

TERMS OF REFERENCE

HIRING OF A LOCAL INDIVIDUAL CONSULTANT TO CONDUCT FOLLOW UP TRAINING OF SECONDARY CITIES DISTRICT STAFF ON RURAL-URBAN AGRIBUSINESS VALUE CHAIN DEVELOPMENT

I. Background

The Government of Rwanda targets to transform Rwanda into a middle-income economy as emphasized by the Government's vision and policies. The National Strategy for Transformation (NST1) stipulates that urbanization is a key enabler of the Country's economic output shift with 35% of Rwandan population expected to live in urban areas by 2024. To achieve this, the development of secondary cities has been among the key strategies to be implemented and these include Rusizi, Rubavu, Huye, Muhanga, Musanze and Nyagatare, among others. The secondary cities are expected to become alternative poles of economic growth besides the Capital City of Kigali. Growing incomes, rising urbanization and change in consumer preferences are motivating demand for high-value commodities and niche markets for speciality products.

In November 2019, RALGA -in line with its member capacity building mandate- in partnership with VNG International under the IDEAL project conducted the first training session (three days) of selected secondary cities district staff (BDE¹ and ANR² units) on rural-urban agribusiness value chain development. The trained group has a great influence in enabling a business environment for SMEs and strengthening collaboration between the government and private sector organizations that contribute to overall development initiatives of the agribusiness value chain. Prior to the effective design of training materials (7 modules), a needs assessment was conducted and suggested key areas of focus for the training agreed upon³.

¹ Business Development and Employment

² Agriculture and Natural Resources

³ The following topics are developed according to training materials: (1)Theoretical and conceptual framework of value chains; (3)Significance of value chain development ; (4)Agriculture value chain

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The main objective of the training was to provide analytical tools and practical strategies to the target participants so that they can: (i) analyse the agriculture value chain in respective secondary cities, (ii) unleash agricultural resources for urban agglomeration, (iii) strengthen the economic viability of farmers businesses with a connection to urban markets; (iv) foster public-private partnerships among value chain actors; (v) improve employment opportunities at all stages (input supply, production, post-harvest handling, transport, distribution, market, consumption) of prioritized value chains; (vi) address the inclusion of women and youth in value chain development and (vii) to enhance the capacity of District technicians in coordinating and enabling business environment for SMEs and private sector development. However, due to limited time, some components of the training program were not covered such as the module about Business Model Canvas and Marketing aspects as well as the formulation of each district action plan to streamline the development of specific value chains.

It is against this background that RALGA is hiring a local consultant to conduct follow up training of secondary city districts staff on effective strategies for rural-urban agri-business value chains development building on previously provided resources and lessons learnt.

II. Objectives

The general objective is enhance the capacity of secondary cities districts technical staffs specifically BDEs and ANR units on effective strategies to advance rural-urban value chain development in the agri-business sub-sector hence stimulating employment and job creation for youth among others. This activity contributes to IDEAL Output 1.2 Secondary city district technical and political staff capabilities to develop and implement responsive Local Economic Development policies that advance the distinct economic ambitions of the district are strengthened.

analysis : Mapping framework and SWOT Analysis; (5)Role of Government Policy and Its impact on value chain actors; (6) Innovation in Value chain development; (7)Concept of Partnership in Value Chain: An example of Public Private Partnership Model; (8)Introduction to Business Model Canvas and Entrepreneurship; (9) Discuss Real case studies as suggested; (10)Best practices in Agribusiness

Specific objectives

1. Conduct follow up training targeting selected BDEs and ANR units staff from the six secondary cities as a refresher on the content of modules previously covered and enable the deep study of the previously non-covered materials;
2. Provide the participating secondary cities staff technical guidance on the formulation of a sound action plan for priority agri-business value chain development and strategy for quick implementation;
3. Provide urban districts with a user-friendly toolkit handbook on effective strategies to advance agri-business value chains based on training modules and lessons learnt from training.

III. Targeted beneficiaries

Per each secondary city district, the following officials whose work is linked to the promotion of local economic development and off-farm job promotion, as well as agribusiness development in the BDE and ANR units will be targeted: (i) the director of the BDE, (ii) SMEs and cooperative development officer, (iii) Investment Promotion and financial service officer, (iv) Business development and employment promotion (Sector) and the (v) director of agriculture and natural resources.

