

CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

CONSULTANT(S) TO DELIVER TRAINING AND MENTORING TO INDIVIDUAL FARMERS IN THE APPLICATION OF CLIMATE SMART TECHNOLOGIES AND TECHNICAL ASPECTS OF FARM MANAGEMENT

Request for Proposal for Consultant(s) to deliver training and mentoring to individual farmers in the application of climate smart technologies and the technical aspects of farm management, for the project “Promoting sustainable livelihoods among Eastern Caribbean farmers”.

Call for Applications

Description: Consultant(s) to deliver training and mentoring to individual farmers in the application of climate smart technologies and the technical aspects of farm management, for the project “Promoting sustainable livelihoods among Eastern Caribbean farmers”.

Location: Barbados, Grenada, St. Vincent and the Grenadines

BACKGROUND

The Caribbean Policy Development Centre (CPDC) in partnership with the European Union (EU) is undertaking a joint 2-year grant partnership that seeks to increase productivity while decreasing operational input of small farmers in Barbados, Grenada, St. Vincent and the Grenadines, with a focus on women and youth. CPDC as the regional NGO representative organisation is seeking to procure the services of a qualified candidate to coach and mentor selected farmers in the application of climate smart technologies, and to provide business management solutions.

The Terms of Reference is attached at Annex 1.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter to the attention of the Officer in Charge, Caribbean Policy Development Centre;
- Evidence of the applicant’s history of delivery of similar services;
- A technical and financial proposal outlining the cost of undertaking the assignment. The financial proposal should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to mark.brathwaite@cpdcngo.org with the subject line: Consultancy to deliver training and mentoring to individual farmers.

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **Friday April 27th, 2018**.



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CPDC will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in Terms of Reference should apply.

ANNEX I

TERMS OF REFERENCE

CONSULTANT(S) TO DELIVER TRAINING AND MENTORING TO INDIVIDUAL FARMERS IN THE APPLICATION OF CLIMATE SMART TECHNOLOGIES AND THE TECHNICAL ASPECTS OF FARM MANAGEMENT

I. BACKGROUND

The Caribbean Policy Development Centre is a legally registered non - profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether it serves some twenty-seven (27) regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean.

The organization was mandated to work with NGOs and civil society to ensure that Caribbean people understand the policy making process; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy.

The CPDC in partnership with Pro NGO! e.v, Germany, is currently implementing the 2-year European Union (EU) funded project “Promoting sustainable livelihoods among Eastern Caribbean farmers” in Barbados, Grenada and St. Vincent and the Grenadines. The project seeks to provide small farmers; with an emphasis on women and young farmers, with the required training, the exposure to and the knowledge of technologies in agriculture and their many benefits so that they can increase productivity at the farm level. In addition to farmers, the project will also target groups within the private sector, public sector, academics and the range of other service and product providers linked to the agriculture sector.

II. PURPOSE AND OBJECTIVES

CPDC is desirous of undertaking a consultancy aimed at assessing and mentoring farmers in the three target countries in specific farm challenges and problems that may be hindering their attainment of success in their farming operations.

General Objectives

The aim of the Consultancy is to develop solutions to business management and climate smart agricultural practices and methodologies that could lead to increased productivity and ultimately increased profitability at the farm level.

Specific Objectives

- Conduct face to face interviews and have discussions with at least ten (10) individual farmers in each country about their specific challenges in the farming sector and/or their own operations.
- Provide a maximum of six (6) hours each of individual coaching and mentoring to thirty-two (32) farmers in business management (40%) and the application of climate smart technologies (60%).
- Review earlier assessments and provide template instruments to document and record information on practices, remedies and results of on-the-farm application of various technologies and interventions in the 3 participating countries (Barbados, Grenada, St. Vincent and the Grenadines);
- Develop farmers' dossiers profiling farm specifications, practices and existing challenges.
- Provide specific recommendations of potential solutions on business management and climate smart agricultural practices and methodologies for individual farmers.
- Prepare Final Report for submission to the CPDC.

III. CHARACTERISTICS OF THE CONSULTANCY

Duration of the Assignment

The consultancy will be carried out over an eight-week period beginning May 2018 to July 2018.

IV. CONSULTANT PROFILE QUALIFICATION AND SKILLS

- A Master's Degree in Agriculture; Business Management; Social Sciences or related area.
- Sound knowledge and understanding of small/medium business operations in the CARICOM region.
- Knowledge of facilitation, participatory methodology and stakeholder engagement;
- Excellent research, report writing, presentation and analytical skills;
- Minimum 5 years' experience conducting similar assignments.

V. DELIVERABLES

The Consultant(s) is to produce deliverables as below:

- A proposal outlining the approach, schedule and cost of the assignment.
- A profile on each farmer visited and details of discussions.
- Record keeping template for farmers.
- A business model for farmers.
- A checklist for farming extension services.
- A final report on the mentoring and training undertaken.

VI. ADMINISTRATION

The Consultant(s) shall report to the CPDC Officer in Charge or his designate.

VII. PAYMENT

Fees are negotiable but not exceeding USD 600.00 daily based on qualifications. CPDC will pay for air travel and subsistence for all in country visits at the set approved rates of per diem and economy class tickets.

Schedule of Payments

The consultant(s) is required to submit an invoice for payments. Payments will be made on satisfactory completion of deliverables as determined by the CPDC, based on the assessment on whether the deliverables adequately meet the specifications outlined in the Terms of Reference. CPDC shall signal satisfactory acceptance of the deliverable in writing. Payment shall be made according to the completion of the following;

- Submission of detailed Schedule of Work (20%)
- Submission of Farmers' profile and Document templates (50%)
- Submission of Final Report (30%)

VIII. CONFIDENTIALITY AND OWNERSHIP OF FINAL OUTPUT

The Consultant(s) may not disclose any private CPDC information revealed in the course of this assignment. The Consultant has no legal claim on any reports or products resulting from this assignment for which payment has been duly made.



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