**Terms of Reference (ToR)**

**Consultancy Service for CDRD Trainer Consultant in Magwi County, Eastern Equatoria State,**

**South Sudan**

**Marc 2023**

**Funded by: GIZ.**

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| **Name of the project** | Community Driven Rural Development |
| **Start and end date** | 1th September, 2023-31st September, 2024 |
| **Donor** | [GIZ -](https://ams.savethechildren.net/donors/details/660) |
| **Activity** | Training of Agriculture Extension Advisors |
| **Location** | Magwi County |

**INTRODUCTION**

This write up is a Terms of Reference for training Agriculture Extension Advisors of the GIZ funded CDRD project implemented by Save the Children in Magwi county; Eastern Equatoria State- South Sudan. Community-Driven Rural Development Project was launched in September 2023 and will run through September 2024. Based on the brief background of the project, Save the Children South Sudan is therefore soliciting consultancy services from a competent individual consultant, consultancy firm, organization, or institution to conduct the Capacity training of Agriculture Extension Advisors in Magwi County.

**The Project outlines.**

**Project title:** Community-Driven Rural Development

**Project goal:** *Strengthened community capacities for improved food production and income in Magwi County, South Sudan.*

**Outcome 1:** *Targeted smallholder households demonstrate improved access to income generation activities*.

The project will work with the subnational level administration and the trained Agriculture Extension Advisors (AEA) to improve the capacities of the targeted beneficiaries to increase agricultural food production and income through promotion of climate resilient and nutrient sensitive agricultural production systems including farming business.

**Output 1.1: Community Development Committees (CDC) are set up/strengthened:**

SC will establish/strengthen 6 CDCs in 6 Bomas under 3 Payams. The CDC will play a key role in collaborating with local authorities, communities and stakeholders or partners to enhance the achievement of the project objectives and sustainability. SC will train the CDCs on community based participatory planning, development of community action plans which are linked to the development of community capacities as outlined in the project. SC will continue to provide support in the operationalization of the plans through capacity building and coaching.

The CDC will be strengthened through facilitating group constitutions, leadership trainings, Accountability and Complaints and Feedback mechanisms, group dynamics, conflict resolution, disability and youth inclusion, gender and safeguarding trainings. They will also be consulted and trained on the criteria for beneficiary selection. SC will draw learnings and experiences on CDCs establishment and functionality from other GIZ partners to improve the formation and capacity building process. Due to the short duration of the project, the participatory process will not be comprehensive but effective in engaging communities and developing a context adapted action plan. SC will work with the existing structures in mobilization, ensure equal representation from all the relevant sectors, socio economic groups and inclusive participation. The activities linked to the project will be prioritized and SC working with the CDCs will ensure their implementation.

To enhance community-based monitoring mechanisms, the CDCs coordinating with other existing community structures and relevant stakeholders through meetings will obtain updates on the project implementation, review the project performance, obtain challenges and support by creating an enabling environment for project implementation.

**Output 1.2: Advisory capacities of women and youths in the agricultural sector are strengthened:** To bridge the gap of limited delivery of agricultural extension services by government, the project will select women, men and youth and train them to provide advisory services to smallholder farmers on environmentally and climate-friendly agricultural production, post-harvest techniques, awareness on disaster risk reduction, marketing and value chain promotion to increase productivity and incomes.

SC will collaborate with the successful partner or service provider to offer training to the targeted agricultural extension advisors on agricultural food production (crop and vegetable production) post-harvest handling, marketing, value chain and disaster risk reduction in accordance with the TVET curriculum and Farmer Business School (FBS) manual. The training will be conducted for a period of one month and SC, Ministry of Agriculture including the the successful partner or service provider will continue to offer technical support and coaching to the trained individual during the routine monitoring visits. The trained women and youth will work in close collaboration with the community development committees and other existing structures (women’s groups, youths associations, farmers cooperatives, government ministries) to enhance ownership and sustainability.

*The trained agriculture extension advisors will provide training to the small-scale farmers in the Bomas and will link with the relevant actors to offer trainings or awareness raising to the participants; like Ministry of Gender will support on gender related training, Unions on how the small-scale farmers can be organized into cooperatives and local traders share on business experiences*. This will enable the participants to receive diverse skills that are needed for their economic empowerment and community development.