IV. Assigned Tasks

- a) The local consultant -in close consultation with the previous consultant who devised training materials and delivered the first trainings (to be hired separately to provide remote support as currently not based in the country)- shall conduct additional document review and analysis to assess if any further useful learning tools can be proposed to maximize the probability to reach the said assignment objectives within two full-day training timeframe. Based on such inquiry the consultant will come up with an updated training handout for a two full-day training program
- b) The local consultant shall facilitate series of two-days (full) training sessions to be organized at the District level targeting the mentioned secondary city district technicians to refresh them on previously covered modules and the ones that were not previously covered such as Business Model Canvas and Marketing aspects. The

consultant will also support the participants to formulate concrete action plans to support selected agri-business value chains development. Once the training is finalized the consultant will provide a report on training proceedings and key lessons learnt.

- c) Based on the produced training materials (previous modules or any new materials under the present assignment) and the training report (lessons learnt), the local consultant shall compile relevant key information resource and tools (templates, checklists, case studies) on effective agribusiness value chain development services delivery dynamics and present them in a user-friendly guide (handbook) to be used by local government technical staff and partners interested with rural-urban agribusiness value chains development.
- d) Throughout the assignment work, the consultant is required to comply with all relevant rules of competent health authorities in Rwanda regarding COVID19 prevention. This implies also the consideration of the possibility of having the training either as face to face or virtual.
- e) The local consultant is also required to ensure the inclusivity and gender principles are considered throughout the assignment including the training sessions, a compilation of information resources and tools and the development of the toolkit.

Note to the consultants

No further field needs assessment is required. The findings of the needs assessment previously conducted remain relevant for this training delivery. However, the consultant will review available materials previously produced. In consultation with the consultant who produced them previously and who will provide technical support, s/he shall propose any adjustment of training materials deemed useful. To this end, already produced materials such as previous training validated inception report, training modules and training report will be shared for reference.

V. Expected deliverables

1. Inception report with a detailed suitable methodology and approach to cover the training modules and any justified adjustments to the modules or learning supportive tools
2. Training materials to be validated by RALGA
3. Training report

4. Toolkit handbook on strategies to advance agribusiness value chains in urban districts

N.B: all deliverables must be produced in the English language.

VI. Requirement for the local consultant

Qualification and experience

1. The consultant must have at least a Bachelor's degree in Agribusiness, Agriculture economics, Rural development or related sciences.
2. The consultant must have proven skills in producing training materials to be supported by convincing evidence.
3. The local consultant should have practical experience or practical exposure to agri-business or agriculture value chains development of at least five years in agriculture or agribusiness education sectors

The offer (technical and financial proposals)

1. The local consultant will submit a technical proposal outlining:

- a) His/her overall understanding of the assignment (critical analysis with inputs if deemed useful);
- b) Copy of identity card or passport
- c) Indicative methodology and work plan to guide the assignment
- d) Comprehensive CV detailing professional pertinent experience and qualifications, focusing on skills and experience applicable to this task
- e) A history of similar consultancies and assignments with relevant evidence.

2. A financial proposal based on a clear work breakdown structure.

The consultant fees shall be calculated in terms of man/workdays. All due taxes must be considered in the price quotation. The financial quotation must clearly outline the price for the core consultant fee to be separated from other reimbursable expenses or indirect cost to be charged by the consultant (transport and communication).

Notes:

1. The currency of the price quotation is Rwandan Francs.
2. RALGA will cover hotel services related costs such as venue and meals in the case of face to face training.
3. In the event of virtual training in compliance with COVID19 preventions measures in force, RALGA will host the training using relevant platforms.

VII. Period for the consulting services

The period of executing this assignment shall not exceed 30 working days effective from the time of signing the contract. The assignment is expected to be executed during the period extending from September to November 2021.

VIII. Evaluation criteria

- a) Academic relevancies/qualification (20points);
- b) Relevance of the proposed methodology (40points);
- c) Relevance of experience (40points);

Total points (100%)

IX. Selection methodology:

The minimum technical score required is **70%**.

N.B: The selection method is Quality and Cost-based (QCBS). The procurement method to be used is competitive bidding (open tender).

This request for proposals is open to all interested and qualified consultants. It is publicized via RALGA website: www.ralga.rw and media outlets.

X. Submission

The consultants shall address to RALGA Secretary General the technical and financial proposal in two different sealed enveloppes, -one being marked ORIGINAL and another being marked COPY- and submit them to RALGA offices, in Masaka Sector, Kicukiro District, and P.O. Box 7249 Kigali.

XI. Deadline

The deadline for submission of technical and financial proposals is **10 September 2021 at 2:30pm**. The opening of the technical proposals will take place thereafter at **3:00 pm**.

Done at Kigali, on 31 August 2021.



Ladislas NGENDAHIMANA
Secretary General