

## Annex IV: Terms of Reference

### VET trainer/ Consultancy

Geographical Area	Bekaa, Chouf, Aley
Project Area	Food security livelihood/Agriculture

## INTRODUCTION

### 1- About Solidarites International

Solidarites International is an International NGO working with vulnerable populations, mainly victims of armed conflicts and natural disasters. Specialized for nearly 40 years in the coverage of vital needs, S.I. takes charge of emergency and reconstruction programs.

With respect for cultures and being close to the people, Solidarites International implements its programs by combining its skills with those of its employees and local managers.

Solidarites International's teams, made up of around 270 expatriates and nearly 2200 local employees, are today present in 18 countries in Asia, the Middle East, Africa, and South America where they are particularly committed to fighting diseases related to unsafe water but also in the essential area of food security and livelihoods.

SI is currently operating WASH, Food security, Livelihood and agriculture programming in Lebanon, focusing on refugees and vulnerable members of the host community in rural and urban settings. The FSL activities include the distribution of food voucher, ready-to-eat meals, and food parcels, along with nutrition awareness sessions, Technical and In kind support for micro, small, and medium-sized enterprises (MSMEs), empowering farmers through capacity building in environmentally friendly practices via farmers field schools (FFS), capacity buildings in Agri- Businesses Practices through farmer Business schools (FBS), creation of market linkage between farmers and processors, provision of agriculture inputs. SI maintains offices in 3 governorates, including Beirut, Akkar, and Bekaa

### 2- Project Overview

The ongoing project aiming to reduce poverty and enhance resilience among vulnerable communities in rural Lebanon, by strengthening local actors' resilience toward economic and environmental crises in different rural areas in Lebanon. The primary objective is to empower around 80 small-scale cattle farmers and cooperatives through the implementation of agroecology and more sustainable farming systems

The initiative will enhance technical skills by promoting environmentally friendly practices and agribusiness techniques through Farmers Field Schools and Farmers Business Schools, along with the provision of agricultural inputs to ensure proper implementation of new practices. This effort will improve dairy production quality and the sustainability of farming systems by integrating greening measures and good agricultural practices.

SI seeks to hire a **veterinarian** specializing in livestock health and disease management, including vaccinations, basic healthcare, breeding and reproduction management, and climate resilience. The consultant or company will conduct field visits to farmers in Chouf, Aley, Central, and West Bekaa alongside the SI team.

The veterinarian will collaborate closely with the animal production consultant to enhance livestock health and productivity by integrating effective health management with optimized production practices. Together, they will assess farms, with the veterinarian focusing on disease prevention and healthcare, while the animal production consultant addresses feeding, breeding, and sustainability. This partnership will deliver comprehensive training and tailored recommendations to improve dairy farming outcomes.

## ASSIGNMENT

### Objective of the Consultancy

This consultancy has Four Main Objectives listed below:

- **Objective 1:** Assess livestock health through physical examinations and disease identification.
- **Objective 2:** Build farmers' capacity in veterinary practices, biosecurity, and disease prevention.
- **Objective 3:** Collaborate with the animal production consultant to tailor interventions and improve farm productivity.
- **Objective 4:** Support the procurement of veterinary-related agricultural inputs.

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### **Objective 1: Assess livestock health through physical examinations and disease identification.**

- a) **Analyze Findings:** Review and analyze the results from assessments previously conducted by Solidarités International (SI) to identify the challenges faced by cattle farmers.
- b) Conduct thorough physical examinations of livestock to identify signs of diseases, malnutrition, or stress.
- c) Diagnose symptoms of common illnesses and provide immediate or preventive measures to address them.
- d) Offer tailored advice to farmers on maintaining livestock health and mitigating potential health risks.
- e) **Develop Strategies:** Create strategies to support dairy farmers in adopting sustainable practices such as integrating agroforestry systems for shade, fodder production, and soil health improvement, and implementing green initiatives tailored to their identified needs and gaps.
- f) **Estimated Time to complete Objective One:** Depending on the number of field visit that can be done per day estimation is up to 14 days.

