



**RICE VALUE CHAIN DEVELOPMENT PROJECT
(RVCDP)**

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**TERMS OF REFERENCE (TOR) FOR THE TRAINING ON AGRICULTURAL
VALUE CHAIN ACTIVITIES WITHIN THE FRAMEWORK OF RVCDP**

I. Introduction

These terms of reference define the conditions for provision of services relating to the capacity building activities in the Rice Value Chain Development Project (RVCDP) which will be implemented in the Far North, West and North West Regions of Cameroon with the Project Management Unit (PMU) based in Bamenda.

RVCDP is jointly financed by the Islamic Development Bank (IsDB), the Arab Bank for Economic Development in Africa (BADEA), the Organisation of Petroleum Exporting Countries (OPEC) Fund, the Kuwait Fund, the Saudi Fund, the Abu Dhabi Fund and the Government of Cameroon (GOC).

II. Background

The Government of Cameroon has received financing from IsDB and is processing the funding from other donors for the implementation of the Rice Value Chain Development Project (RVCDP). The Ministry of Agriculture and Rural Development (MINADER) is the Executing Agency and is entrusted with the supervision of the implementation of the project being done by a Project Management Unit (PMU) located in Bamenda. This project will be jointly financed by the Islamic Development Bank, BADEA, OPEC Fund, KUWAIT Fund, and the Government of Cameroon. The legally binding terms and conditions of the financing are in the financing Agreement No. CMR 1027 which may be amplified by supplementary letters and /or an amendment. The Project Appraisal Document (PAD) Report of the Rice Value Chain Development Project is also a useful source of information.

The Project's focus is on value chain development seeking to alleviate constraints impeding the development of the rice sector by impacting actors across the entire value chain including small holder farmers, off-takers, processors, service providers, agro-dealers, aggregators, financial institutions, rural communities in production, post-harvest, processing, and distribution. It will contribute to develop a productive and sustainable rice value chain that will contribute to ensure rice self-sufficiency, enhance economic growth, and improve livelihood of the farming households in the target project area. This will be done through innovative and tailored interventions that will promote competitive domestic production, postharvest, processing and marketing of rice and associated crops such as vegetables. The project will ensure that around 40% of its total beneficiaries are women and youth who will have access to (a) new technologies, modernized irrigation systems and improved seeds to increase productivity, (b) financial and technical resources as well as extension and advisory services provided by the project, and (c) equitable decent employment opportunities.

The Project is programmed to be carried out in 3 Regions in 6 project areas as follows:

- ✓ Maga in the Far North Region
- ✓ Bangourain and Santchou in the West Region and
- ✓ Ndop, Bafut Tingoh and Mbaw/Mbonso in the North West Region

The institutional arrangements of the Project constitute of a Project Management Unit headed by a National Project Coordinator based in the North West Region and 3 Project Implementation Units based North West, West and Far North Regions headed by Project Managers.

The summary of the project components are as follows:

- 1) Raising Rice Production and Productivity;
- 2) Strengthening the Links to Markets;
- 3) Fostering Enabling Policy and Institutional Environment;
- 4) Rehabilitation/construction of social infrastructures;
- 5) Project Management and Coordination; and
- 6) Audit
- 7) Contingency Emergency Response

The Project funding has been attributed to different funders in the proportions detailed below:



FUNDERS	FINANCING (in Euros)		TOTAL (in Euros)
IsDB	Loan	14,986,125	79,435,126
	Installment Sale	64,449,001	
BADEA			17,652,251
OPEC FUND			22,065,314
KUWAIT FUND			17,148,251
SAUDI FUND			18,536,190
ABU DHABI FUND			27,752,764
Government of Cameroon			11,973,500
TOTAL			194,563,394

This TOR shall define the terms for the carrying out of these capacity building activities.

III. Scope of Services, Tasks (Components) and Expected Deliverables

This assignment is to strengthen the Organisational, Technical and Management capacities of Unions of Cooperatives of the Rice value chain in the selected sites of the Northwest, West and Far North Regions.

Specific Objectives

- ✓ Build capacity on various aspects of the rice value chain such as production, processing, marketing, distribution, and quality control.

Scope of Work

The RVCDP is being executed in the Northwest, West, and Far North Regions of Cameroon and will benefit about 160,000 smallholders' rice producers and approximately 700,000 household members and other actors.

