
A Request for Proposal for the engagement of a Co-facilitator for PIND's Cocoa Value Chain Project/Interventions

BACKGROUND

PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis & advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

PROJECT BACKGROUND

PIND in 2018 completed an assessment of the cocoa value chain sector to understand the structure of the Niger Delta region's cocoa industry, identify key value chains, and uncover constraints that inhibit growth of the sector, map out the market system, identify pro-poor opportunities and identify potential interventions to address the blockades towards advancing sustainable economic growth in the region. The assessment uncovered among other constraints, the following:

- Lack of access and availability of improves cocoa seeds
- Predominance of aging trees and older farms
- Poor farming practices affecting yield and quality of cocoa beans
- Poor post-harvest practices resulting in poor quality cocoa beans

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- Multiple taxation, illegal levies and existence of multiple layers of middle men leading to high cost of transaction
- Lack of coordination among actors

To address these constraints, PIND has designed a series of interventions in the sector which include:

- Increased access to improved seeds/seedlings
- Improved productivity through good agricultural practices
- Improved quality of cocoa beans through improved post-harvest practices
- Other potential intervention would be designed as the opportunities arises

PURPOSE OF THE ASSIGNMENT

The purpose of engaging a co-facilitator is to act as implementing partner for PIND's Cocoa Value Chain in rolling out the designed interventions geared towards addressing issues around quality and quantity of cocoa beans in the Niger Delta. The co-facilitator will work across all the current interventions and potential new intervention across all cocoa producing states of the Niger Delta.

SPECIFIC OBJECTIVES

The specific objective of the co-facilitator is to support implementation of intervention activities in the cocoa value chain in locations where opportunities exist. This will involve the following:

1. Conduct a thorough mapping of cocoa farming clusters in the Niger Delta
2. Support engagement of partners (input suppliers, seed entrepreneurs, equipment manufacturers, etc) across all interventions
3. Identify and mobilize farmers in cocoa producing clusters to participate in planned activities
4. Work with partners to implement intervention activities around access to improved seedlings, improved productivity through adoption of good agricultural practices, improve post-harvest practices of cocoa farmers, improved capacity of BMOs and any other potential intervention activities

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SCOPE OF WORK

The following are indicative and therefore not limited to the scope/activities of the co-facilitator:

- Carry out a rapid mapping of cocoa farming clusters in the Niger Delta
- Identify suitable locations for the implementation of each intervention
- Identify and engage suitable partners for implementation of activities across the different intervention
- Support partners in implementation of interventions activities
- Support partners to organize promotional activities to increase farmer KAP around good agricultural practices including improved seedlings and post-harvest activities
- Adopt PIND M&E strategies, through:
 - Review and conduct M&E activities in the result chain and result measurement plan working with PIND staff
 - Obtain baseline data and conduct assessments for interventions with focus on PIND's key indicators
 - Conduct routine monitoring activities to track changes in the market system
 - Monitor and collect interventions activities data using PIND M&E templates as provided.
 - Participate in regular field visits and reporting of field activities.
 - Support PIND's intervention attribution strategies
- Liaise with financial institutions and other value chain actors to facilitate access to finance for intervention beneficiaries.
- Be responsible for ongoing engagement with stakeholders in the sector especially farmers and the private sector actors including input suppliers and developing strong relationship with stakeholders using local resources
- Must ground its work in a thorough understanding of market dynamics: the key issues in a market, why these issues, and what restrains market forces from triggering change. This understanding should be translated into effective and efficient facilitation of the existing interventions.
- Reporting: The facilitator shall submit a monthly update to the cocoa team on the progress/status of this assignment. The report shall state the progress and achievements/results recorded, next steps and challenges/lessons learned.

It should be noted that the co-facilitator would work closely with PIND's cocoa value chain sector team while carrying out the afore-mentioned activities.