SC and the Ministry of Agriculture representatives will attend some of the trainings, guide the advisors on how to conduct trainings, observe the training, provide coaching and mentoring sessions to the advisors based on the gaps identified. Coaching sessions will be conducted with each AEA following the developed guideline, feedback will be given to the AEA, and a coaching and mentoring report produced.

**Output 1.3: Improved capacities for sustainable agricultural production, business, marketing and value chains among targeted households**: The trained women and youth are expected to further train, coach and mentor a total of 1875 households to ensure sustainable uptake of the promoted practices. The farmers will be organized into groups of 25, making 75 groups. Each trained trainer will be responsible for training, coaching, and mentoring one group. The project will cover meals and transport costs for the extension advisors during the cascading training and monitoring support visits to the 1,875 households. The training and mentorship will be done using the farmer field school approach adapting the TVET curriculum and Farm Business School training module over a period of 18 days. The initial training will be conducted over a period of six days. Mentorship and mentoring will be done over a period of 4 months, with each AEA visiting their respective group 3 times in a month (12 days) to assess the adoption of the practices.

The project will procure crop and seed vegetable kits to be used for demonstration purposes during the training. Farmers with high food production levels will sell their raw farm produce or processed products to the markets supported by the AEA and CDCs. SC will ensure the project is aligned to the Do No Harm Principles and will follow a conflict sensitive approach by ensuring inclusiveness in beneficiary targeting, information dissemination in a transparent manner, regular community engagement, awareness raising on existing Complaints and Response Mechanisms and putting in place a conflict risk mitigation plan.

**Target groups**

SC will work with the existing agricultural extension advisors from the governmental and non-governmental service providers including those trained under the proposed project to provide training on climate and disaster resilient agricultural production, business, post-harvest, processing and value chain to the targeted farming households organized into groups. The training will be conducted at a boma level using theory and practical demonstrations. SC will provide the training material package materials for conducting the demonstration to the trainers. The training will be done in accordance with the agreed TVET curriculum which contains agricultural climate adaptation practices; use of local adapted short, seasoned seed varieties, intercropping, selectively cutting down of trees when clearing land for farming, water conservation techniques like use of drainage canal for vegetable production.

The project will target 75 advisors to participate in a once-off training of trainers (ToT) qualification in environmentally and climate-friendly agricultural production, marketing, value chain promotion or processing of agricultural produce/value addition. Stakeholder consultations will be done to identify priorities for CS techniques and indigenous knowledge systems that are relevant and can be promoted under the project. The extension advisors/ToT target group will include vulnerable women, men and youths aged between 15-35 years, after graduation, they will offer extension advisory services to the smallholder farmers.

**Purpose of the Training**

**Th training aims at** Equipping the field extension workers to develop and use simple techniques and various communication skills during extension work through creating awareness and to enable the extension workers learn the basic knowledge and skills in participatory extension in agriculture through sharing of field experience.

**Specific objectives of the Training**

* To Train Agriculture Extension Advisors to gain insight into principles and art of communication Agriculture extension.
* To impart Effective communication skills in the AEAs to gain an understanding into the use application of participatory communication technique in extension.
* To submit comprehensive training report and learning observed during the Training.
* To Support Trainees to draft Action plan

**MODE AND METHODOLOGY OF THE TRAINING**

The training will be conducted in face-face and participatory manner involving various methodologies as deemed appropriate for the targeted Participants/beneficiaries. The consultant will develop the methodology and all relevant tools and present together with the training curriculum.

**Expected outcomes and deliverables.**

The consultant is expected to develop the training syllabus suitable for the targeted beneficiaries and compatible to the national agriculture training curriculum, time frame and budget.

**Deliverables**

* **Pre and post training assessment report**
* **Comprehensive Training manual**
* **Participants List and segregated data**
* **Detailed Training Report,**
* **Action Plan by the trainees**

**The Training Report should include.**

* *Cover page bearing the repot title, month the training was conducted, Save the Children and donor logos*
* *Table of contents*
* *List of acronyms*
* *List of Tables*
* *List of fugures*
* *Executive Summary*
* *Background*
* *Scope of the training*
* *Objectives and key outcomes of the training*
* *Methodology during the training*
* *Main findings/challenges*
* *Main learnings*
* *Pre-Test and Post-Test results for trainees*
* *Conclusions and specific recommendations with details how they could be implemented.*

**Training time frame**

The Training will be conducted and will not exceed more than 30 days of consultancy. This is inclusive of preparation and planning times. The consultant should indicate a breakdown of timeframe showing the detail work plan and expected dates of each major activity. The overall work should be completed in not more than 30 days including the final approved report for the end of project evaluation.