In the Far North region, the Project will be executed in Maga. In the North-West Region, the Project will be implemented in the Ndop Plain, Mbaw/Mbonso Plain and Bafut/Tingoh Valley, while in the West Region, the Project will be executed in Bangorian in the Noun Division and Santchou in the Menou Division

The Project pays keen attention on measures to be applied to scale up the production of rice in these selected sites. The Production referred to the various processes involved in the cultivation of each of crops in the field till harvesting, while continuing to storage, processing, transformation, marketing and consumption is expressed in the Value chain concept. Tracing the value chain of rice from the farm to the table has some specific characteristics constraints which must be dealt with to enhance production.

Without exhausting them, we can group the production and value chain constraints under organisational, Technical and Management challenges along these broad lines of the cropping cycle;

- Land selection and suitability.
- Land preparation.
- Seed selection and production
- Cropping and field maintenance Practices.
- Fertilisation
- Plant Protection
- Harvesting
- Processing/transformation
- Storage
- Marketing and consumption.

Bearing in mind this broad orientation regarding the prevailing problems in the rice sector above, the consultant shall be required to review these constraints in the context of the rice crop and with the specific geographical areas.

This consultancy assignment is intended to;

- ✓ identify and classify the production and value chain constraints of rice as well as the farmers & groups of producers in each of the selected sites per regions.
- ✓ Identify gender roles and practices which affect effective participation and involvement of women and youths
- ✓ analyse and propose all possible solutions to these constraints,
- ✓ sort out from the proposed solutions, those to be achieved through sensitisation, training or capacity building,
- ✓ report to the Project the constraints and proposed solutions which cannot be realised using capacity building.

Once this part of the assignment must have been discussed with the concerned Project expert, agreed upon and validated, the consultant shall;

- develop a training plan,
- develop objective & inclusive criteria used to select participants,
- establish the Terms of references (TORs) and corresponding budget for each solution (training) to the production /value chain constraint of the crop sectors with a specific methodology.
- carry out a pre-evaluation of participants to ascertain their level in the subject matter,
- dispense the capacity building event which shall be practical and using a participatory methodology which shall be validated by the Project's Capacity Building Expert.
- provide manuals, technical slips, handouts etc where applicable.

The execution aspect of the training shall be preceded by the validation of the program by the relevant expert of the Project.

The trainings shall be designed based on the themes emanating from these problem-solving dimensions to involve over 210,000 actors, of at least 50% women, structured actors who shall receive training to enhance their knowledge and skills in various aspects of the value chain activities in the areas of production, post-harvest, processing, and marketing as well as gender mainstreaming & Income generating activities for women/youths on the rice value chain amongst others.

The training of Rice Unions shall also involve the Agricultural Extension Workers in order to update their knowledge and skills required in their facilitation roles in the field.

The various categories who shall receive the trainings shall include particularly the following;

- Unions of rice farmers/stakeholders in the above-mentioned sites,
- Elected local leaders/Council personnel with roles in Agric./Rural Development, and
- Agricultural Extension Workers.

The improvement of the competences of these rice groups shall prepare them and serve as basis for improved production and development of the value chain for the future for the rice sector.

In fulfilling this objective, the consultant shall develop manuals or working guideline documents using a participatory method, with specific chapters describing the solutions to production and value chain constraints etc in simple-to-learn English or French Language as the context may require, train them on how to use the manual/guides and produce 100 copies of each of these manuals/guides.

Considering the diversity of the issues to be identified and solved through training activities, the Consultancy is given the latitude to identify specialised competencies and co-opt them to realise part of the assignment but the responsibility of achieving high quality results within desired time frame shall be incumbent on the consultancy according to the terms of the contract.

Other Training Expectations.

The consultant shall:

- Propose the methodology of monitoring and evaluation of the training activities, data collection and analysis over time.
- Ensure a Gender/youth sensitive selection of various categories of trainees and analyse the trainees according to activities and socio-economic lines.
- Conduct a pre-evaluation of participants before the training and evaluate them after the training.
- Capture the number of direct and indirect employment opportunities created during the execution of this assignment.
- Document Income generated as fall out of the activities in the communities.

IV. Team Composition & Qualification Requirements for the Key Experts

The consulting team shall comprise at least the following key personnel:

1. Team Leader who must have a least an M.Sc. (Agronomist, Socio-Economist, Rural Economist etc or relevant qualification who must possess experiences in adult education and with resources/skills in development work),
2. Pedagogist or Chief Trainer who must have at least B.Sc. in Agricultural or any rural development discipline,
3. Trainer who has at least B.Sc. in Agricultural or any rural development
4. Sociologist/Anthropologist/Socio-economist/ Gender specialist
5. Community facilitator
6. Rural Engineer
7. Statistician
8. Computer Data Analyst.

Other specialist and resource persons can be added to take care of specific issues by the consultant.

Profile of Consultant.

