

## REVISED SCOPE OF WORK FOR A CONSULTANCY TO REVIEW AGRIBUSINESS CURRICULUM, TNA REPORT AND DEVELOP TRAINING MATERIALS AND A MENTORSHIP PROGRAM FOR SMEs IN KENYA, TANZANIA AND MALAWI DEVELOP TRAINING IN DEVELOPMENT OF A COMPETENCY BASED AGRIBUSINESS

### Statement of work

#### 1. Introduction

Eastern Africa Grain Council (EAGC) is a regional membership organization for the grain value chain in the Eastern Africa region. Its objective is to develop and promote Structured Grain Trading Systems.

EAGC, in partnership with Global Communities, is implementing the Agribusiness Investment for Market Stimulation (AIMS) program which is funded by the United States Department of Agriculture (USDA) and intends to increase agricultural trade through improving access of small and medium sized enterprises (SMEs) in agribusiness and farmer organizations to markets and financing in Kenya, Tanzania and Malawi.

A key deliverable of EAGC under the project is to capacity build the SME's to enable them grow their businesses, access financing and increase trade volumes and value. In this respect, EAGC facilitated a training needs assessment (TNA) of the SMEs in the three target countries that revealed key areas of capacity gaps among them:

- Inability to access, read and interpret market trends and position accordingly.
- Poor records keeping.
- Inability to factor all cost drivers in commodity pricing.
- Low access to credit facilities hindering growth.
- Poor cash flow management.
- Lack of entrepreneurship and business management.
- Agribusiness SMEs hardly take up insurance products.
- Lack of business and strategic plans.

Through a partnership with CTA, EAGC developed a generalized agribusiness curriculum for the grain sector stakeholders including small and medium sized enterprises (SMEs) in agribusiness including producers, input providers, processors, aggregators, exporters and farmer organizations. Although the curriculum addresses most of the capacity gaps identified by the TNA, the content is not sufficient enough to deliver a comprehensive in-depth skills building for the stakeholder groups. In addition to the CTA supported curriculum, EAGC started to develop some training materials in the areas of: commercial grain handling; introduction to post-harvest management; structured trading system and basic agribusiness and finance. The development of both the curriculum and materials were not based on a structured needs assessment and as such the material are not clearly aligned to the needs identified by the SMEs.

EAGC desires to build on and enhance the different sections of the curriculum including development of training materials to meet the specific needs at any value chain level and have an in-depth training program for the SMEs complete with case studies and practical examples that meets their identified capacity gaps. In addition EAGC intends to develop and provide mentorship/coaching services to SMEs in the grain sector.

In this regard, EAGC wishes to engage the services of a qualified consultant/ firm to undertake a two staged assignment; (1) to develop a training program, training materials including agribusiness case studies and practical examples to demonstrate best practices and success cases; and (2) to develop a roadmap for the mentorship of the SMEs to support their utilization of the knowledge acquired in the training.

## 2. Scope of Work and deliverables

This assignment seeks to establish a comprehensive training program with accompanying training materials and case studies to guide the EAGC capacity build of agribusiness SMEs. The scope of work entails the following:

- a. Review of the TNA report and the EAGC agribusiness curriculum to gain an in-depth understanding of the trainings needs and gaps that require to be filled in a comprehensive SME training package.
- b. Under the guidance of the EAGI team and based on the training areas identified, develop training manuals with accompanying agribusiness case studies in the areas of marketing, business planning, stock records management, financial management including book keeping credit access and cash flow management for use by trainers and mentors.
- c. Specifically, for farmer organizations/ cooperatives develop a manual on group dynamics and organizational management
- d. Facilitate and guide the process of pre-test and validation of the training materials in a workshop to be organized by EAGC.
- e. Develop a pre-and post-training test to enable the trainers determine the knowledge level of the trainees in the different areas of the training
- f. Design a sustainable three (3) BDS model taking into consideration affordability and enhancing incomes streams for EAGC.
- g. Develop a mentorship roadmap/guidelines for backstopping the SME in the implementation of trained aspects to improve their businesses.
- h. Carry out a Training of Trainers (ToT) and business mentors to equip them for the training and mentorship program implementation.
- i. Submit an end of assignment report documenting the overall process, challenges, constraints and recommendations for further interventions in addition to training and capacity building.

## 3. Deliverables and Time frame

Output	Time frame
Gap analysis report	1 day
4 training manuals developed	20 days
4 case studies	4 days
BDS mentorship model and roadmap/plan	1 day
Mentee/ mentor criteria and Agreements templates	1 day
3- day TOT/ Mentors training	3 days

## **SUBMISSION OF PROPOSAL:**

### **Technical:**

1. Registered name and address.
2. Profile of firm and capability statement.
3. Qualifications and experience of individual consultants of the firm.
4. Proposed detailed methodology to undertake the assignment.
5. Proposed work plan.
6. List of organizations for which the firm has carried out curriculum development and syllabus development services and training in the last 5 years.

### **Copies of documents to be attached:**

1. Certificate of incorporation and copy of latest returns to registration of companies/search confirming the current directors of the organization
2. VAT certificate.
3. PIN certificate.
4. KRA Tax compliance certificate.
5. Legal licenses.
6. CVs of consultants who would be part of the consultancy team.
7. Letters of recommendations from previous clients.

### **Financial Proposal:**

The task spreads across three countries. Bids should therefore clearly state cost for the entire assignment in all three countries.

The financial proposal should be adequately detailed to enable evaluation inclusive of tax applicable.

The proposal shall be submitted on or before **10<sup>th</sup> February, 2017**

To:

Programs Administration Manager  
Eastern Africa Grain Council  
P O Box 218 00606 Nairobi, Kenya  
Tel: +254 (20) 3745840 /020-204 4094  
Office Cell: +254 733 444 035 / 710 607313  
Email: [procurement@eagc.org](mailto:procurement@eagc.org)