

Consultancy service for NAAC Entrepriise development study



National Alliance of Agricultural Co-operatives in Uganda Ltd.

Request for Expressions of Interest

For

Consultancy studies:Entrepriise development study with the focus on: 1) promotion of access to finance for smallholder farmers and 2) climate resilient agriculture among farmer cooperative members (especially women and Youth) involved in the maize value chain in 4 Districts of Bugweri, Kamwenge, Kasese and Kapchorwa in Uganda for NAAC under“Farmers’ Organizations for the African, Caribbean and Pacific countries (FO4ACP)”project

Ref No: NAAC/GSRN/001/TA001/2024

Submission Date: 10th April ,2024

Letter of Invitation Requesting EOIs

National Alliance of Agricultural Co-operatives in Uganda Ltd.
C-10, Quality Shopping Village, Naalya
P. O. Box 26289,
Kampala, Uganda

15th March 2024

Re: Consultancy service for Enterprise development study with the focus on: 1) promotion of access to finance for smallholder farmers and 2) climate resilient agriculture among farmer cooperative members (especially women and Youth) involved in the maize value chain in 4 Districts of Bugweri, Kamwenge, Kasese and Kapchorwa in Uganda for NAAC under "Farmers' Organizations for the African, Caribbean and Pacific countries (FO4ACP)" project.

Dear Madam/Sir:

1. NAAC invites Expressions of Interest (EOIs) from legally constituted consulting firms or individuals to provide the consultant services referenced above. More details on this consultant services are provided in the Abridged Terms of Reference (ATOR). This **REOI** is open to all eligible entities ("**Consultants**") who wish to respond.
2. NAAC intends to hire a consulting firm (the "**Consultant**") to conduct a study in the stated value chain.
3. Location: Bugweri, Kamwenge, Kasese and Kapchorwa.
4. Anticipated Start Date: 25th April ,2024.
5. Duration of Assignment: 1 month.
6. Before preparing its EOIs, the Consultant is advised to review the Abridged Terms of Reference attached hereto as **Annex 1**, which describe the assignment in detail and Annex 2 which delineates how the technical qualifications and how they shall be evaluated.
7. A firm will be selected under procurement methods in accordance with the procedures set out in the NAAC Procurement manual.
8. **Submission Procedure:** Please submit your EOIs using the forms provided for this purpose. Your EOIs should comprise one (1) original copy each of the EOI Forms.

9. **Procedure:**NAAC will evaluate the EOIs using the criteria provided in Annex 2. The Consultants that attains the highest (minimum of 3 and maximum of 6) total points (who also attain the minimum technical score required to pass) shall be shortlisted.
10. Any request for clarification on this REOI including the TOR should be sent via email to the address above no later than 5.00pm EAT of 10 April 2024. The Client will provide responses to all clarification requests by 5.00pm GMT of 12 April 2024.
11. EOIs shall be submitted to the emails below no later than 5.00Pm EAT of 10th April 2024.

Inquire@naacug.org

Form EOI-1

[Location, Date]

[Authorised Official]

Dear Sir or Madam,

Re: Consulting Services for [insert assignment] Ref: [insert]

On behalf of my firm, [insert name of firm or JV entity, if applicable], I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with your REOI dated [insert date].

I am hereby submitting my firm's EOI, which will be open for acceptance for a period of ninety (90) days.

I hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to the firm's disqualification.

We understand you are not bound to accept any EOIs that you may receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name and Address of Firm

RCQ [insert title & ref]

**Form EOI-2 Organization of the Consultant Re:
Consulting Services for [insert assignment]
Ref: [insert]**

Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity.

The EOI must demonstrate that the Consultant has the organizational capability and to carry out the assignment.

The Qualifications document shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel on short notice.

Maximum 10 pages

Form EOI-3 Experience of the Consultant
Re: Consulting Services for [insert assignment]
Ref: [insert]

[Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Abridged Terms of Reference included in this RCQ. The EOI must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

TERMS OF REFERENCE

Entreprise development study with the focus on: 1) promotion of access to finance for smallholder farmers and 2) climate resilient agriculture among farmer cooperative members (especially women and Youth) involved in the maize value chain in 4 Districts of Bugweri, Kamwenge, Kasese and Kapchorwa in Uganda for NAAC under "Farmers' Organizations for the African, Caribbean and Pacific countries (FO4ACP)" project

1. Background

NAAC is an Umbrella Organization of all agricultural co-operatives in Uganda. NAAC's formation was motivated by the need for Agricultural Co-operatives to have a farmer-owned national level organization to provide customized support services to agricultural co-operatives in Uganda, to better amplify their voice, coordinate support services for co-operative growth and prosperity of their individual members, lobby government for favorable policies and network better with local and international actors in the sector.

