

# **TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP MANUAL AND TOOLKIT ON CLIMATE SMART AGRICULTURE TECHNOLOGIES AND PRACTICES FOR USE BY EADEN, NETWORK MEMBERS AND FARMERS' ORGANIZATIONS.**

## **1. Background**

### **About the Eastern Archdiocesan Development Network (EADEN)**

Eastern Archdiocesan Development Network (EADEN) is non-profit, Catholic Church founded organization. It is a network organization coordinating Caritas and social development commissions of the five Dioceses in eastern Uganda including Jinja, Tororo, Soroti, Kotido and Moroto Dioceses.

### **About the Civil Society in Uganda Support Programme (CUSP)**

CUSP is a European Union and Germany Government funded programme implemented by GIZ in Uganda. GIZ's CUSP programme aims to contribute to reduced poverty through better governance. The programme's specific objective is to strengthen and improve the capacity and efficiency of civil society in Uganda, highlighting Government of Uganda-CSO engagement, in support of Uganda's national development goals.

EADEN has partnered with GIZ CUSP to implement a change project referred to as **"Capacity Development of EADEN to strengthen its mandate and service to members in the area of Sustainable Energy and Climate Smart Agriculture (CSA) practices"**. Under this change project, manuals, guides and toolkits will be developed to provide EADEN with technical competence to plan, design, manage and implement climate smart agriculture interventions. Competent firms/individual consultants will therefore be contracted to provide the consultancy services to develop appropriate manuals and toolkits.

## **2. Objectives of the consultancy**

To develop EADEN's capacity to design, manage and implement climate smart agriculture initiatives within its network.

### **The specific objectives will include;**

- To conduct a training needs assessment in line with knowledge, attitude and practices on climate smart agriculture technologies within EADEN, its network members and farmer organisations
- To develop an appropriate and user-friendly manual and tool kit on climate smart agriculture technologies and practices in the selected areas.
- To train EADEN staff, and network members on the use and technical content of the produced manual and toolkit.

### **3. Specific tasks of the consultant;**

- Present a detailed methodology containing how he/she is going to conduct the assignment
- Conduct a needs assessment on climate smart agriculture in EADEN, network members and farmer organizations in Mbale, Manafwa, Tororo and Serere in order to inform the development process and content of the manual and tools on climate Smart Agriculture.
- Conduct a desk study on Climate Smart Agriculture interventions.
- Develop an easy to use complete manual and supporting tools relevant for planning, designing, implementing and managing climate smart agriculture practices.
- Train and orient EADEN secretariat and its network members' staff from SOCADIDO and Caritas Tororo in understanding of the technical content of the manual and tools and how to use them with the farmers' organizations. Trainings to be both theoretical and practical.

#### **4. The role of the EADEN Secretariat and participating network members**

- i. Provide for the consultant with access to key documents that may be useful during the process.
- ii. Provide funds as per the agreed consultancy fees and disbursement schedule.
- iii. Review and provide inputs to draft and final products.
- iv. Mobilize key stakeholders to be available for participation in the process.
- v. Facilitation of meetings related to the process.
- vi. Support the logistical support and facilities required for the entire process.

#### **5. Proposed technical content of the guides and tools**

- i. Climate smart agriculture technologies along the agriculture value chain from production to consumption, their benefits, and accessibility and associated challenges. These should be both climatically and agro-ecologically sustainable.
- ii. Practical steps of implementing the selected climate smart agriculture technologies from and using locally available materials wherever possible.
- iii. Care and maintenance of each selected climate smart agriculture technologies
- iv. Appropriate tools for monitoring adoption and utilisation of climate smart agriculture technologies.
- v. Alternative Income Generating Activities compatible with Climate Smart Agriculture for diversified and resilient livelihoods including practical steps of how to implement them, associated benefits, costs, challenges and accessibility.
- vi. Suggested sources of inputs for Climate Smart Agriculture technologies and list of farmers or farmer organisations or organisations practicing climate smart agriculture or climate resilient technologies

## 6. Deliverables

The following deliverables are expected from the consultants:

- i. Inception report containing a detailed methodology for conducting the assignment.
- ii. Needs assessment report
- iii. First draft of the CSA Manual and tools kits for review.
- iv. Final Manual developed and submitted to EADEN.
- v. Training report.

## 7. Profile of the consultant(s)

The required consultant(s) (individuals or firms) are expected to have the following qualifications:

- i. In case of a firm, the team leader or individual consultant to have a minimum of Bachelor's Degree in Agriculture, Agro-ecology or related fields.
- ii. Proven experience of 5 years in similar work and consultancies in the field of climate smart agriculture technologies.
- iii. Relevant professional training of the team members in related fields.
- iv. Experience in producing training manuals and toolkits with appropriate references.

## 8. Duration of the task

The task is expected to take duration of 2 months from the time of tender award as indicated below;

| <b>Activity</b>   | <b>Due by</b>               |
|---|-----------------------------|
| Award of tender to consultant                             | 1 <sup>st</sup> April 2019  |
| Submission of inception report                            | 5 <sup>th</sup> April 2019  |
| Conducting and Submission of needs assessment report      | 19 <sup>th</sup> April 2019 |
| Development and submission of draft manuals and tool kits | 3 <sup>rd</sup> May 2019    |
| Submission of final manuals and tool kits                 | 10 <sup>th</sup> May 2019   |
| Preparing and conducting training of EADEN staff          | 24 <sup>th</sup> May 2019   |

## 9. Contracting and payment

Successful consultant will enter into contract with EADEN for provision of the stated services clearly stating the terms and conditions. Payment shall be made to the consultant in agreed installments subject to statutory withholding tax deduction.

## **Expression of interest, reporting and communication**

Suitable consultant firms or individual can express interest to provide the above services by presenting a technical and financial proposal to EADEN. Also attach your profile and proof of experience with relevant references of similar assignments, CVs of key team members and deliver by hand or postage or email to EADEN secretariat on the following address before **29<sup>th</sup> March 2019**:

The Chairperson Procurement Committee  
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