

Mission

To provide a ladder of opportunity to underserved communities in Rwanda, as we proclaim and live the Gospel of Jesus Christ.

Method

We share the hope of Christ as we provide financial services and biblically based training that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify the love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God

TERMS OF REFERENCES OF

RECRUITING LOCAL CONSULTANT

1. Assignment summary

Assignment title	Development of training materials, farming contract model and handbooks on farming contracts for SERVE participants.
Assignment period	Between October and December 2024
Reporting	To SERVE project coordinator and Agriculture product manager
Number of positions	1
Number of days (Level of effort)	39

2. Background

Urwego Finance, in partnership with CARE Rwanda and other implementing partners under Master Card foundation fund is implementing the Supporting and Enhancing Resilient and Viable Employment Opportunities project (SERVE). The project targets farmers in French beans, Chili, Poultry and Tomato value chains in 10 districts namely Rulindo, Gakenke, Nyabihu, Rubavu, Rwamagana, Kayonza, Kirehe, Ngoma, Nyamagabe and Huye.

As part of the SERVE project, Urwego Finance has several activities to undertake, including supporting farmers in exploring the possibility of using farming contracts as collateral for accessing loans. In this context, Urwego Finance is seeking to recruit a qualified and experienced consultant to assist the bank in developing training materials on farming contracts for youth farmers under SERVE project. Those training materials will be used to train SERVE participants to enhance their skills in negotiation process. Additionally, a guidance manual will be created to summarize the key elements that will help farmers in negotiation process.

3. Objective:

The main objective of this assignment, is to develop training materials on farming contracts, farming contract model including handbook for SERVE participants aiming to enhance youth farmers 'negotiation skills and supporting them in exploring the possibility of using farming contracts as collateral for accessing loans.

4. Scope of assignment

a. Assignment duration

The level of effort for this assignment is 39 days within the period of three (3) months from October up to December 2024.

b. Place of assignment

This assignment is primarily based on a desk review. However, the consultant may conduct field visits for consultations with farmers and buyers and may also need to engage with other value chain actors, supporters, and enablers.

5. Specific tasks

- ◆ Responsible for leading the assignment
- Conduct desk reviews to develop relevant training materials that will enhance farmers 'skills during farming contract negotiation process.
- Conduct consultations with different actors for getting additional information to complement the desk reviews.
- To incorporate inputs and comments given by client and submit the final documents



- Train field staff on implementing contract farming to enable them to facilitate farmers/customers; this to be facilitated by the bank

6. Deliverables

For this assignment, Urwego finance is expecting the following deliverables.

- Inception report summarizing the processes, approach, methodology and the work plan
- Relevant training materials on farming contract which will be used to train youth farmers under SERVE project,
- A manual contains the key elements that will help farmers in designing their farming contracts and negotiation process.
- Training report about training provided to Urwego 'staff on developed materials

7. Required Expertise and qualifications

The ideal consultant should possess:

- **Academic qualifications:** Hold a master's degree in agribusiness, business administration, agro economics, development studies or related fields with at least 10 years of experience
- **Contextual Understanding:** A strong understanding of the Rwandan agricultural context, including relevant policies, regulations, and market dynamics
- **Agricultural Value Chain Expertise:** A deep understanding of agricultural value chains, particularly in the context of Rwanda.
- **Legal and Contractual Knowledge:** Expertise in contract law and agricultural contract drafting.
- **Training Materials Development:** Proven experience in designing and developing effective training materials, tailored to the specific needs of youth farmers.
- **Stakeholder Engagement:** Strong interpersonal skills and the ability to engage with diverse stakeholders, including farmers, buyers, and other value chain actors.
- **Research and Analysis:** Proficiency in conducting research, analyzing data, and synthesizing information to inform the development of training materials and the contract model.
- **Strong Communication Skills:** Effective communication skills, both written and verbal, to effectively convey information and engage with stakeholders.
- **Flexibility and Adaptability:** The ability to adapt to changing circumstances and incorporate feedback from stakeholders.

8. Assignment cost and payment

a. Assignment cost

Details regarding the consultancy fee and other expenses will be outlined in the contract agreement after the recruitment process is completed.

b. Payment method

The payment will be made within three installments as follows.

First installment (30%)	After receiving the inception report summarizing the processes, approach and methodology to be used as well as the work plan
Second installment (30%)	After receiving the first draft of documents
Final installment (40%)	After receiving the final versions of the documents

9. Tentative calendar

No	Date	Activity
1	20/10/2024	Deadline for submitting application
2	30/10/2024	Completing recruitment process and signing contract
3	30/11/2024	Submitting first draft
4	20/12/2024	Submitting the final draft

10. Application detail

All interested candidates fulfilling the above assignment requirements are requested to submit the following documents:

- Application letter addressed to Chief Executive Officer
- Detailed CV including three references
- Both financial & technical proposals on the assignment Certificates for completion of similar assignments,

Qualified and Interested bidder may send their applications in sealed envelopes with the following mentions: "RFQ 2024/10/Serv Pr/ Log/011 Technical assistance on agriculture financial product review & development "to be submitted to the bank's reception at its head office located at , Plot 428, KG5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. +250 788173100 or 0788674614 Website: www.urwegobank.com;

The quotations received, and acknowledged at the HO, will be opened and analyzed for selection by the Bank Tender Committee Members who will there after informing each bidder of the selection decision.

Deadline for submission: 20/10/2024 at 3:00 PM.

Jimmy Rutabingwa

Deputy CEO