Expression of Interest for a suitably qualified consultant to develop 5 years partner advocacy plans related to agriculture and food security

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<tr>
<th>Organization</th>
<th>Trócaire Rwanda</th>
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<tr>
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<td>BHC Building, 260 Bvd de l’Umuganda, Kacyiru, P.O. Box 2040, Kigali, Rwanda</td>
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<td>Tel: (+250) 0252 502663 / (+250) 0252 502664</td>
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<td><a href="http://www.trocaire.org">www.trocaire.org</a></td>
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<td>Programme Pillar</td>
<td>Resource Rights</td>
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<tr>
<td>Reference</td>
<td>Expression of Interest (EOI) for bids sought from suitably qualified consulting firms and individual consultants</td>
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<tr>
<td>Assignment</td>
<td>Supporting 3 CSOs to develop 5 years’ advocacy plans related to agriculture and food security</td>
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<td>Contact for clarification</td>
<td>Resource Rights Technical Advisor</td>
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<td>Duration of the assignment</td>
<td>18 working days from 22 July 2019 – 15 August 2019</td>
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<td>Release Date</td>
<td>28 June 2019</td>
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<td>Due Date for EOIs</td>
<td>Wednesday 10 July, 2019 at 16h00</td>
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1. Background
Trócaire is the official overseas development agency of the Catholic Church in Ireland, established in 1973 and currently has presence in more than 17 countries in Latin America, Africa and Asia including Rwanda. Trócaire has been operating in Rwanda since 1994 and is currently implementing a 5-year Strategic plan from 2016-2020 focused on 3 programme pillars: Resource Rights, Women’s Empowerment and Preparing and Responding to Emergencies. Trócaire does not implement programmes directly. Instead the organization works in partnership with local civil society and Catholic organisations in 7 districts in Rwanda.

Trócaire secured co-funding from the European Union effective 1 August 2018 to implement a project entitled “Enhancing the capacity and participation of small scale farmers and civil society organisations in decision making and governance processes related to sustainable agriculture and food security in Rwanda”. The project is oriented towards strengthening civil society organizations’ capacity to hold public authorities to account and to promote more inclusive, responsive and transparent governance in Rwanda. The specific objective of the project is to promote the effective participation of small scale farmers (particularly women) and civil society organisations in the development, implementation and monitoring of agricultural policies and strategies in 3 districts namely Nyamagabe, Nyaruguru and Nyagatare.
2. Confidentiality
Trócaire will treat the content of all submissions strictly confidential and information provided in the proposals will be used solely for the purpose of recruiting a suitable consultant for the design of the training module as described in this document.

3. Purpose and scope of the assignment
The purpose of this Request for Expression of Interest (EOI) is to solicit the services of a qualified and experienced consultancy firm/consultant to provide support to each of the 3 CSOs implementing the above mentioned project to develop their 5 years' advocacy plans related to agriculture and food security. The task will be conducted in 3 phases:

Phase one: The consultancy firm/consultant will provide individual support to each organization to develop an advocacy plan through workshops in which all relevant staff and board members participate. Each workshop will have a duration of two days.

The consultancy firm/consultant will develop a draft plan based on the results of the workshop, share it with the 3 CSOs and Trócaire for review and feedback, and incorporate same. 2 CSOs' plans based in Nyamagabe district - (IPFG & Caritas Gikongoro) will focus on advocacy at the district level, while one based in Kigali - CCOAIB will include both district and national level advocacy activities.

Phase two: The consultancy firm/consultant will facilitate a workshop with all 3 CSOs to share their plans and ensure synergies and linkages across the 3 districts and from district to national level. He/she will also facilitate the process of developing an annual operational plan for each organization, including identifying annual priority actions, goals and milestones at district and national level.

Phase three: The consultancy firm/consultant will finalize each plan and share them with the 3 CSOs and Trócaire for any final adjustments to be made. The final versions will then be approved by the directors/managers of each CSO to ensure institutional ownership and support for their implementation.

4. Expected Results/Deliverables
The specific material outputs are 3 CSOs 5-year advocacy plans in English, 2 with a district level focus and 1 with a district and national level focus, with synergies and linkages between all 3 advocacy plans to ensure coordination and a cohesive approach for advocacy at district and national level. These plans will be aligned to district/national multilevel engagement/advocacy strategies in which a broader variety of CSOs involved in agriculture participate to support farmer advocacy.

