved equitable and inclusive agriculture and protection policies, services and structures, particularly for women and marginalized populations” addresses deep rooted social assumptions about women, men, boys and girls that restrict equitable participation in food production and market activity. It also directly addresses gender-based violence in the target areas.

FEED project leverage on collective marketing efforts with successful farmers to increase their profitability. The farmer producer groups are already focusing on bulking and basic processing that adds value to their products. Oxfam and its partners provided various forms of training to the groups to foster Farming as a business approaches. Farmer producer and marketing groups were birthed from successful Farmer Field Schools. They formed Payam marketing association whose executive constitute the county marketing association, they are taking roles of effective management of the Payam association structure and coordination of work. The county marketing association are steering the management of one stop centre and its assets

The Terms of Reference herein has been developed to identify a private consultancy firm to provide capacity building for the market association management in record keeping, market intelligence, price strategies, FaaB (farming as a business), management and Development of business Plan. Forming part of the work, the consultancy will be able to develop record systems/document and a comprehensive business plan for stop centre to create a clear vision for the centre management. The services will be able to empower the management

Terms of Reference

committee in extending effective management of the centre and conducting business to the members

Capacity Building and development of business plan

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| Project title | Capacity building and development of comprehensive business plan for one stop centre |
| Length of Project | 7 days (3 days of training and 4 days of business plan development, compiling and presentation) |
| Geographical locations for the service | Wulu County –Western Lakes |
| Service Focus | <p>The three-main focus of the service is to</p> <ol style="list-style-type: none"> 1. To increase capacity of the management committee through training in record keeping, market intelligence, price strategies, FaaB (farming as a business) and management 2. To improve capacity in proper book keeping, records, effective marketing and cash management 3. Participate in development of three years business plan for the stop centre to guide in visualizing the activities and business of the centre |
| Relevant Indicators | <p>Outcome:</p> <ul style="list-style-type: none"> • Better record keeping forms a core bases for effective business and profit management, the training will focus on empowering the capacity of the management committee to ensure effective business and record keeping • The training will achieve empowered production cost analysis to guide market prices fixing, better price negotiation for the product and services • The training will also equip the management of how to fix better market prices and access to available markets within the states and beyond • Increased understanding of Agricultural business to ensure effective product marketing at the center to clients/customer • Improved clients/customer relationship for better negotiation power |

Terms of Reference

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| | <ul style="list-style-type: none">• Enhanced records of any correspondence and transaction undertaking place at the centre• Enhanced capacity in cash management at the center to build trust among the management to encourage increased membership to the association• Developed three-year business plan for the centre to provide clear vision for the operation of the centre• Increased services offered by the center to it members and associated clientele |
| Study Start Date | Nov 2017 |

DELIVERABLES

Deliverables under this consultancy will include the following:

- Present detail proposal for the work indicating the topics and sub-topics to be covered, the different records to be developed and suitable business plan format during application for the expression of interest
- Develop user friendly training content and program to be approved by Oxfam in consultation with relevant line ministries.
- Print all the approved record documents and with the approval of Oxfam hand over to the County Marketing Association
- Presentation of the training reports
- Compiling and presentation of draft business plan within consultancy duration
- Submit a final report after completion of the activities.
- The final report shall be submitted as scheduled to the Project Manager/Program manager, Oxfam in both electronic versions, MS Word, 2 printed hard copies and on a CD.

DURATION AND TIME

The entire assignment including training in different reflected discipline, development and printing of the records documents, business plan development for the association and report writing will be done in 7 days. The exercise is expected to commence in Nov 2017.

TERMS OF PAYMENT

Payment will be in accordance with detailed budget breakdown and to be determined by OXFAM. Payments will be made in three installments, 40% upon signing of consultancy contract, and 60% after submission and approval of the final report.

DESIRABLE QUALIFICATIONS:

Terms of Reference

This assignment requires a high level of skill, patience and motivation to accomplish within the stipulated time frame. The consultant will be required to be highly competent with preferably master in Agribusiness, Rural innovation with Agriculture, Agriculture Science, Community development, Economic and/or related skills. In addition, the consultant should be capable of working in difficult environment where security situation is unpredictable and with limited basic facilities and amenities.

- A registered private sector with very good qualified staffs in the subject of interest.
- Show proven experience in the field of Agribusiness and Agro product marketing within Africa preferably in South Sudan.
- Good understanding of policy issues / frameworks around agri-business and agro – product marketing in South Sudan
- Proven experience of Agriculture enterprise development and knowledge of farming as a business (FaaS)
- Proven capacity to supervise, train and coach staff and producer groups.
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Ability and willingness to frequently travel and stay at the field
- Demonstrated excellent ability of Agribusiness plan
- Experience in community training and rural innovation coaching/mentorship
- Provable ability of report writing and excellent communication skills
- Excellent analytical and report writing skills.
- Possession of strong oral and written communication skills in English, knowledge of local language will be an added advantage.

How to apply

Interested consultant(s) should send an Expression of Interest (EOI) which should contain technical and financial proposals including a cover letter, resumes and examples of similar previous assignments. The technical proposal should include consultants understanding of the TORs, methodology, work plan, Business plan format, proposed list of record documents and activity schedule. The financial report should include professional fees and other expenses required to undertake the training. The EO1 should be emailed to MManyiel@oxfam.org.uk and NWarambo@Oxfam.org.uk with copy to RUkuni@oxfam.org.uk, MSebi@Oxfam.org.uk and MNelson@Oxfam.org.uk by the deadline of **Nov 22, 2017 at 5:00pm**. The application will be regularly processed due to urgency of the need of the services

Please note that the above stated scope of assignment is not inclusive but subject to changes and due to agency of the demand of services the EOI will be continuously reviewed