

Terms of Reference for Strengthening Cooperative Leadership in Northern Nigeria

Organization	TechnoServe
Project Name	Advancing Local Dairy Development in Nigeria (ALDDN)
Sector	Agriculture
Position	Cooperative Strengthening Consultant
Project Locations	Adamawa, Kaduna, Kano and Plateau States
Reporting to	Project Manager ALDDN
Duration	60 Calendar Days
Start Date	May 18 th 2021
End Date	July 17 th 2021

General Requirements & Scope of Work

1. Background on TechnoServe

TechnoServe is an international nonprofit organization that promotes business solutions to poverty in the developing world. It is headquartered in Washington, DC and operates in 29 countries worldwide. TechnoServe's mission is to work with enterprising men and women in the developing world to build competitive farms, businesses and industries. It does this by linking people to information, capital and markets. With nearly 50 years of proven results, TechnoServe believes in the power of private enterprise to transform lives. For more information about TechnoServe (TNS), please visit: <http://www.technoserve.org/>

TechnoServe would like to engage the services of a consultant(s) to strengthen the leadership and expand the capacities of newly formed and existing cooperatives under the Advancing Local Dairy Development in Nigeria (ALDDN) program in Northern Nigeria.

2. Background on ALDDN Project

TechnoServe, using a sub grant from Sahel Consulting Agriculture and Nutrition Limited is implementing the Advancing Local Dairy Development in Nigeria (ALDDN) program with funding from the Bill and Melinda Gates Foundation (BMGF). ALDDN is a five-year program that aims to catalyse a vibrant local dairy sector in an inclusive way that improves the livelihoods, productivity, nutrition, and empowerment of smallholder women dairy farmers and the communities in which they live in. More specifically, ALDDN seeks to:

1. Advocate for an enabling environment for local sourcing through engagements with the government and relevant private sector stakeholders
2. Increase demand for locally sourced milk through partnerships with dairy processors currently or interested in sourcing locally
3. Improve smallholder dairy farmers' productivity by increasing their access to technical support services and right inputs
4. Empower women dairy farmers and enable them to improve their livelihoods and that of their households

5. Improve nutrition outcomes among smallholder dairy households through food systems entry points

The program is partnering with 5 dairy processors, one each in Adamawa, Kano and Plateau states and two in Kaduna State. As one of the implementing partners on the program, TechnoServe is responsible for implementing the following critical components of the ALDDN program:

1. Farmer Organizations: Self-Help Groups (SHGs) and Cooperatives Formation and Strengthening
2. Financial Inclusion & Income Diversification Support
3. Training and Extension, Advocacy and Behaviour Change

3. Purpose of the Assignment

The purpose of the consultancy is to develop and deliver tailored trainings and support to the leaders of about 100 cooperative groups, expand the capacity of the leaders to identify and engage products, partnerships and initiatives that benefit members of the group towards ensuring sustained success and sustainability of the groups.

4. Scope of Work

Below are the specific tasks and deliverables expected of the consultant:

Task	Deliverable
Undertake a knowledge gap assessment of the cooperatives to identify their training needs and create a training plan to address these gaps.	<ul style="list-style-type: none"> - 8 – 10 pages knowledge assessment report. - Training curriculum with sufficient detail, creativity and practical learning aids/ tools in Hausa language
Deliver training to cooperative leaders in Hausa who will in turn step down training to members with support from the consultant	<ul style="list-style-type: none"> - Training agenda and workplan - At least 2-3 documented training sessions/meetings with the leadership of the cooperative in each state- Meeting reports.
Undertake an assessment of the different products – financial, business, veterinary etc. and partnerships that these groups can leverage on to improve and expand their output of raw milk and increase incomes	<ul style="list-style-type: none"> - 5-10 pages assessment report
Provide technical support to cooperatives and address non-training related gap i.e., proper registration documentation, membership registration process, proper record keeping of monthly dues and other inflows etc.	<ul style="list-style-type: none"> - Develop a workplan to address the identified gap with KPIs and metrics to monitor progress and adoption
Develop a simple and attractive cooperative management toolkit with infographics in Hausa language as a guide for new cooperatives.	<ul style="list-style-type: none"> - Toolkit
Engage the relevant state ministry/agency or department responsible on registration process	<ul style="list-style-type: none"> - 4-5 pages report.

and facilitate discussion on removing bottle necks and creating ease in the process.	
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5. Qualification of Consultant

- A minimum of 10 years' experience in adult education in northern Nigeria
- Demonstrable communication and report-writing skills
- First-hand knowledge and experience of farmer-based cooperatives in rural Northern Nigeria.
- Demonstrates understanding of success factors for cooperative growth and development in northern Nigeria.
- Experienced in developing training materials and deploying similar trainings in other projects in northern Nigeria.
- Knowledge of the Northern Nigerian cultural context.
- Excellent command of Hausa language. Proficiency in Fulfulde will be an asset.
- Must be based out of one the project states
- Gender sensitive with the ability to mainstream gender in assessments and training design

6. Selection criteria

Proposal for this consultancy will be assessed using the following weighting and points:

Demonstrable knowledge and experience in Cooperative group strengthening and support in Northern Nigeria.	30%
Experience in developing training materials in English and Hausa and training cooperative groups on cooperative formation, registration, identification of strategic partnerships and products.	30%
Gender sensitivity and ability to mainstream gender in design and delivery	20%
Mutually exclusive and exhaustive budget	10%
Detailed and realistic work plan	10%
TOTAL	100%

TechnoServe reserves the right to award the contract to the individual whose proposal is deemed to be in the best interest of TechnoServe and the Donor. The individual with the winning proposal will be notified in writing. Those who are not selected may or may not be notified, at the sole discretion of TechnoServe.

7. Terms and Conditions

- This Terms of Reference (ToR) is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the ToR. All late responses will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent.
- All contracts will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.

- TechnoServe reserves the right to accept all or part of the proposal when the award is provided.
- All information provided by TechnoServe in this ToR is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom. TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the response and supporting documentation, which has been marked confidential by the bidder.

8. Submission of proposals

You are invited to submit a proposal, comprising a technical and financial proposal. The deadline for submission of proposals is **04 May 2021. Please state the project location (Adamawa, Kaduna, Kano or Plateau States) where you have experience and are comfortable working in.**

Your response should be submitted via email to procurementng@tns.org. Use the subject line “**ALDDN Cooperative Strengthening and Support**”.

The application should include the following:

- Work plan and budget costed in Naira and would be subject to statutory tax deductions (Please note that we are an NGO with tax exempt status).
- Provide payment terms and conditions.
- Describe the qualifications, experience and capabilities of the firm or consultant providing the type of services being requested by this ToR. CVs of “key personnel” shall be submitted as an attachment.
- Evidence of similar previous work
- List of 3 referees who can attest to the applicant’s experience and expertise as it relates to this ToR.
- A brief outline of the organization and the services offered shall be submitted as an attachment.
- Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.

All Proposals must be in English language and not longer than 5 pages single-spaced (equivalent in Calibri 12-point font and PDF) .