ACTIVITIES AND TIMELINES

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	i. Conduct a thorough mapping of cocoa farming clusters in the Niger Delta ii. Identify potential locations for intervention activities	1 months	Output: <ul style="list-style-type: none"> Mapping report stating clearly name/location, number of farmers, name of BMO/association, average farm size of members Result: <ul style="list-style-type: none"> Minimum of 60 locations across the Niger Delta with not less than 12,000 farmers Suitable locations identified for intervention activities
T2.	Facilitate implementation of activities in the access to seedlings intervention <ol style="list-style-type: none"> Support identification and engagement partners (research institute, seed entrepreneurs) Mobilize farmers to participate in intervention activities Work with research institute and seed entrepreneurs to promote access to improved seeds/seedlings Support farmers to plant improved seedlings under GAP 	12 months	Output: <ul style="list-style-type: none"> Reports of partner engagement meetings, farmer mobilization activities and trainings/promotional activities conducted Result: <ul style="list-style-type: none"> Minimum of 10 seed entrepreneurs engaged 8,000 farmers planting improved seeds/seedlings under GAP

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T3.	<p>Facilitate implementation of activities in the improved productivity intervention</p> <ol style="list-style-type: none"> i. Engage partners (input suppliers) and facilitate MoU/Agreement signing ii. Identify and mobilize farmers to participate in field days ii. Conduct baseline assessment of identified farmers v. Support input suppliers to conduct field days 	12 months	<p>Output:</p> <ul style="list-style-type: none"> • Report of partners engagement • Report of baseline assessment • Report of field days conducted <p>Results:</p> <ul style="list-style-type: none"> • 3 input companies and 15 agro dealers engaged and actively delivering services to farmers; increase sales • 8,000 farmers learn good agricultural practices and improve their productivity
T4.	<p>Facilitate implementation of activities in the cocoa beans quality improvement</p> <ol style="list-style-type: none"> i. Identify best practices and technologies to improve cocoa bean quality ii. Identify and engage partners (equipment manufacturers) ii. Work with partners to implement activities towards promoting cocoa bean quality 	12 months	<p>Output:</p> <ul style="list-style-type: none"> • Report of partners engaged • Report of identified and tested pod breaking, fermentation and drying technologies/practices <p>Result:</p> <ul style="list-style-type: none"> • 4,000 farmers having access and use of improved technologies/practices
T5.	Facilitate implementation of potential new activities in the cocoa value chain	12 months	Output and results will be in-line with intervention targets
T6.	<p><u>Monitoring and Evaluation</u></p> <ol style="list-style-type: none"> I. Adopt PIND's Monitoring and Evaluation system to track project performance and measure results. II. Carry out periodic monitoring and evaluation of project activities 	Monthly	Output: Monthly report on project progress and outcomes

DELIVERABLES

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The total expected outreach under this co-facilitation is 20,000 farmers spread across the three designed and potential new interventions. The deliverables are as contained in the table below:

Item		Due date
D1.	Report of assessment and farmers mapping showing: <ol style="list-style-type: none"> i. Mapping report of at least 60 cocoa farming clusters. ii. Baseline assessment report of farmers in identified locations iii. Report of a minimum of 12,000 farmers mobilized for the interventions. iv. Report of partners engaged (input companies & agro dealers, seed entrepreneurs, equipment manufacturers) 	September – October 2018
D2.	Progress report of implementation of intervention activities showing 25% (5,000 farmers) achievement of targets <ol style="list-style-type: none"> i. 2,000 400 farmers exposed to improved seedlings through linkages and promotional activities ii. 2,000 farmer participating in field days by input suppliers iii. 1,000 farmers participating in demonstration of improved technologies/practices 	November 2018 – March 2019
D3.	Progress report of implementation of intervention activities showing 50% (10,000 farmers) achievement of targets as follows: <ol style="list-style-type: none"> i. 4,000 400 farmers exposed to improved seedlings through linkages and promotional activities ii. 4,000 farmers participating in field days by input suppliers iii. 2,000 farmers participating in demonstration of improved technologies/practices 	April – June 2019

D4.	Progress report of implementation of intervention activities showing 100% (20,000) achievement of targets as follows: <ul style="list-style-type: none"> i. 8,000 farmers exposed to improved seedlings through linkages and promotional activities ii. 8,000 farmers participating in field days by input suppliers iii. 4,000 farmers participating in demonstration of improved technologies/practices 	July – September 2019
D5.	Final report of implementation of intervention activities showing a minimum of 70% of total outreach farmers (i.e. 14,000 farmers) benefitting from intervention activities	October – December 2019

DURATION

The service of the co-facilitator is expected to run for the period of 15 months from September 2018 to December 2019.