Formed in 2018, NAAC's mission is to foster and co-ordinate market system relationships for provision of high quality holistic agricultural and co-operative support services to members and partners on a sustainable basis while its vision is a market system where small holder farmers are active equal value-chain actors, deriving fair incomes for decent livelihoods. The NAAC voices the views and demands of farmers on issues such as: markets, productivity, capacity building, information and fostering national and regional integration (e.g. through trade and harmonization of relevant policies).

It is well documented that farmers through their producer organization have the capacity to produce, market and benefit from the economies of scale. However, they face significant challenges that range from access to finance to climate change. Therefore, NAAC through the FO4ACP program aims at; i) improving capacity of Farmer organizations (FOs) to deliver technical and economic services and connect their members to markets, ii) improving access of FOs to financial services, iii) improving the business environment and smallholder competitiveness, iv) enhancing knowledge and dissemination among peers for replication and scaling-up of successful approaches.

The objective of this assignment

In order to support farmer organizations under NAAC, in the maize value chain, NAAC is seeking the services of a qualified consultant to conduct a comprehensive study within the value chain for Maize.

The primary objectives of the consultancy study are:

1. To assess the current financial landscape for smallholder farmers, including existing challenges and opportunities for accessing finance.
2. To identify and evaluate existing and potential financial instruments and mechanisms tailored to the needs of smallholder farmers.
3. To analyze successful case studies and best practices in promoting access to finance for smallholder farmers and implementing climate-resilient agriculture.

4. To develop actionable recommendations and strategies for stakeholders, including government agencies, financial institutions, and Agricultural cooperatives, to enhance access to finance and promote climate-resilient agriculture.

3. Scope of Work:The consultant is expected to undertake the following tasks:

1. Conduct a comprehensive literature review on access to finance for smallholder farmers and climate-resilient agriculture.
2. Collect primary data through interviews, surveys, and focus group discussions with key stakeholders, including smallholder farmers, financial institutions and government financial agencies
3. Analyze the collected data to identify trends, challenges, and opportunities related to access to finance and climate-resilient agriculture.
4. Identify successful case studies and best practices from relevant regions or countries.
5. Develop a set of actionable recommendations and strategies based on the findings to promote access to finance for smallholder farmers and climate-resilient agriculture.
6. Prepare a comprehensive report outlining the methodology, findings, analysis, and recommendations of the study.

4. Deliverables:The consultant will deliver the following:

1. An inception report outlining the proposed methodology, data collection tools, and work plan.
2. A draft report presenting the findings, analysis, and preliminary recommendations for review and feedback.
3. A final report incorporating feedback and revisions, including actionable recommendations and strategies.
4. Any additional materials or presentations required by the client.

5. Duration:The consultancy is expected to be completed within eight weeks from the commencement date.

6. Qualifications:The consultant should possess the following qualifications and experience:

1. A minimum of Master's degree in Agricultural Economics with experience in agricultural Economics, enterprise development, or related fields.
2. Demonstrated expertise in conducting research and analysis in rural development, agriculture, or finance sectors.
3. Familiarity with climate-resilient agriculture practices and financing mechanisms.

4. Strong communication and writing skills, with the ability to produce high-quality reports and presentations.
5. Experience working with diverse stakeholders, including government agencies, financial institutions, and grassroots organizations.

7. **Reporting and Communication:**The consultant will report to the FO4ACP Focal Person and maintain regular communication throughout the duration of the consultancy.

8. **Budget:**The consultant should provide a detailed budget breakdown, including fees, travel expenses, and any other costs associated with the study.

9. **Confidentiality:**The consultant is expected to treat all information obtained during the study with strict confidentiality and not disclose any sensitive data without prior consent from the client.

10. **Evaluation:**The consultant's performance will be evaluated based on the quality and relevance of the deliverables, adherence to the agreed timeline, and effective communication with the client.

11. **How to Apply:**Interested consultants should submit their proposals, including a cover letter, CV, proposed methodology, timeline, and budget, to inquire@naacug.org by 15th April 2024.

Note:The Terms of Reference may be subject to revisions based on feedback from the client or changes in project requirements.

Annex 2

RCQ: [insert title & ref]

Qualification and Evaluation Criteria

Table 1: Criteria and Point System for the Evaluation

Item	Criteria	Points
	For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 5-10 years.	
A	General Experience	30
	General Experience: Firm has been in existence for 10 years	10
B	Specific Experience	70
I Exp	perience in agricultural sector, climate change adaptation studies and specifically in the targeted value chain.	15
II Exp	perience in financial assessments with extensive knowledge on calculating value add at each stage of the value chain, market approach, business linkages	40
III Exp	perience with working with farmer organizations, Enterprise development and formulation of policy recommendations and positions, agricultural training.	15
	Total Points	100
	Minimum points required to pass	70