Personnel	Qualification	Responsibility
Team Leader	S/he shall be at least a M.Sc. degree holder in Agronomy, Agro economics, Economics, Rural/Community development, Rural Development, Socio-Economics, Rural Economics or equivalence with a minimum of at least 10 years working experience with 5years working in similar assignments. Has carried at least 5 assignments in the capacity of team leader. Has worked in similar cultural, administrative and state organisation. Has good working knowledge of the English and/or French Language	Oversee the coordination of the entire capacity building assignment.
Pedagogist or Chief Trainer	S/he shall be holder of a B.Sc. Or B.A. degree in any rural development discipline preferably Agriculture, economics, Rural/Community development, Agricultural Education, or equivalence. Shall have at least 7 years of working experience with 3years work in similar assignments. Has carried at least 5 assignments in the capacity of Pedagogist or trainer. Has worked in similar cultural, administrative and	S/He shall also assume the duties of lead trainers.

	<p>state organisation. Has good working knowledge of the English and/or French Language</p>	
Trainer	<p>S/he shall be holder of at least an HND in Agriculture, economics, Rural/Community development, Agricultural Education, or equivalence with at least 5 years of working experience. Shall have at least 2 years of work in similar assignments. Trainer 1: Further to the qualification in Development relevant disciplines, should have background or bias in Monitoring & Evaluation Trainer 2: Further to the qualification in Development relevant disciplines, should have background or bias in on-the-job Staff Training. Has carried at least 3 assignments in the capacity of trainer within the 5years. Has worked in similar cultural, administrative and state organisation. Has good working knowledge of the English and/or French Language.</p>	S/He shall also assume the duties of trainers.
Sociologist/Anthropologist/Socio-economist/gender specialist	<p>S/he shall have at least B.A./B.Sc. degree in Sociology, Anthropology, Gender, or any related qualification with at least 7 years of working experience. Within these years of work, must have worked during 5 years in capacity of sociologist or anthropologist, Socio-economist or gender specialist and have handled at least 3 assignments in this capacity. Has worked in similar cultural, administrative and state organisation. Has good working knowledge of the English and/or French Language</p>	S/He shall also assume the duties of mobilizing and organising and analysing rural communities according to functional socio-cultural gender and development
Community facilitator	<p>S/he shall be holder of at least HND in Rural/Community Development, Agriculture or any development related qualification with at least 5years working experience. Must have carried out at least 3 assignments in this capacity. Has worked in similar cultural, administrative and state organisation. Has good working knowledge of the English and/or</p>	S/He shall also assume the duties of mobilizing and organizing rural communities according to functional socio-cultural and development entities. Shall take part in the training.

	French Language	
Rural Engineering Technician	<p>S/he shall be holder of at least a Diploma level or HND in Rural Engineering or equivalence with at least 5 years working experience, 3 of which are in same capacity.</p> <p>Must have carried out at least 3 assignments in this capacity in water works, operation and maintenance.</p> <p>Has worked in similar cultural, administrative and state organisation.</p> <p>Has good working knowledge of the English and/or French Language.</p>	<p>S/He shall also assume the duties of mobilizing and organising rural communities around water scheme operation/maintenance and follow up. Shall take part in the training.</p>
Statistician	<p>S/he shall be holder at least HND in Economics, Agriculture or any related development field with at least 5years' working experience. Shall have at least 3years working experience in this capacity.</p> <p>Must have carried out at least 2 assignments in this capacity.</p> <p>Has worked in similar cultural, administrative and state organisation.</p> <p>Has good working knowledge of the English and/or French Language.</p>	<p>S/He shall also assume the duties of collecting, analysing and interpreting data (ensures reliable statistical data assembly, analysis and interpretation, geo referencing with GPS, display of require maps/GIS, location of various markets and social infrastructures, roads, etc. within the basins and within the NWR where applicable)</p>
Computer Data Analyst	<p>S/he shall be holder of at least a Diploma level in computer data analysis or equivalence with at least 2years of work experience in computer reporting and data displaying, 2years of which are in this capacity.</p> <p>Must have carried out at least 2 assignments in this capacity.</p> <p>Has worked in similar cultural, administrative and state organisation.</p> <p>Has good working knowledge of the English and/or French Language</p>	<p>S/He shall also assume the duties of documentation; typing, analyzes, and reporting. Shall take part in the entire training processes.</p>

Period of Performance

The consultancy assignment shall be for duration of 18 Months but could be stretched out depending on the progress of contracts on; water supplies, road, irrigation structures, markets, schools, food/seed store infrastructures and EA on various crop sector etc.

