

## TERMS OF REFERENCE

### FARMING AS A BUSINESS TRAINING DELIVERY FOR THE KIIWP 2 PROJECT

#### 1. Introduction

The Kayonza Irrigation and Integrated Watershed Management Project Phase 2 (KIIWP2) is a transformative initiative led by the Ministry of Agriculture and Animal Resources in Rwanda, implemented through the Rwanda Agriculture and Animal Resources Development Board. This project aims to enhance food security, increase income, and build climate resilience for 40,000 rural households in the drought-prone Eastern Province of Rwanda, specifically in the Kayonza district.

In the context of KIIWP2, Cordaid plays a pivotal role by fostering an entrepreneurial mindset among smallholder farmers, with the ultimate goal of transforming subsistence agriculture into viable business ventures.

Cordaid's approach includes: Providing comprehensive "Farming-as-a-Business" (FaaB) training to 8,000 smallholder farmers, equipping them with essential skills to develop profitable agricultural enterprises; Offering tailored business development coaching to 500 farmers and 50 cooperatives, guiding them in creating bankable business plans and understanding market demands; Supporting the adoption of innovative technologies, including farm mechanization and climate-smart practices, directly benefiting 480 smallholders and 25 cooperatives; Facilitating partnerships between cooperatives and private sector companies to improve access to storage and processing facilities and Strengthening backward and forward linkages through agribusiness connections and promoting financial services and agricultural insurance.

To further enhance the impact of these initiatives, Cordaid now seeks to engage a qualified service provider to deliver an innovative and comprehensive Farming-as-a-Business training program. This program will integrate cutting-edge learning approaches with the existing FaaB validated module, tailored specifically for Farmer Field School (FFS) groups within the KIIWP2 project area.

#### 2. Objectives

The primary objective of this assignment is to deliver an enhanced "Farming-as-a-Business" (FaaB) TOT to KIIWP-2 target groups in Kayonza district. This training should integrate innovative learning approaches with the existing FaaB validated module, equipping participants with the skills and knowledge necessary to approach farming as a business.

Specific objectives include:

- **Enhance the Existing FaaB Module:** Incorporate innovative training approaches into the validated FaaB module to improve its effectiveness and relevance for the target groups.
- **Customize Training for Local Contexts:** Adapt the training materials to meet the specific needs and contexts of Farmer Field School (FFS) groups in Kayonza district, ensuring content is accessible and easily understood.
- **Strengthen Facilitator Capacities:** Equip FFS facilitators with the necessary skills, knowledge, and hands-on techniques to effectively deliver the enhanced FaaB training and foster a business-oriented approach to farming.
- **Promote Knowledge Transfer and Continuous Improvement:** Create a cascading model of knowledge dissemination from facilitators to FFS members, incorporating feedback mechanisms for continuous improvement and adaptation of the training approach.

### 3. Scope of Work

The selected service provider will be responsible for the following:

a. Adaptation and Customization of Training Materials:

- Customize innovative training approaches for Farmer Field School groups
- Integrate these approaches with the existing FaaB validated module
- Validate adapted training materials with stakeholders

b. Training of Trainers (ToT):

- Conduct 4-day ToT session for 270 FFS facilitators
- Provide post-ToT support and mentoring

c. FFS Group Training Roll-out for 3000 FFS Groups members:

- Support FFS facilitators during initial roll-out

d. Collaboration and Reporting:

- Work closely with project stakeholders throughout the process
- Provide regular progress reports and a final comprehensive report
- Ensure all materials acknowledge IFAD, MINAGRI, and RAB/SPIU

### 4. Deliverables and Timeline

Deliverable	Timeline
Inception Report and Work Plan	Due: November 1st, 2024
Customized and Validated Training Materials	Due: November 15th, 2024
ToT Session Completion Report (4 day session)	Due: December 15th, 2024
Mid-term Progress Report	Due: March 5th, 2025
Final Comprehensive Report	Due: June 30th, 2025

### 5. Payment Modalities

The contract value will be in RWF, in accordance with Rwanda VAT regulations. The payments are TAX INCLUSIVE. All payments are subject to satisfactory completion of deliverables and approval by Cordaid.

### 6. Monitoring and Reporting

The service provider will be required to:

1. Provide regular progress reports
2. Conduct pre and post-training assessments
3. Monitor and ensure quality of training delivery

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4. Provide on-site coaching and troubleshooting

## **7. Confidentiality and Proprietary Rights**

This assignment shall be governed by and construed in accordance with the laws of Rwanda. The service provider shall not disclose any proprietary or confidential information related to the service without prior written consent. All materials and documents prepared under the agreement shall become and remain properties of Cordaid, IFAD and RAB/SPIU.

## **8. Duration**

The assignment will run from November 1st, 2024, to June 30th, 2025.

## **9. Qualifications and Experience**

The ideal service provider should have:

1. Proven experience in developing and implementing agricultural business training programs.
2. Demonstrated ability to create engaging, culturally appropriate content for farmers.
3. Experience working in Rwanda particularly in Kayonza district.
4. Strong project management skills and ability to meet deadlines.
5. Fluency in English and Kinyarwanda.

## **10. Submission Guidelines**

Interested service providers should submit:

1. A technical proposal outlining their approach to meeting the objectives of this TOR
2. A financial proposal detailing all costs associated with the assignment
3. Examples of similar projects completed in the past
4. CVs of key team members who will work on this assignment

Proposals should be submitted to [apollinaire.nshimiyimana@cordaid.org](mailto:apollinaire.nshimiyimana@cordaid.org) by 17 October 2024.

## **11. Evaluation Criteria**

Proposals will be evaluated based on:

1. Technical approach and methodology (40%)
2. Relevant experience and qualifications (30%)
3. Cost effectiveness (20%)
4. Innovation and value-added services (10%)

## **12. Rights of Withdrawal**

Cordaid reserves the right to withdraw from negotiations or cancel the assignment consideration under specific circumstances, including but not limited to:

1. Failure to reach satisfactory agreements

2. Significant changes in project funding, scope, or timeline
3. Discovery of false or misleading information provided by the service provider
4. Inability of the selected provider to meet essential requirements or quality standards
5. External factors or force majeure events impacting the project

In the event of withdrawal or cancellation, Cordaid will provide written notice explaining the reason for the decision. Cordaid shall not be liable for any costs or damages incurred as a result of such actions.

Approved by:

P.O

Patrick Birasa

Country Manager