A separate report outline process undertaken and recommendations from the trainings of not more than 20 pages should be prepared in addition to the advocacy plans.
5. Duration of the assignment
The assignment is expected to take 18 days and should be completed by 15 August 2019.

6. Expertise required and Qualification:
Interested registered consultants/consulting firms should demonstrate relevant experience in the following areas:
- Strong understanding of advocacy strategies and planning preferably in the Rwandan context;
- Good knowledge of agriculture and food security policies;
- Strong background and experience of development work and programme particularly within the agriculture, gender and governance thematic areas;
- Experience of working with EU funded projects is preferred;
- Experience of working with Civil Society Organisations at national and local level, local NGOs and/or farmer cooperatives;
- Experience in advocacy work and policies analysis;
- Extended experience in training facilitation;
- Having managed similar assignment;
- Minimum of Masters in Food Security, Agricultural Economics, Development Studies or other relevant fields;
- Good command of English and Kinyarwanda with ability to present and moderate discussions in any of these languages; and
- Working within agreed deadlines while producing high quality work output.

7. Documentation required for EOI
Consultants/Consulting companies submitting EOs should submit the following:
- Technical bid showing clear understanding of the scope of assignment and examples of similar assignments done before;
- Financial bid with clear breakdown of costs and rate per day in RWF;
- VAT Registration and Tax Clearance Certificates;
- Payment terms and pricing structure;
- Proposed turnaround time in line with the proposed timeline above;
- Attach a sample of advocacy plans developed for other organisations;
- Contact details of 3 references from the Development sector; and
- Proof of registration with relevant institutions.

8. General Terms and Conditions
Trócaire Rwanda reserves the right to reject any and all Expressions of Interest not fulfilling requirements associated with this request. Trócaire Rwanda will in no case be responsible or liable for any and all costs associated with the preparation and submission of Expressions of Interest.
- Trócaire does not bind itself to accept the lowest priced tender;
- Trócaire reserves the right to engage other companies / consultants if required;

Trócaire shall be free to:
- To accept the whole, or part only, of any EOI;
• To accept none of the EOIs tendered;
• To republish this Request for EOIs;
• In the event of not accepting any of the EOIs received on foot of this Request for EOI, Trócaire shall be free to make such arrangements as it considers necessary in relation to the provision of the services;
• The EOI shall maintain strict confidentiality in relation to the services being sought and the evaluation process;
• Any subsequent contract shall be considered as a contract made in Rwanda, according to Rwanda law; and
• The Standard Terms and Conditions to which Trócaire expects all of its supplier to respect is found on the Trócaire website: https://www.trocaire.org/about/work-with-trocaire/supply-chain.

9. Conflict of interest
Any conflict of interest involving an applicant must be fully disclosed to Trócaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for Trócaire to decide if any material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trócaire.

10. Safeguarding
Trócaire is committed to safeguarding programme participants from any form of exploitation or abuse as a result of our programmes or activities. Anyone working for or on behalf of Trócaire must share this commitment. Trócaire’s Position Statement on Exploitation and Abuse and Trócaire’s Child Safeguarding Policy Summary document outline expectations in this regard, including a Code of Conduct. All consultants, representatives and volunteers of Trócaire will be expected to sign these documents along with a Declaration Form and a Self-Declaration Form.

11. Intellectual property
Any concepts, guidelines or other material developed during the contract will be considered as property of Trócaire and may be used by Trócaire.

12. Termination of Contract
Trócaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.

If at any stage during the contract, the services delivered by the consultant is found to be unsatisfactory, the contract may be terminated by Trócaire. In the event of such a termination, the consultant will only be entitled to receive payment in relation to the acceptable services rendered at that time.

13. Submission of Expression of Interests (EOI)
All interested and qualified companies or individuals should submit well typed EOI documents submitted to Trócaire Rwanda, BHC Building, 260 Bvd de l’Umuganda, Kacyiru, Kigali, Rwanda not later than Wednesday, 10 July, 2019 at 16h00.
Alternatively the EOs should be submitted by email to inforwanda@trocaire.org clearly indicating “EOI for the development of 5 years’ advocacy plans related to agriculture and food security” in the subject heading. The financial proposal should be inclusive of tax and quoted in Rwandan Francs (RWF). Demonstrable experience and Value for Money (VFM) will be key considerations in evaluating proposals submitted. Only suitably qualified consulting firms/ individual consultants will be considered. Any questions regarding this consultancy should be directed to inforwanda@trocaire.org not later than 10 July 2019 at 4:00 pm.

Country Director
28 June 2019