

Terms of Reference (“ToR”)

Farmer Field Schools (FFS) for Improving Income and Nutrition of Smallholder Tea Farmers in Southern Tanzania

1. Background

The European Union (EU) and the Government of United Republic of Tanzania (NAO) have signed a financing Agreement called *Agri-Connect: Supporting value chains for shared prosperity* under the 11th European Development Fund (EDF).

IDH as a lead applicant was awarded with a grant of 5 MLN EUR. With this grant, IDH and consortium partners started the Agricon Boresha Chai Program (the “**Program**”), which focuses on improving income, livelihoods and nutrition of tea smallholder farmers in the Southern Highlands of Tanzania. The consortium partners under this program are: CEFA (Comitato Europeo per la Formazione e l’Agricoltura Onlus), TSHTDA (Tanzania Smallholders Tea Development Agency) and TRIT (Tea Research Institute of Tanzania). The Program focuses on improving livelihoods and nutrition of tea smallholders in the Southern Highlands. The Program will reach 22,000 tea smallholders and their families.

1.1 The Objective of the Program

The objective of the Program is to promote the inclusiveness, productivity, competitiveness and resilience of smallholder tea farming while fostering sustainable livelihood, nutrition, gender equality, among tea farming families in Southern Tanzania. The Program has two specific objectives:

1. To sustainably improve the performance and climate resilience of smallholder tea farmers.
2. To diversify income generation and reduce malnutrition and stunting in tea farming communities.

1.2 The Program Key Activities

The Program activities are grouped into five (5) work packages according to the respective Intermediate Outcome to which they are contributing:

- **Strengthening tea farmer cooperatives to:** Provide training to tea farmer cooperatives; Stimulate female leadership and youth participation in tea cooperatives; Grant financial support to cooperatives to improve service delivery to their members.
- **Sustainable service delivery, training and quality-based payment for tea smallholders to:** Introduce sustainable Service Delivery Models (SDM) for tea cooperatives and farmers; Build capacity of tea smallholders through Farmer Field Schools; Implement a bonus system to promote and reward higher green leaf quality.
- **Sustainable innovations:** Demonstrate and promote optimised nutrient application in smallholder tea farms; Demonstrate and promote mechanised tea harvesting services; Demonstrate and promote irrigation of smallholder tea plantations; Establish improved clone nurseries for increased climate resilience and productivity; Promote digital financial and information services for smallholder tea farmers.
- **Income diversification:** Convenes partners for secondary value chain services and offtake; Implement SDM for secondary value chain and establish market linkage.



- **Nutrition and household decision-making to:** Promote good household nutrition through sensitisation, training and demonstrations; Build financial literacy and promote balanced decision-making in tea farming households.

2. Financing

The project is financed by the European Union, in accordance with the rules of the EU AGRI-CONNECT program.

This Program has been produced with the financial assistance of the European Union. The contents of this ToR are the sole responsibility of IDH and can under no circumstances be regarded as reflecting the position of the European Union.

3. Objectives of the Assignment

The main objective of the support required from the consultant is in relation to strengthening the Farmer Field School (FFS) approach which will be used to deliver the activities under each of five work packages described above in order to reach the 22,000 target tea farmers (1600 farmers in Mufindi, 5000 farmers in Njombe and 15400 farmers in Rungwe and Busokelo).

Specifically, the assignment aims to:

- Conduct Training of Trainers (ToT) on FFS to 43 extension officers and 664 graduate farmers who will facilitate the establishment of over 560 FFS in the target Districts over the 3-year period.
- Conduct refresher training for trained FFS facilitators (ToT's).
- Provide at least 15 backstopping (5 per each region) to the trained FFS facilitators (ToT's) by organising staggered back-stopping missions at appropriate time periods during the 3-year period of the assignment.
- Develop the curriculum and training guide for FFS to cover 70% tea topics and 30% non-tea topics in collaboration with CEFA, TRIT, TSHTDA, the private sector, coop leaders and LGA representatives, namely, District Agriculture Irrigation and Cooperative Officer (DAICO); Cooperative Officer; Subject Matter Specialist – Tea; and Nutrition officer.