### **Objective 2: Build farmers' capacity in veterinary practices, biosecurity, and disease prevention.**

- a) Develop a tailored training curriculum for Farmers Field School (FFS) and Farmers Business School (FBS) based on the report's findings, addressing the specific challenges identified.
  - Farmers field school's curriculum might include but not limited the following topics:
    - Basic Veterinary Practices
    - Disease prevention and biosecurity
    - Vaccination and health management
    - Parasite Control
    - First Aid for Livestock
    - Breeding and Reproduction Health
    - Farm Hygiene and Waste Management
    - Record-Keeping for Livestock Health
  - Farmer business school's curriculum might include but not limited the following topics:
    - Record keeping
    - Financial and risk management
    - Packaging
    - Labeling and marketing techniques
- b) Train farmers on essential veterinary practices, including herd health monitoring, administering vaccinations, and maintaining accurate livestock health records.
- c) Educate participants on the significance of early disease detection and the implementation of biosecurity measures to prevent outbreaks.
- d) Provide farmers with practical solutions and address their questions related to livestock health and disease management.
- e) Collaborate with SI to define the training methodology, whether through on-site demonstrations or group sessions, to ensure the most effective learning experience.
- f) Deliver the training curriculum to the project participants (approx. 80 farmers). Each training batch will be based on the geographical area and shall be between 15 to 20 farmers per class.
- g) **Estimated Time to complete Objective Two:** Up to 10 days based on curriculum design

### **Objective 3: Collaborate with the animal production consultant to tailor interventions and improve farm productivity.**

- a) Conduct participatory discussions with farmers to identify challenges and knowledge gaps.
- b) Document findings from farm visits to inform and tailor subsequent training and intervention plans.
- c) Work jointly with the animal production consultant to provide actionable recommendations that enhance farm management and livestock productivity.
- d) **Estimated Time to complete Objective three:** This objective does not have a dedicated timeframe as it is an ongoing process. Coordination between the veterinary and animal production consultants should begin at the start of the consultancy and continue throughout. This includes joint field visits and, if feasible, joint training sessions.

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### Objective 4: Support the procurement of veterinary-related agricultural inputs.

Assist in the procurement of veterinary-related agricultural inputs aligned with the consultancy's objectives.

Ensure that the inputs are appropriate for the needs identified during assessments and training.

Develop BOQ for Fodders, Livestock or Veterinary Kits:

- a) BOQ Development: Solidarites International staff will conduct field visits and collaborate with each cattle farmer to create a Bill of Quantities (BOQ) for livestock and veterinary kits, covering 80 farmers and cooperative members. The consultant will assist Solidarites International staff with the technical aspects of item selection and tools, ensuring alignment with the training inputs and assessments while promoting sustainable agriculture practices. The kits will be tailored to cattle farming needs and may include but not limited items such as manure forks, fodders, wheelbarrows, and veterinary kits, etc.
- b) Solidarites International will advertise the tailored kits to receive quotations. The consultant will support Solidarites International team in the technical review of all potential suppliers
- c) Distribution will happen together with FFS/FBS trainings to ensure proper implementation.
- d) Estimated Time for Objective four: 6 days

This objective will be implemented during the years 2024 and 2025.

## DELIVERABLES

The deliverables will be based on the objectives, which can be divided into 2 categories:

### 1. Deliverables

Objective	Task	Deliverable	Estimated Time	Responsible Party	Due Date
<b>1. Data Analysis and Reporting</b>	Analyze Findings	Comprehensive data analysis report	16 days	Consultant with SI staff	TBC
	Conduct Field Visits	Field visit observations and interview summaries		Consultant with SI staff	TBC
	Develop Strategies	Strategic plan for implementing agroforestry and green initiatives		Consultant	TBC
	Report Preparation	Inception report detailing technical challenges and support needed		Consultant	TBC
<b>2. Curriculum Development and Training</b>	Develop Training Curriculum	Comprehensive training curriculum	10 days	Consultant	TBC
	Deliver Training Courses	Training materials and resources; Completed training courses		Consultant	TBC
		Training attendance records and feedback reports		Consultant with SI staff	TBC
<b>3. Develop BOQ for Livestock or</b>	BOQ Development	Detailed BOQ for livestock and veterinary kits	6 days up to 8	Consultant with SI staff (FSL program)	TBC

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Veterinary Kits				and SI procurement team)	
	Advertising and Supplier Selection	Advertisement for supplier selection; Supplier selection report		Consultant with SI staff (FSL program and SI procurement team)	TBC
	Follow up on Kit Distribution, receiving of the items and quality check	Distribution plan and records for kits		Consultant with SI staff (FSL program and SI procurement team)	TBC

### CONSULTANCY TIMELINE

a) Consultancy period

The consultancy is planned to be implemented from January 2025 to July 2025 on a non-consecutive days basis.

b) Location of Implementation:

- Chouf Villages: Baardran, Niha, Mresty, Jbeh
- West Bekaa: Ghazzeh, Mansoura, Khyara
- North Bekaa: Nasriyet Rizk, Kheraybeh
- Alay: Azzounyeh, Sharon
- Southern Baalbek: Nasriyet Rizk, Kheraybeh.

