25th January 2023

TORs FOR: 1.5 ESTABLISHING A FUNCTIONAL OPERATIONAL FRAMEWORK FOR ADEFO

1.0 Background:

1.1 Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) has received funding from Sign of Hope (SoH) to implement a 39-months' (01.12.2021 – 28.02.2025) Project titled Establishment and institutionalization of a Multi-Actor Partnership platform to improve agribusiness for economic viability and improved living standards for smallholder farmers in Teso sub-region in Eastern Uganda.

The project targets 5 districts and 1 city covering 10 Sub-counties and 4 wards. These include: Magoro and Getom Sub-counties in Katakwi district, Alito and Akoromit Sub-counties in Kapelebyong district, Kobuin and Mukura Sub-counties in Ngora district, Ocokcan and Awaliwal Sub-counties in Soroti district, Alwa and Aperkira Sub-counties in Kaberamaido district, and Agama, Amen, Aloet and Opuyo wards in Soroti city.

The project targets 3,600 households and aims at the establishment and institutionalization of Agribusiness Prowess (MAP-SFAP) for sustainable economic viability and improved living standards of rural households in the target Sub-counties/wards by 2024. As such, in addition to the formal registration, signing of MoUs and having a MAP platform constitution, a formal operational framework will be developed. This framework will help in the operationalisation of the constitution and will be developed and formalised. The framework will guide orderly and systematic operations of the ADEFO platform, help to build trust and enhance cohesion among the ADEFO actors. The framework will have two parts; one that guides the operations of the core group and one that guides the operations of the general ADEFO platform with the manual and different guidelines constituted.

1.2 SOCADIDO will seek the external expertise of at least 4 professionals, including an experienced lawyer, a management professional, a fundraising expert and a communication expert among others. A final consolidated operational framework will be shared and discussed with all the ADEFO members during the regular ADEFO meetings. A series of 7 practical workshops will be organized to work on the developed drafts, seek feedback and finalize the documents. The workshop participants will include 20 participants including representatives of members of the core group, project team and relevant government representatives.

The operational framework will have guidelines on who will do what, where and how. It will spell out clearly the reporting formats and the hierarchy on operations. The framework will have clear objectives, outcomes, outputs, implementation methodologies and activities. The financial, human and material resources required will also be elaborated in the document. It will indicate the role and components that each of the members in the partnership will contribute to. It will show how these roles and components are linked to district developmental plans, National Development Plan III and the overall goal of this project.
2.0 Project Results:

2.1 Impact:
Contribution to improving the socio-economic situation of smallholder farmers through establishing and institutionalizing a multi-actor partnership and developing institutional capacities of key actors to sustainably maintain the established structure.

2.2 Overall Objective:
To establish and institutionalize a Multi-Actor Partnership (MAP) platform in order to improve agribusiness for economic viability and living standards for smallholder farmers in Teso sub-region in Eastern Uganda.

2.3 The MAP-ADEFO project has three specific output areas directly contributing to the overall project objective. The specified output areas of the project are:

1. Ateker Development Foundation (ADEFO) is established as a multi-stakeholder collaboration platform, owned by local actors & mandated to actively contribute to and shape strategies in the agricultural sector.
2. The agricultural value chain production has improved through ADEFO establishing a joint platform for all agribusiness relevant actors and by doing so providing comprehensive support to the smallholder farmers.
3. The capacity of organisations directly involved in socio-economic development in the Teso sub-region, and its agricultural sector in particular, is strengthened, so that they can take over established ADEFO.

2.4 Project outcome and output indicators:
The indicators as per the respective project elements include but are not limited to:
The outcome indicator is; an established functional multi-actor partnership and its dialogue structures promote sustainable agricultural productivity and contribute to improving the socio-economic situation of smallholder farmers, and it encompass the following specific targets:
1. By the end of the project, a Multi Actor Partnership (MAP) platform is established, operationalized and is anchored in local structures. There is a unified strategy among the involved agricultural actors.
2. Through a survey at the end of the project, 80% of ADEFO members (19) will confirm improved cooperation among ADEFO stakeholders.
3. 70% of target smallholder farmers (2,520 farmers) report increased productivity from their pieces of land due to received knowledge, practical skills and improved agricultural inputs.
4. Post-harvest management techniques reduced the loss by 12.5% by the end of the project.
5. Income of 70% target households (2,520 households) has increased up to 100 EUR per month, by the end of the project.

Output Level Indicators would include:
Output 1: Ateker Development Foundation (ADEFO) is established as a multi-stakeholder collaboration platform, owned by local actors and mandated to actively contribute to and shape strategies in the agricultural sector.

1. An operational framework that includes a constitution, a governance structure and guidelines is developed and operationalised for ADEFO platform.
2. By the end of 2022, an integrated master development plan for the agricultural sector in Teso sub-region is developed and used within the target project area.
3. At the end of the project, 80% (19) of the ADEFO actors have signed the MoU and are official members of the platform. They regularly participate in ADEFO activities and actively shape ADEFO's work. The local development actors, the private sector, civil society organizers and government agencies are familiar with national and international networks and cooperation platforms.