In year 1 and 2 of the assignment, the consultant will support the selected extension officers and 58 graduate farmers in Mufindi to support additional learning on innovations, diversification, nutrition and household decision making in the existing 58 FFS established under the MOG project. The consultant will also support the selected extension officers and 93 graduate farmers in Njombe District and 164 graduate farmers in Rungwe and Busokelo Districts.

In year 3 of the assignment, the consultant will support 165 graduate farmers in Njombe and 164 graduate farmers in Rungwe and Busokelo.

4. Deliverables

The consultant is expected to ensure the following deliverables:

- Inception report (proposal with budget) clearly outlining the assignment approach and methodology with activities and timing. This inception report will need to be approved by IDH after review and satisfaction.

- ToT training reports highlighting the objective of the training, approach and methodology, summary description of the topics and discussions covered as well as the list of participants. The reports will need to be reviewed and approved by IDH.
- Backstopping reports from not less than 16 backstopping missions. The reports among others should highlight challenges, learning lessons and next steps. The reports will need to be reviewed and approved by IDH.
- Developed Curriculum and training guide for FFS that includes technical topics on tea and non-tea. The technical topics on tea will include Good Agricultural Practice and Climate Smart Agriculture for both green fields and brown fields tea farmers. Other non-tea topics will include diversification, nutrition, financial literacy and inclusive household decision-making as well as integration of gender and youth. This curriculum will need to be approved by IDH after being reviewed by the program team and partners (CEFA, TSHTDA, TRIT).

5. Timelines for the assignment

	DATE	TIME*
Deadline for requesting any additional information from IDH	3 rd May 2021	5:00 PM EAT
Last date on which additional information is issued by IDH	11 th May 2021	5:00 PM EAT
Deadline for submitting tenders	24 th May 2021	5:00 PM EAT
Tender opening session	25 th May 2021	11:00 AM EAT
Notification of award to the successful tenderer	8 th June 2021	5:00 PM EAT
Signature of the contract	30 th June 2021	5:00 PM EAT

The consultant is expected to share the activity/deliverable timeline of the assignment.

6. Selection Criteria

The consultant will be selected upon the following criteria:

- Technical expertise and knowledge to fulfill the assignment, including previous experience in setting up Farmer Field School programs. This includes experience in: curriculum development, trainings of ToTs, backstopping missions, private sector engagement
- Technical expertise and knowledge of the tea sector in East Africa and specifically Tanzania,
- Technical expertise on all 'non-tea' topics to be covered under the FFS curriculum: nutrition, financial literacy, household decision-making, diversification, as well as integration of gender and youth,
- Experience in similar assignments across East Africa
- Knowledge of Swahili language: able to communicate and train participants using Swahili language
- Clarity of methodology/proposal on how the assignment will be undertaken.
- Value for money (best price and quality).

7. Minimum criteria

Proposals not fulfilling the minimum criteria will be excluded from further assessment.

- a. Minimum of three client references.
- b. All its key staff must have at least five (3) years appropriate experience and proven qualifications relevant to deliverables of a similar nature of this project.
- c. The tender and all correspondence and documents related to the tender exchanged by the tenderer and IDH must be written in the language of the procedure, which is English.
- d. Ability and proven experience on engaging private sector and policy makers/ government both at local and national level.

8. Scoring and weighing

Step 1 of 3: Criterion Quality

The proposal will be assessed based on the following selection criteria:

Component	Criteria	Max. Grading	
1	<p>Technical expertise and knowledge to fulfill the assignment, including previous experience in setting up Farmer Field School programs. This includes experience in: curriculum development, trainings of ToTs, backstopping missions, private sector engagement</p>	<p>To what extent did the Consultant present the required level of expertise and knowledge to fulfil the requirements both at team member and company level?</p> <p>Did the consultant clearly demonstrate the ability to deliver as per requirements of the tender?</p> <p>Did the consultant provide a minimum of three client references, and did the client references reflect the consultant’s ability to present the required level of expertise and knowledge for this assignment?</p>	10
2	<p>Technical expertise and knowledge of the tea sector in East Africa and specifically Tanzania,</p>	<p>Did the consultant demonstrate to have knowledge of the tea sector in East Africa, specifically in Tanzania and, if so, to what extent did the consultant demonstrate to have knowledge of the tea sector in East Africa, specifically Tanzania?</p>	10
3	<p>Technical expertise on all ‘non-tea’ topics to be covered under the FFS curriculum: nutrition, financial literacy, household decision-making, diversification as well as</p>	<p>To what extent did the consultant present the required level of expertise on all non-tea topics to be covered under the FFS curriculum?</p>	10