COSTS

The total Cost for this assignment will be 12,000,000 (Twelve million naira) only

PAYMENT TERMS

25% (3,000,000) of the total cost will cover monthly operational expenses and paid in monthly instalments over the life of the contract on submission of report and invoice while the remaining 75% will be paid in tranches upon meeting milestones as listed below:

Tranche	Amount (N)	Percentage	Deliverable
First tranche	1,200,000	10%	Report of assessment and farmers mapping showing: <ul style="list-style-type: none"> i. Mapping report of at least 60 cocoa farming clusters. ii. Baseline assessment report of farmers in identified locations iii. Report of a minimum of 12,000 farmers mobilized for the interventions. iv. Report of partners engaged (input companies & agro-dealers, seed entrepreneurs, equipment manufacturers)

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Second tranche	1,800,000	15%	Progress report of implementation of intervention activities showing 25% (5,000 farmers) achievement of targets <ul style="list-style-type: none"> i. 2,000 farmers exposed to improved seedlings through linkages and promotional activities ii. 2,000 farmer participating in field days by input suppliers ii. 1,000 farmers participating in demonstration of improved technologies/practices
Third tranche	1,800,000	15%	Progress report of implementation of intervention activities showing 50% (10,000 farmers) achievement of targets as follows: <ul style="list-style-type: none"> i. 4,000 farmers exposed to improved seedlings through linkages and promotional activities ii. 4,000 farmers participating in field days by input suppliers iii. 2,000 farmers participating in demonstration of improved technologies/practices
Fourth tranche	1,800,000	15%	Progress report of implementation of intervention activities showing 100% (20,000 farmers) achievement of targets as follows: <ul style="list-style-type: none"> i. 8,000 400 farmers exposed to improved seedlings through linkages and promotional activities ii. 8,000 farmers participating in field days by input suppliers iii. 4,000 farmers participating in demonstration of improved technologies/practices
Final tranche	2,400,000	20%	Final report of implementation of intervention activities showing achievement of overall targets including monitoring reports with at least 70% of total outreach farmers (i.e. 14,000 farmers) benefitting from intervention activities

Note: All monies paid by PIND to Vendors/Consultants for expenses shall be retired with relevant receipts at the completion of the assignment and any balance outstanding shall be refunded to PIND.

QUALIFICATIONS

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Team/Organizational Requirement:

- Should be based in the Niger Delta and have contacts/relationship with market actors in the cocoa sector around the Niger Delta.
- Should have minimum of 4 years' experience in the cocoa sector especially in the Niger Delta
- Should have experience in dealing with farmers and the private sector
- Very good documentation and reporting skills
- Good understanding of the cocoa sector in the Niger Delta.

CRITERIA FOR ASSESSMENT AND SELECTION OF APPLICANTS

S/N	Scoring criteria	Scores allowed	Scored earned	Remark
1	Understanding of scope of work/TOR, evidenced by completeness of the proposal in addressing every aspect of the scope of work and good interpretation of the TOR	20		
2	Expertise as a facilitator in delivering similar projects. Good knowledge of the cocoa value chain sector	25		
3	Organizational structure and capacity to manage interventions	20		
4	Cost proposed –important but quality trumps especially when margin is not considerably wide. Evidence of cost contribution in the proposal	10		
5	Years of experience in community development, including mobilization and capacity building	25		
	Total score	100 points		

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HOW TO APPLY

Application should be emailed to procurement@pindfoundation.org along with the following mandatory item/supporting documents

Mandatory Required items from vendors, grantees or consultants who are bidding for any work or service in PIND

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter **or confirmation of your account details** containing accounts number and bank account name – addressed to the Finance Manager, PIND Foundation, # 25 Jimmy Carter Crescent Asokoro, Abuja
8. Bank details as follows:
 - I. Name of Account
 - II. Account Number
 - III. Name of Bank
 - IV. Address of Bank

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