However, the effective involvement of the constituted team shall be approximated as follows:

Personnel Requirement per Training Process and Estimated Staff-Months

Key Experts	No. Experts	Unit	No. Staff months
Team Leader	1	Man months	18
Pedagogist or Chief Trainer	1	Man months	18
Trainer (s)	2	Man months	22
Sociologist/Anthropologist/Gender specialist	1	Man months	11
Community facilitator	1	Man months	10
Statistician	1	Man months	7
Computer Data Analyst.	1	Man months	7
Sub Total Expert			93
LOCAL SUPPORT STAFF			
1 Rural Engineer	1	Man months	7
2 Secretary/Administrator	1	Man months	12

V. Reporting Requirements and Time Schedule for Deliverables

Report Characteristics

- The report shall be written in English language. The English Language should be simple as to be easily understood by all stakeholders.
- The report shall be typed in Microsoft WORD,
- It shall not be more than 100 pages with text in Times New Roman font, with a font size of 14.
- The report shall be printed on A4 paper size
- The report shall have a hardcover and be well-bound to prevent easy damage.

Schedule for Deliverables

Report	No of copies	Due date
Inception Report	6+ (1 soft copy)	Within two weeks after signing of agreement

Monthly progress report	10 + (1 soft copy)	First week of succeeding month
End of assignment Report	24 + (1 soft copy)	One month from completion of works
Other reports	Needs-based	As requested by Project Coordinator As need arises within a time frame agreed with the client

Three types of reports are expected from the firm that will carry out this consultancy. These are the inception report, monthly progress reports and end of assignment report. These are described as follows:

Inception Report

Though the consultant will propose a timeframe for the assignment in the technical proposal, the actual schedule for deliveries will be agreed upon only during negotiation of the contract. This schedule, among others, will constitute the inception report, which must be delivered within two weeks after the signing of the contract. However, the effective commencement of the contract will be from the date of notification to commence or as otherwise stated in the contract.

The inception report shall amongst others include:

- The personnel allocated for the assignment and their CVs and contact details
- The implementation schedule of the assignment
- The schedule of deliverables (reports, bills, etc.)
- The equipment and tools to be used for the assignment
- The location of the office and its set up which shall include a meeting room, furniture, and any other necessary facility for the effective management of the assignment.

This report will have to be approved by the Project Socio-Economist/Gender specialist in charge of Capacity Building & Gender of the PMU after verification of the set-up of the report information.

Progress Report

The consulting firm shall produce quarterly reports on the progress of work indicating achievements, difficulties (if any), work remaining and time needed to complete the remaining works, personnel on in place, the financial situation indicating the amounts, the time next payment is due and any other relevant information.

End of Assignment Report

A final report will be required not later than three weeks after the reception of the products. The final report should include, the specifications of the capacity building activities actually realised, Monitoring/Evaluation plan and schedule as-built in mechanisms to ensure follow up and sustainability of achievements. It shall also include; difficulties encountered, lessons learnt, Information/data generated & community structures created/organised, methods used in community mobilising & rural structuring, the training

processes, areas and methods of improvements should the same assignment be done again. The consultant shall submit 24 hard copies of the report and 01 soft copy.

VI. Client's Input and Counterpart Personnel

The following facilities shall be provided to the Consultant during the period of service:

- All available reports and documents related to the project components.
- Basic information about the proposed regions (North-West, West and Far North)
- National, Regional and Divisional maps to enable the consultant move around in the project areas.

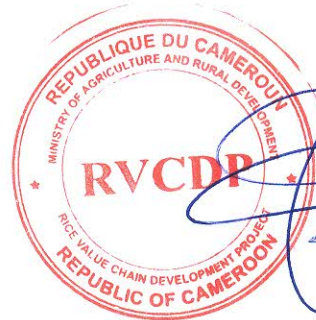
Institutional Arrangements

The PMU of RVCDP is made up of a Coordinator who is the overall boss and is supported by specialists in various disciplines. The specialists shall make input where need be into some issues on the assignment. The experts are the Agronomist, the Project Engineer, the Environmentalist, the Socio-economist in-charge of Capacity Building and Gender, the M&E officer, the Communications Officer, the Procurement Officer, the Accountant and Administrative and finance officer.

The Project Engineer shall be the manager who will act as the liaison between the consulting firm and RCVDP. He shall support the consultant during the design and construction phases of the project.

Consultants may contact RVCDP through the following means:

The National Coordinator, RVCDP, Cameroon,
P.O. Box 1116,
Bamenda, N.W.P. Cameroon
Telephone: 233 361 007
Fax: 233 361 665
Email: muluhgn@yahoo.com

A handwritten signature in blue ink, appearing to be "Muluh Gregory NGUH".

MULUH Gregory NGUH (IDPM)
National Coordinator