	integration of gender and youth		
4	Experience in similar assignment across East Africa	To what extent did the consultant offer sufficient evidence of experience with undertaking and completing similar assignments across East Africa?	10
5	Knowledge of Swahili language: able to communicate and train participants using Swahili language	To what extent did the consultant provide information that is able to communicate and provide training using Swahili language?	10
6	Clarity of methodology/proposal on how the assignment will be undertaken	To what extent did the consultant provide a clearly outlined methodology and plan in undertaking the assignment?	10
7	Value for money (best price and quality)	Did the consultant offer the best price for the proposed quality?	10

Scoring for each component

The evaluation committee will unanimously score each component by assigning scores from 1 to the maximum grading (10), whereas the maximum grading represents optimal performance on the component and 1 represents extremely poor performance on the respective component.

Step 2 of 3: Criterion

The criteria of assessment is “the best price for the proposed level of quality” with a maximum grading of 10.

Step 3: Weighting

The final score will be weighted 60% on quality (technical aspect) and 40% on price.

9. Grounds for exclusion

Consultants shall be excluded from participation in a procurement procedure if they fall into any of the situations mentioned in Annex 1. **Consultants must confirm in writing that they are not in one of the situations as listed in Annex 1.**

10. Participation

Consultants may not tender for a given contract both individually and as a member of a joint venture/consortium. Participation by a consultant in more than one tender for a contract will result in the disqualification of all those tenders for that contract in which the party is involved. The same



consultant may only participate as subcontractor in different tenders if that is justified by the specific nature of the market and cleared by IDH.

The call for proposals is open on equal terms to natural and legal persons established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations. All supplies and materials shall originate from one or more of those eligible countries. However, they may originate from any country when the amount value of the supplies and materials to be purchased is below EUR 100 000.

11. Confidentiality

The consultant will ensure that all its contacts with IDH, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to Marlies Huijssoon via Huijssoon@idhtrade.org copying miya@idhtrade.org and joseph@idhtrade.org. The Consultant is thus explicitly prohibited, to prevent discrimination of the other Consultants and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

The documents provided by or on behalf of IDH will be handled with confidentiality. The consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Consultant or its engaged third parties will give IDH grounds for exclusion of the Consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the consultants will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the Consultant.

12. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision with regard to the selection or contract award. IDH is not obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

13. Contact

The contact person for this assignment is Marlies Huijssoon, Senior Program Officer, Huijssoon@idhtrade.org. All communications with regard to the assignment shall be directed to the contact person copying Mtemi Miya, Senior Programme Manager, Agricon Boresha Chai Programme, miya@idhtrade.org and Michael Joseph, Operations Officer, Agricon Boresha Chai Programme, joseph@idhtrade.org



14. Annexes

Annex 1: Grounds for exclusion

Annex 2: Statement

Annex 3: Draft Contract



Annex 1 – Grounds for exclusion

Consultants shall be excluded from participation in a procurement procedure if they fall into any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the Netherlands or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.
- f) They fall into a situation set out in Section 2.4. (EU restrictive measures), 2.6.10.1. (exclusion criteria) or 2.6.10.1.2. (rejection from a procedure) of the PRAG.

Consultants must confirm in writing that they are not in one of the situations as listed above.

1. Consultants shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).



Annex 2 – Statement of acceptance draft Contract

Tender: Support on Farmer Field Schools (FFS) for Improving Income and Nutrition of Smallholder Tea Farmers in Southern Tanzania

By signing this statement of acceptance, the Participant accepts the draft letter of assignment, which is attached to the Terms of Reference d.d. 20 April 2021 as Annex 3.

	Participant
Name Participant:	
Number of entry in the Dutch Trade Register (<i>handelsregister</i>) or a comparable trade register in the enterprise's country of registration:	
Date:	
Place:	
Signature: <i>Signed by a person with authority to represent the enterprise as appears from the Dutch Trade Register (<i>handelsregister</i>) or a comparable trade register in the enterprise's country of registration.</i>	