

Term of Reference (TOR)

For Developing FFS Manual on Orchard Management and Marketing of Coffee

1. TERMS OF REFERENCE (TOR)

a) **Objectives:** To structure and organize the content necessary for coffee orchard Management and marketing; to carry out training need assessment; and based on need assessment develop a training guide for systematic progression of FFS teaching-learning process.

b) **Background:** The Prime Minister Agriculture Modernization Project (PMAMP), Project Implementation Unit (PIU), Gulmi has conducted super zone program on coffee since 2074/75 on Gulmi, Palpa, Pyuthan, Arghakhanchi and Syanjga district. The Coffee Super zone aims to facilitate the export of Nepali coffee in the international market by coordinating with private and cooperatives by continuing the commercialization of coffee cultivation in the districts where coffee has been cultivated for a long time.

As a part of super zone programs Project Implementation Unit, Gulmi seeks to publish a FFS manual on Orchard Management and Marketing of Coffee. This manual will help coffee growers and entrepreneurs to know about timely plantation, orchard establishment, disease/pest identification and control, proper harvesting, processing, value addition and marketing of coffee. Further this manual will be a guide for conducting FFS training and meet the training needs of coffee growers.

To the end, PIU Gulmi, seeks to engage a consultant to undertake the development of a comprehensive FFS manual on orchard management and marketing of coffee that can fulfill all the possible knowledge/training needs of coffee growers.

c) **Scope of work and expected outputs/deliverables:**

1. Undertake desk research and analyze all the necessary subject matter/content/training materials and training modules that can cover all the knowledge needs of coffee growers.
2. The subject matter and content on the FFS manual should contain an updated version of information, with good explanations, comment, practical exercises, summaries and evaluation and can be easily understood by readers.
3. Information should be properly structured and organized in chapters and units.
4. Produce a well written and comprehensive FFS manual for orchard management and marketing of coffee.
5. The included topic must contain
 - The justification of FFS, development of group ownership, collective learning and marketing
 - Series of coffee production steps and practices to maintain healthy coffee plant starting from suitable climatic conditions, soil required, propagation and seed treatment (seed propagation, vegetative propagation), preparation of land, transplanting and spacing, irrigation, fertilizers and manures, inter-cultural tasks



(weed control, mulching, pruning), pests and insects, harvesting tasks (fly picking, main picking, stripping, cleaning), post-harvesting tasks (drying, grading, packing, storage, transportation) including seasonal management of the coffee plantation.

- Agriculture as business, ways to study market and perform market surveys, learning news ways for audit and analysis of market in search for emerging and profitable marketing structure, group marketing and procurement, record keeping, value addition, systematic planning both on production and finance including management of risk and uncertainties.

d) Final Deliverables

- Manual in Nepali language with a complete content on orchard management and marketing of coffee that will be helpful to facilitate training and FFS programs.

e) Timeframe and deadline: This assignment is for consultant who has expertise in coffee plantation, marketing, FFS training facilitation and manual writing. This assignment shall have 2 working month period between September 2021 to November 2021.

f) Reports: The consultant will present the results to Project Implementation Unit (PIU), Gulmi from time to time to share the progress of the activities under this contract and certifying that the works, task, assignment have been satisfactorily performed.

2. REQUIREMENT FOR EXPERIENCE AND QUALIFICATION:

- A post-graduate or equivalent qualification on Agricultural Science
- At least 5 years of prior work experience in the field of coffee plantation, marketing, training facilitation or similar agricultural projects.
- Demonstrated knowledge and experience on the required curriculum and training needs.
- Demonstrated experience and skills in facilitating stakeholder/working group consultation and could conduct training when needed.
- Excellent in writing, editing and oral communication skills in Nepali.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- I. While submitting the technical proposal, the applicant shall, in particular, ensure to attach following:
- II. Profile of the consultant (max 1 page) explaining why they are most suitable for the work.
- III. Relevant experience (max 2 page)
- IV. Detailed methodology and conceptual framework with expected deliverables and timelines, with total days required (3-5 pages).
- V. Recent CV



4. FINANCIAL PROPOSAL

The final proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made upon the delivery of services specified in the TOR.

5. EVALUATION

The award of the contract will be made to the institution/consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable;
- Having received highest score out of a pre-determined set of weighted technical and financial criteria.

Criteria maximum point

Technical: 70 point

- Demonstrated knowledge on coffee plantation, orchard management and marketing. 15 Marks
- Experience and skill in the field of coffee. 20 Marks
- Demonstrated experience in developing manual, curriculum, drafting report, facilitation on training and dissemination skill among relevant stakeholders. -25 Marks
- Methodology, activities, work-plan, experience and skills etc. -10 Marks

Financial: 30 point

6. HOW TO SEND THE BID/PROPOSAL

Interested eligible bidders may submit their proposal both in sealed envelope and through office email (pmamp.piu.gulmi@gmail.com) detailing the individual costs for carrying out the assignment as well as the consolidated cost along with document to support qualification and experience.

The inner and outer envelope shall:

- a) Bear the name and address of the bidder
- b) Be addressed to
(Please write the address)

Deadline for Submission of Bids:

Bids must be received by Project Implementation Unit, Gulmi at the address specified above no later than 21st September 2021.