4. By the end of the project, ADEFO is anchored in local structures (confirmed by the written agreement) and 3 financial sources are available

**Output 2:** *The agricultural value chain production has improved through ADEFO establishing a joint platform for all agribusiness relevant actors and by doing so providing comprehensive support to the smallholder farmers.*

1. Through received training on post-harvest management techniques and post-harvest management supplies. By the end of the project, 70% (2,520) of the target smallholders have the knowledge to store their crops without high losses.

2. 70% of the target smallholder farmers (2,520) have improved their profit due to proper financial planning and marketing of their produce after received training on business management, financial literacy and value chain addition process.

3. 100% (3,600) of the farmers in the target area are sensitized on and linked to agricultural financing services/microfinancing services with 70% of them (2,520) using received knowledge to improve their household income.

4. Until the project end the developed Master Plan for Teso sub-region consolidates information on the priorities, services and resources for smallholder farmers Smallholder farmers will be able to contribute directly to the Master Plan by having their representatives participate in the TWGs at the district level.

**Output 3:** *The capacity of organisations directly involved in socio-economic development in the Teso sub-region, and its agricultural sector in particular, is strengthened, so that they can take over established ADEFO.*

1. To enable complex and multi-level cooperative processes, the institutional capacities of the core group and the extended group are built up until the end of the project.

2. 65% (6) of the organisations of the core group have attained adequate capacity to sustainably and effectively manage ADEFO, as well as strategically position it to address further development sectors and actors in the Teso sub-region.

2.5 **Key partners:**
The key actors in this project include district and sub-county local governments, core group members of the civil society and non-governmental organizations, the traditional institution, religious institutions, research and academic institutions, private sector players, professionals, and media agencies.

3.0 **The objective of the Developing a functional operational framework:**

1. To help in operationalisation of the constitution, and guide the orderly and systematic operations of the ADEFO platform, build trust and enhance cohesion among the ADEFO actors.

2. To define the roles and components that each of the members in the partnership will contribute to, that is, to guide the operations of the core group, and to guide the operations of the general ADEFO platform.
4.0 The activity scope:
The process includes a draft designed by the core group members with leadership of SOCADIDO - constituting a manual and different guidelines. This will be followed by a series of 7, 1-day practical workshops that will be organized to work on the developed drafts, seek feedback and finalise the documents. The workshop participants will include 20 participants with representations of members of the core group, project team and relevant government representatives.

Based on the above objectives and in consultation with the project team, the consultant will undertake to:

- Develop a functional operational framework for ADEFO-MAP to guide and achieve the overall goal of ADEFO-MAP project.
- Develop the design, methodology, planning, and quality control procedures, including a plan for the 7, 2-day consultative process.
- Provide a technical report for the processes.
- The consultant will remain responsible for the entire assignment maintaining the highest standards and quality and for producing the final functional operational framework for ADEFO-MAP document.

5.0 Methodology:
The assignment should be designed to capture and assess both the subjective and objective elements. It should provide a clear framework for Multi-Actor Partnership, collaboration, networking and qualitative leadership for ADEFO platform for agribusiness. The consultant will provide a detailed methodology in the technical proposal.

6.0 Required of the consultant:
Documents: The Applicant shall, in particular ensure to attach the following:

6.1 Technical Proposal
   a) Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
   b) Relevant Experience (max 2 page).
   c) Detailed methodology and conceptual framework with expected deliverables, i.e. timeline to get the documents ready for ratification (2-3 pages).
   d) Recent Curriculum Vitae

6.2 Financial proposal
The financial proposal shall specify a total sum amount, with a breakdown of costs for fee and travels for the development of the functional operational framework for ADEFO.

Required expertise and qualifications:
- A relevant academic qualification in the field of Organizational management.
- At least some work experience demonstrated in developing related documents.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations.

Criteria for Selection of the Best Offer:
The evaluation of the consultant will be based on Combined Scoring method; where the qualifications and methodology is given 70% weightage and financial offer will be given 30% weightage. Only a consultant meeting a minimum of 50 points under technical evaluation would be considered for the financial evaluation.
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<th>Criteria</th>
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<td>Technical (70 %)</td>
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<td>Demonstrates knowledge on agribusiness</td>
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<td>Experience and skills in conducting research and documentation,</td>
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<td>especially in the field of agribusiness</td>
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<td>Demonstrate experience and skills in facilitation/consultation</td>
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<td>and coordination skills among relevant stakeholders</td>
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<td>Methodology, activities, Work plan, experience and skills etc.</td>
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<td>Financial (30 %)</td>
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<td>Total (100%)</td>
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7.0 **Duration:**  
The total number of consultancy days will be 20 days and assignment is expected to be accomplished within 40 days upon signing the contract.

8.0 **Reporting:**  
A well-detailed functional operational framework for ADEFO-MAP should be developed and adopted by the whole ADEFO-MAP platform.

The functional operation framework for the platform should be well structured and clearly understood by every member of the ADEFO. It should minimize conflicts and eliminate barriers to its effective use.

10. **Submission of Bids:**  
The consultant(s) is/are required to submit a technical and financial proposal for the functional operational framework to the Diocesan Development Coordinator SOCADIDO by **5:00 pm on 8th February, 2023.**