

Request for Proposal

Consultancy Services for Training of NURI Staff on Business Skills Development



Reference No. NURI/2023.07

Terms of Reference

1. Background

NURI (Northern Uganda Resilience Initiative) is one of eight development engagements under the Denmark-Uganda Country Programme 2018–2022. The Country Programme aims to contribute to poverty reduction through inclusive and sustainable economic growth, promoting democracy, good governance and human rights and support Uganda’s stabilising role in the region.

The Country Program is divided into two Thematic Objectives; UPSIDE (Uganda Programme for Sustainable and Inclusive Development of the Economy) and UPGRADE (Uganda Programme for Governance, Rights, Accountability and Democracy).

The objective of NURI at outcome level is enhanced resilience and equitable economic development in supported areas of Northern Uganda, including for refugees and refugee-hosting communities. NURI pursues this objective by supporting activities in climate smart agriculture (CSA), rural infrastructure, and water resources management. Activities in support of agriculture focus on improving farmers’ knowledge on climate-smart production methods, as well as their understanding of and ability to engage with markets and services while promoting financial inclusion through the VSLA approach. Support to rural infrastructure and water resource management are in those areas that contribute to agricultural sector outcomes, particularly access to markets and improving water resource management within the landscape. In order to support Uganda’s progressive refugee policy and the CRRF, refugees and their host communities are among the beneficiaries in those NURI districts hosting refugee settlements.

Geographically the programme covers 13 districts and a number of refugee settlements in the West Nile and Acholi Sub Regions of Northern Uganda. The districts are; Agago, Kitgum and Lamwo in Acholi sub region and Arua, Madi-Okollo, Terego, Pakwach, Nebbi, Zombo, Koboko, Moyo, Obongi and Adjumani in West Nile sub region. NURI also works in a number of refugee settlements within these districts. Over 4000 farmer groups have been supported with extension services. Some farmers

and groups have increased production from NURI support. Details of NURI activities are found at <https://nuri.ag/>

The program was initially designed to end in 2022, however, a one-year extension was granted to address issues concerning sustainability of the interventions and greening of environment to combat climate change, a global phenomenon and also test new approaches of implementing projects.

As part of the sustainability strategy of NURI CSA output, the program will continue to support the refugees and host communities supported under the first four years of the programme, building on the CSA and VSLA training already rolled out. To boost household incomes and enable them to save and invest, the programme intends to support successful farmer groups in their various business initiatives. While NURI will be open to supporting a range of business ideas emerging from the groups own initiative, there will be most focus on any new and innovative ideas, businesses related to value chains for the crops promoted under NURI, as well as business that promote greening. In well justified cases, NURI will support the procurement of equipment directly related to business development, based on the farmer groups demonstration ability and willingness to cost share and manage sustainably the equipment.

2. Purpose of the assignment

NURI wishes to prepare its staff to provide business development support to some 400 successful farmer groups, already trained in Climate Smart Agriculture and VSLA. The extension team, who are all knowledgeable in the areas of agriculture and/or VSLA, have also had some training in marketing and post-harvest handling. Most are not experienced in business development support. Their role in the NURI extension will be to work with those NURI farmer groups demonstrating potential in business to build on and expand their businesses through understanding the specific needs of the groups. This will include support such as analysing individual group needs, training groups in basic business concepts, developing or improving business plans, linking to BDS service providers, linkage to input and output markets, or any other relevant support within the NURI mandate.

NURI is therefore seeking the services of a competent consultant or partner to prepare and undertake this activity within the first quarter of 2023. The consultant will be training 132 staff who hold both Bachelors and diplomas.

3. Objectives

The specific objectives of this assignment are:

- a) Develop / adapt training materials for business development support to be used in the programme, particularly but the extension staff.
- b) Develop a 3-to-4-day training programme to equip NURI extension staff with the basic skills needed to identify and address, through training or linkage, the needs of farmer groups engaged in business activities.

- c) Carry out the training of NURI staff on business development support and linkage.