**\*\*Estimate; the time required will vary depending on design/methodologies used**

### REQUIRED DOCUMENTS

Interested applicants should provide a proposal covering the following aspects:

1. Detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including the following:
  - Proven expertise in delivering training for farmers, facilitation, coaching, and mentoring, with particular emphasis on experience in cattle-related fields, which would be considered highly advantageous Proposed methodology (please add the list of previous projects with references).
  - A proposed timeframe detailing activities and a schedule/work plan.
  - Team composition and level of effort of each proposed team member, curriculum Vitae(s) of all proposed staff outlining relevant experience.
  - Appropriate and clearly explained instruction methodology that encourages trainee participation, effective knowledge, and demonstrated capacity
  - Clearly demonstrate of the capacity to adapt the content of the training to the educational level of participants, including to illiterate or semi-literate participants

Contractor profile that must prove the following:

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- Strong technical capacity in veterinary, specifically in the cattle sector
- Extent & significance experience in working with farmers & households
- Good Knowledge in MS office applications
- Good organizational & presentation skills
- Procurement skills should include proficiency in writing detailed specifications, developing Bills of Quantities (BOQ), negotiating with service providers, and following up with them.

The consultant is expected to:

- Field visits to farms will be conducted as needed, with the number of visits to be agreed upon during the kick-off meeting.
- The consultant should be available at the proposed time and as suggested during the upcoming kick-off meeting.
- Has strong communication skills, as the consultancy will involve interacting with various stakeholders, including farmers, female-headed households, SI staff, and suppliers.
- Motivated and able to handle road trips.

### **Additional documents:**

- ⇒ Copy of the commercial registration
- ⇒ Copy of the ID of the general director
- ⇒ Copy of the MoF registration
- ⇒ Copy of the VAT registration, (if registered).

2. A **financial proposal** with a detailed breakdown of costs for the training, including the following:

- consultancy & training fees/costs.
- administrative expenses.

The proposal should include the following information:

- ⇒ Addressed to “Solidarités International.”
- ⇒ Company address, phone number, email address, and representative's name.
- ⇒ Quotation details with unit prices excluding VAT.
- ⇒ Total cost, including VAT if applicable.
- ⇒ Validity period of the offer (preferably 1 year).
- ⇒ Payment terms and methods (refer to the conditions below).
- ⇒ Dated, signed, and stamped.

**Note: Technical and Financial offers should be shared separately (2 PDFs or envelopes)**

## **EVALUATION CRITERIA**

All bidders must obtain a score of at least 50% of the total technical scoring, in order to proceed to the financial evaluation. Shortlisted bidders will be invited to phone or personal interviews (if needed). The financial offer will then be weighted 40% of the proposal evaluation score against 60% for the technical proposal and interviews. Candidates will be evaluated based on the following criteria and weights:

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#	Criteria	Description	Weight (%)
1	Educational Background	Academic qualifications in VET, or a related field, with a preference for a Master's, Diploma, or PhD.	20%
2	Proven Experience in Curriculum Development	Experience in developing training curricula. <b><i>Curricula developed should be shared with this call for proposal.</i></b>	25%
3	Demonstrated experience in procurement and in developing Bills of Quantities (BOQ)	Resume, Reference Letters, Certificates and qualifications, Case studies or reports, samples of specifications and BOQs, Contractual documentation, Proof of success.	25%
4	Relevant Practical Experience	Practical experience working with cattle farmers and implementing best practices not less than 10 years.	15%
5	Technical proposal	Demonstrating an understanding of the requested deliverable, covering all component of the TOT, including work plan	15%
Interview			
6	Coaching and Mentoring	Skills in coaching and mentoring farmers or agricultural staff. These skills will be evaluated during personal interviews for suppliers or trainers who pass the technical evaluation.	5%
7	Communication and Interpersonal Skills	Ability to effectively communicate and engage with trainees. These skills will be evaluated during personal interviews for suppliers or trainers who pass the technical evaluation.	5%

Women are encouraged to apply

### PAYMENT TERMS & METHODS

- Payment will be made by Solidarites International through bank transfer or cheque only, upon presentation and validation of the deliverables by the program project manager
- The full amount will be paid after receiving all the deliverables and validated by the program team.
- If the consultant is not registered for MoF, it is important that a non-residential tax will be applies. Consequently, 8.5% will be deducted from the total amount stated on the invoice.
- No payments will be made to the training consultant after the end of the grant duration and eligibility of the costs.
- Solidarites International will not cover incidentals, including transportation, per diems and communication costs, separately, as they should be included in the consultant's daily rate.

### OTHER CONSIDERATIONS

- Follow the rules and regulations of Solidarites International, including the Solidarites International code of vendors and meet the program's objectives and abide to the set work plan.

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- Conduct himself/herself professionally and personally to bring credit to Solidarites International and not jeopardize its humanitarian mission.
- Secure his/her own transportation to and from the training location.
- Only those applications found acceptable and evaluated positively will be considered for the interview.