**Professional skills and qualifications required.**

Interested experts/consultants/consultancy firms/institutions are required to provide copies of their respective CVs detailing their experience in conducting similar type of assignments in the past.

**Technical expertise**

The following areas of technical expertise should be demonstrated in the expression of interest:

* Bachelor’s degree in agriculture, Development or any related field. Master’s degree will be an added advantage.
* 4 or More years of experience in Extension Agriculture and AEAs Training
* Strong experience and skills in conducting research and data analysis, particularly systematic analysis of qualitative data
* Experience in Participatory Capacity Trainings.
* Experience in design, planning and implementation AEAs trainings.
* Strong experience and skills facilitating group workshops and discussions.
* Experience in Writing comprehensive training report writing.
* Proven knowledge and experience with using humanitarian sector frameworks for Farmers capacity building.
* Language proficiency: Proficiency in English and the ability to produce good quality written documents in English is a mandatory requirement of this assignment.
* Legally recognized /registered by the Ministry of Agriculture institution

**The expression of interest (EoI) should include:**

1. *A technical proposal (not exceeding 10 pages) that responds to the asks of this ToR. The technical proposal should contain a clear outline of the methodology i.e a tentative Training program/scheduled of the assignment and a financial proposal.*
2. *CVs for all proposed team members;*
3. *At least one sample of similar previous work;*
4. *Minimum two references, to be attached as annex to the technical proposal.*

**Please note that incomplete EoI will not be processed.**

**Financial Proposal:** The financial bid must be prepared and submitted with clearly defined breakdown of consultants’ daily fee and other associated costs including taxes (20%), and all other costs that will be incurred in executing this assignment. Please read carefully **section payment schedule** of the ToR while developing and finalizing financial proposal.

**Payment schedule:**

**There will be two-payment schedule; first instalment of 30% of contract value after submission and approval of inception report while the remaining 70% will be paid after submission and approval of the final report to Save the Children South Sudan Country office. Please be aware that, along with the quality of the technical proposal and of the sample of previous work submitted, the amount of the financial proposal will also be a criterion for assessing the EoI received.**

**Management and technical guidance**

1. The consultant will work under the overall supervision of the FSL Project Coordinator with support from BMZ Senior Programme Manager,
2. Responsibilities of Save the Children in facilitating this analysis are the following:
   * Provide access to all necessary documents and manuals that are relevant to the assignment.
   * Supervise training sessions to ensure its in line with TVET curriculum and Training manual.
   * Provide access to any other relevant information.

**Guiding principles and values**

The consultant must be willing to adhere to Save the Children’s Code of conduct, Child Safeguarding Policy and practices and confidentiality of respondent’s views. Gender mainstreaming is key to Save the Children and the donor; therefore, the consultant will have to ensure that the research team on the ground is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also consider principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy and utility throughout the process.

**Selection process**

Save the Children will use its internal guidance, checklists, and an interview process to select the successful consultant.

**Application requirements**

Save the Children is inviting both individuals as well as teams of consultants, consultancy firms and/or institutions, to apply for this assignment. Interested candidates who meet the key qualifications and have relevant experience in designing and delivering similar type of assignments must submit their technical and financial proposals in a sealed envelope to the below stated address.

**Submission of application**

Please note that incomplete EoI will not be assessed. Willing individual, Consultancy firms and organizations as mentioned above should submit their completed Expression of Interest to: Save the children Torit Field Office.

All completed bids should be submitted in the Tender Box in Torit or through email , [Juba.Procurement@savethechildren.org](mailto:Juba.Procurement@savethechildren.org) not later than **Tuesday 30th March 2024 BY 5:00PM CAT**

In Case of any clarifications, please address it to baba.rufas@savethechildren.org.