4. Scope of works

The following detailed tasks will be undertaken:

- a) Develop guidelines for identifying types of agri-businesses which can be supported by NURI
- b) Develop criteria for selecting farmers and/or farmer groups applying for business development support
- c) Develop an application and selection process which NURI CF farmers and/or farmer groups can apply for and obtain approval for business development support from NURI
- d) Develop business development support training materials, to be approved by NURI CF, prior to the training.
- e) Develop a training program for training of NURI staff on business development services.
- f) Disseminate all of the above to all NURI staff (Extension and VSLA) through a centralized training based on the program developed. The training will be conducted to three (3) separate groups in phases
- g) Submit the Business development services training materials collected in a single manual to NURI
- h) Provide a training report
- i) Develop a brief guideline on the systematic rollout process for successful implementation of business development support to be implemented in NURI.

5. Reporting Requirements and Deliverables

The following outputs are expected from the consultant / partner for this engagement:

SN.	Output	Man days
1	Developments of the training materials and guidelines	6-man days
2	Training programme developed	1 man-day
3	NURI staff trained on business support	18 man-days with 3 separate training
4	Training Report	2 man-days

This is subject to discussion with the consultant / partner.

The training report is required within 2 weeks after the training however, a manual containing all training material and guidelines developed for use by NURI staff will be handed over immediately after the training.

6. Roles and Responsibilities of the Consultant and NURI CF

a) Consultant/partner:

- ❖ Execute the assignment in accordance with the TOR and methodology as agreed with NURI CF
- ❖ Develop a training material to be combined into a manual for field use, based on adapted training materials.
- ❖ Develop various guidelines and a suggested plan for systematic rollout of business support in NURI.
- ❖ Prepare NURI staff to roll-out business development support to NURI farmer groups with demonstrated potential
- ❖ Submit a training report addressing the terms of reference for the assignment
- ❖ Prepare invoices in respect of work done and key milestones achieved.

b) NURI CF:

- ❖ Supervises the contract between NURI CF and consultant/partner to ensure timely delivery of expected outputs
- ❖ Coordinate with NURI implementing partners in regards to staff to be trained
- ❖ Cater for cost of venue, stationery, meals, items for practical where necessary and NURI staff allowances
- ❖ Print and/or photocopy training materials for staff
- ❖ Approve training report prepared by the consultant/partner
- ❖ Approve invoices raised by consultant/partner and effect payments in respect of work carried out and deliverables agreed
- ❖ All matters of this assignment shall be handled by PMA, NPC and VSLA Coordinator who is responsible for the business development services activities.

7. Budget and workplan:

Consultant/partner should provide a modest budget based on consultant's/partner's fees and reimbursable costs for this engagement. This should indicate the number of staff that will be involved in the training sessions and also the duration of the sessions. NURI CF will take on the cost of DSAs, transport and meals for their staff.

8. Cost of proposal

The Consultant shall bear all costs associated with the preparation and submission of his/her proposal and the client is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

9. Qualifications and experience of the consultant.

The consultant shall have the following qualifications:

- Previous working experience of not less than 5 years in preparation and implementation of similar trainings
- Knowledge of development of small business funding proposals using a cost sharing model customised to the rural context (simplified business proposals)
- Proven track record of similar assignments in training and supporting of farmers to develop simplified funding proposals.
- Knowledge of business development initiatives around agricultural value chains and greening.
- The consultant should have a Degree in Business Administration (MBA), Degree in Economics, Degree in Agriculture with a bias in Agribusiness or similar

The consultant shall in the proposal submission form attest that they meet the above eligibility criteria. If required by the client, the consultant whose proposal is accepted shall further provide evidence satisfactory to the client of its eligibility.

The consultant shall include a detailed description of the role and duties of each of the team members that he/she proposes to use for the performance of the Services. The CV of each team member shall be provided highlighting his/her experience in the specific field of the services.

10. Submission of the proposal

As a rule, the arrival of a proposal in due time is always the candidate's responsibility. Late proposals refer to any proposal arriving after the closing date and time for submitting shall not be considered. The proposals shall be submitted to the email: procurement@nuri.ag not later than Friday, 24th February 2023 by 5:00pm. The consultant is expected to submit both technical and financial proposal in separate documents in PDF format.