**Terms of Reference**

**Supervision, Monitoring and Evaluation of Farmer Business School Co-Facilitators**

**Lower River Region, Central River Region & North Bank Region**

**BACKGROUND**

**The Job Skills and Finance (JSF)**

The “Jobs, Skills and Finance (JSF) for Women and Youth in The Gambia” Programme is funded by the European Union and implemented by the United Nations Capital Development Fund (UNCDF) in collaboration with the International Trade Centre (ITC). The scope of ITC’s technical assistance focuses on improving the relevance, effectiveness, and accessibility of vocational and technical training to improve employability and job creation. The target beneficiaries are youth and women in the rural Gambia (North Bank Region, Lower River Region, and Central River Region). The project has an overarching focus on promoting a green economy which will guide the identification and selection of economic sectors of opportunities such as renewable energy, sustainable construction, and eco-tourism, soil and water management, climate-smart agriculture, agroforestry, agro-processing, and agro-marketing, in line with the menu of investments of the local investments (Local) mechanism.

To this end ITC embarked on the use of the Farmer Field School (FFS) and Farmer Business School (FBS) approach to advance the objectives of the project. ITC in partnership with the Department of Agriculture, and the guidance of the FFS technical committee developed a training program for FBS facilitators and a FBS facilitator guide/manual to ensure that FFS and FBS is standardize across the country and it achieve the needed impact.

The FBS manual is ready to be use in the field school and ITC therefore seeks the services of Training provider in entrepreneurship and Agric Business Management to facilitate the implementation of the second phase of the training programs to 210 farmers in 7 Farmer Business Schools.

**Broad and Specific Objective**

The call for proposal aims to hire a training provider to deliver a four months Agric Business training to seven(7) Farmer Field Schools from LRR, NBR and CRR using the Farmer Business school methodolgy and the new developed manual.

**Scope of work**

* Ensure that the facilitators are allocated a monthly fee for their work based on their submission of monthly reports submitted to the satisfaction of the bidder.
* Faciliatae the delivery of the 17 sessions of the manuals in the standardise format
* conduct adhoc supervision and assessment of the Co-facilitatiors during their execution of their tasks as Co-facilitators supporting them with backstopping exercises where need be.
* conduct an assement of the Co-facilitatiors after they have completed the modules with the FBS Facilitators.
* submit the findings and recommendation from the two assesmets in the final report.
* Facilitate the formalisation of all the seven Farmer Business Schools( business registration, organise group, Record keeping, business account)
* Conduct coaching and menotoring to the FBS participants for at least a month while assisting them to apply for grants or other funds available that they may want to apply for

1. **Deliverables**

The successful training provider shall provide the following services:

* Deliver the 17 sessions of the manual to all the 7 Farmer Business schools at the same time within four months January to April 2022
* With the support of DOA Evaluate and certificate all the 7 FBS
* Submit Monthly progress report
* Final report on FBS Co-Facilitation exercise

The successful bidder must deliver the training according to the approved ITC, and DoA FBS manual. The sessions shall be conducted in local languages considering the educational levels of potential participants. See table Below the training sites

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| --- | --- | --- |
| **Region** | **Nr of Facilitators to be supervised by Agribusiness Unit Co-Facilitators** | **Training Place** |
| NBR | 1 | Kachang Ward (Mbanta village) |
| CRR | 1 | WASSU |
| LRR | 5 | Japineh, Gikoko Ward (Soma), Kaiaf Ward (Kaiaf), Kiang Nema, Julafar Ward (Manduar) |

1. **Required Qualifications and experience**

Interested training providers must address the following minimum requirements, qualifications, staff experience and capabilities in their technical proposal:

* A suitability statement including CV of participating trainer (s) with details of qualifications and experience
* Contacts of a organization that recently contracted you to carry out a similar training
* Experience in executing FBS training in the Gambia must be demonstrated
* Two years experience working with Farmer groups
* Must have experience in delivering at training least in three Farmer Business schools
* Trainer must hold a certificate in development studies, agriculture or social science from a recognise institution
* Trainers who are registered members of the well versed in famer field schools will have an added advantage

1. **Submission of technical and financial proposal**

Interested training providers should bid for all the required scope of work and the submission must include:

* A detailed breakdown of the costs to perform the different activities divided by main category (e.g. training fees, training materials, raw materials and consumables, catering,student stipend/ transport refund,). Please note that your quotation should be **limited to only 7 Co-Falilitators** ( 17 sessions each )and should be inclusive of related logistical and administrative cost.
* Technical proposal that will explain how the objectives and expected deliverables will be delivered together with the proposed methodology
* Work-plan clearly indicating the activity schedule
* Task should be competed within a maximum period of 4 months

1. **Application Process and Deadline for Submission**

Interested training providers are requested to submit proposal (technical and financial) and all required documents by 5th January 2022 – 11pm GMT to Rohey Fofana ([rfofana@intracen.org](mailto:rfofana@intracen.org))