**Annex 1-Evaluation criteria.**

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| **SECTION 1 - ESSENTIAL CRITERIA** | |  |  |
| ***INSTRUCTIONS – Bidders are required to complete all sections of the below table.*** | | |  |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **MANDATORY CRITERIA: bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’** | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | **MANDATORY CRITERIA: The bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below.** | **Yes / No** | **Comments / Attachments** |
| 1) Child Safeguarding Policy |  |  |
| 2) Anti-Bribery & Corruption Policy |
| 3) Human Trafficking & Modern Slavery Policy |
| 4) Protection from Sexual Exploitation and Abuse Policy |
| 5) Anti-Harassment, Intimidation & Bullying Policy |
| 6) IAPG Code of Conduct |
| 7) Conditions of Tendering |
| ***3*** |  | **Yes / No** | **Comments / Attachments** |
| **MANDATORY CRITERIA: The bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.** |  |  |
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| ***4*** | **MANDATORY CRITERIA**: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
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| ***5*** | **MANDATORY CRITERIA: The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).** | **Yes / No** | **Attach** |  |
| This includes the bidder submitting the following requirements (where applicable): |  | **Attach** |  |
| **- Legitimate business address** |  | **Attach** |  |
| **- Valid Tax registration number & certificate** |  | **Attach** |  |
| **Valid Operating License** |  | **Attach** |  |
| **Valid certificate of incorporation.** |  | **Attach** |  |
| **Valid Tax Compliance Certificate.** |  | **Attach** |  |
| **SECTION 2 – CAPABILITY QUESTIONS** | | | |  |
| ***Instructions – Bidders are required to complete all sections of the below table.*** | | | |  |
| ***Item*** | **Question** | **Bidder Response** | **Attachment(s)** |  |
| ***1*** | Bidder to confirm they have the required qualification specified in the ToR. **If yes, bidder should attach Proof of qualifications.** |  |  |  |
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| ***2*** | Bidder to have Proven experience in conducting trainings in agricultural field to a firm, National or International NGO's - **If yes, bidder should attach proof of previous experience in under taking similar assignment.** | **Bidder Response** | **Attachment(s)** |  |
|  |  |  |
| ***3*** | Bidder to have Proven experience of conducting similar Group workshops and participatory Capacity Trainings**- If yes, bidder should attach proof of previous experience.** | **Bidder Response** | **Attachment(s)** |  |
|  |  |  |
| ***4*** | Bidder to have a proven Experience in design, planning and implementation of AEAs trainings. **If yes, bidder to explain how they will achieve this deliverable.** | **Bidder Response** | **Attachment(s)** |  |
|  |  |  |
| ***5*** | Bidder to have a Proven knowledge and experience in using humanitarian sector frameworks for Farmers capacity building. - **If yes, bidder to attach proof of experience.** | **Bidder Response** | **Attachment(s)** |  |
|  |  |  |
| ***6*** | Bidder to have a strong methodological background in multi-organization trainings and skills in conducting research and data analysis, particularly systematic analysis of qualitative data. **If yes, bidder to attach proof of similar assignment of using this methodology.** | **Bidder Response** | **Attachment(s)** |  |
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| ***7*** | Bidder Should be proficient in English and have the ability to produce good quality reports in English. **If yes, attach samples of previous reports prepared for similar work.** | **Bidder Response** | **Attachment(s)** |  |
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| ***8*** | Provide along with your proposal a certified and notarized bank statement for the last six (6) months **(September 2023 - February 2024)** in the registered company name bidding for this award? |  |  |  |
| **SECTION 2 – SUSTAINABILITY QUESTIONS** | | | |  |
| ***Instructions – Bidders are required to complete all sections of the below table.*** | | | |  |
| ***Item*** | **Question** | **Bidder Response** | **Attachment(s)** |  |
| ***1*** | Does the bidder demonstrate experience and understanding of local context and community and confirm it is registered / has its primary operations in close proximity to the programming location. **If yes, please indicate the physical address and attach proof.** |  |  |  |
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| ***2*** | What strategies do you have in place to promote diversity & inclusion in terms of recruitment of your staff to ensure equal opportunity for staff of different gender and/or ethnic background If **yes, please explain and attach proof** |  |  |  |
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