



9th February, 2023

TERMS OF REFERENCE FOR: DEVELOPING BUSINESS MANAGEMENT AND FINANCIAL LITERACY CURRICULUM (FARMPRNEUR) FOR SMALLHOLDER FARMERS.S

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 institutionalisation 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, it is deemed necessary to develop a curriculum for training farmers on business management and governance, financial management and savings, entrepreneurship, business planning and record keeping. This will be a *practical farmpreneur model* curriculum to preposition smallholder farmers not only as business individuals, but support them to structure themselves as village-based savings and loan associations (VSLAs).

Within the months of February and March 2023, the project should have developed a practical and simplified manual, work book, and tools for assessing and monitoring the smallholder farmers; trained 24 coaches plus 7 members of staff; trained 120 groups of smallholder farmers (3,600 farmers), and assessed their capacity on business management and governance, financial management and savings, farming entrepreneurship, business planning and record keeping. The coaches will continuously supervise, link the groups to additional support and provide technical support on the topic in which the group was trained on and reporting on the same during the scheduled District Technical Working Group and the ADEFO regional meetings.

1.2 In the Teso sub-region, smallholder farmers are unable to effectively farm with a business mind in order to be resilient to shocks that climatic changes and weather vagaries may cause. They require mindset shift and confidence to become farmpreneurs. It is therefore, important to develop a business curriculum for the farmers to adopt. The training manual and the associated scripts and tools are to be developed for trainers and farmer groups to guide smallholder farmers. A consultant is sought to develop the farmpreneur curriculum and the tools.

2.0 Project Results:

2.1 Project 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 and 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.

Note: *This particular task contributes to the **Output 2** above.*

2.4 Project outcomes and indicators:

The indicators as per the respective project elements include but not limit to:

The 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 areas specifically:

1. 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.
2. Post-harvest management techniques reduced the loss by 12.5% by the end of the project.
3. 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:

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.

2.5 Key partners:

The key actors in this project include district and sub-county local governments, core group members comprising the civil society and non-governmental organizations, the traditional institution (ICU), religious institutions, research and academic institutions, private sector players, professionals, and media agencies.

3.0 The objective of the Developing Business Management and Financial Literacy Curriculum for Farmers:

1. To preposition the smallholder farmers as business individuals.
2. To support the trained groups to structure themselves as village-based savings and loan associations (VSLAs), and as community-based microfinance entities.

4.0 The activity scope:

The development of the business management and financial literacy curriculum; and Training of Business Coaches includes drafting the manual, scripts and tools, and a workshop with 31 selected participants.

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

- Develop a farmpreneur curriculum for smallholder farmers in Teso sub-region;
- Develop the design, methodology, planning and quality control procedures, including a plan for a 5-day ToT (coaches) workshop;
- 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 curriculum, farmer-training manual and related tools.

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 curricula for the enterprises.

Required expertise and qualifications:

- A relevant academic qualification in the field of business and agriculture expertise.
- At least some work experience demonstrated in developing related documents.
- Demonstrated experiences & skills in facilitating/coaching trainers and groups, and consultation processes.

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.

Criteria	Weight	Maximum points
Technical (70 %)		
Demonstrates knowledge on farmpreneur/ agribusiness/ mindset change	15	15
Experience & skills in developing manuals, scripts & tools, documentation, esp. in the field of business/ farmpreneur/ agribusiness.	25	25
Demonstrate experience and skills in facilitating/ coaching/ consulting, and coordinating skills among relevant and different stakeholders.	15	15
Methodology, activities, work plan/ schedule, etc.	15	15
Financial (30 %)	30	30
Total (100%)	100	100

7.0 Duration:

The assignment is expected to be accomplished within 21 working days upon signing the contract.

8.0 Reporting:

- ◆ Hard copies of well-detailed practical and simplistic manual, scripts and tools for smallholder farmers developed for use by the trainers and SOCADIDO implementing team;
- ◆ A detailed report of the training and assessments of participants (coaches) developed and shared.

The work book and curriculum and report should be structured in such a way that it is easy for interpretation and conceptualization by a wide audience from the target sub-counties, SOCADIDO and partner actors in the Teso sub-region, lower local governments and the donor community.

10. Submission of Bids:

The consultant is required to submit a technical and financial proposal to the Diocesan Development Coordinator SOCADIDO socadido@gmail.com , plot 27 Serere road Western Division Pamba Ward by **5:00 pm on 20th February, 2023.**