

Annex IV: Terms of Reference

Animal Production 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, SI takes charge of emergency and reconstruction programs.

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, Shelter, 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 Cash for food, 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

Provision of grants and technical support to micro, small and medium sized (MSMEs), capacity building for farmers through Field farmer school (FFS) and field business schools (FBS) and distribution of agriculture inputs. SI maintains offices 4 governorates Beirut, Akkar, south and Bekaa.

2- Project Overview

The ongoing project aim to reduce poverty and enhance resilience among vulnerable communities in rural Lebanon, through strengthening local actors' resilience toward economic and environmental crises. 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 an Animal Production Consultant specializing in livestock feeding practices, breeding and reproduction management, sustainable farming techniques, 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 Consultant will collaborate closely with a veterinarian to enhance livestock health and productivity. Together, they will assess farms, with the consultant focusing on optimizing feeding strategies, improving breeding practices, and implementing sustainable farming systems, while the veterinarian addresses disease prevention and healthcare. This collaboration will deliver comprehensive training and tailored recommendations to improve the overall efficiency and sustainability of dairy farming practices.

ASSIGNMENT

Objective of the Consultancy

This consultancy has Four Main Objectives listed below:

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- **Objective 1:** Assess livestock productivity by evaluating feeding practices, breeding systems, and farm management strategies.
- **Objective 2:** Build farmers' capacity in sustainable animal production practices, including effective feeding strategies, improved breeding techniques, and climate-resilient approaches.
- **Objective 3:** Collaborate with the veterinarian to design tailored interventions that enhance livestock productivity and farm sustainability.
- **Objective 4:** Support the procurement of animal production-related agricultural inputs, ensuring alignment with sustainability goals and farm needs.

Objective 1: Assess livestock productivity by evaluating feeding practices, breeding systems, and farm management strategies.

- 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) **Farm visit and observation:** Conduct farm visits to observe and document practices directly on the farms, collect quantitative and qualitative data on
 - **Livestock Productivity:** Measure milk yield, growth rates, and reproductive performance, compare these metrics against regional benchmarks, and identify bottlenecks such as health issues, nutritional deficiencies, or poor genetics.
 - **Evaluate Feeding Systems:** Analyse feed quality, storage, and sourcing practices. Review feeding techniques and schedules to reduce wastage and address seasonal feed shortages with conservation strategies like silage production.
 - **Review Farm Management Practices:** Assess herd size, health monitoring, housing conditions, and resource utilization. Inspect barns, shelters, and watering systems while identifying inefficiencies in manure management and resource use.
 - **Provide Tailored Recommendations:** Suggest improvements in breeding practices, feeding strategies, and farm infrastructure to enhance productivity and sustainability. Develop actionable solutions for better use of resources like water and energy.
- c) **Develop a Comprehensive Report:** Based on findings, prepare a detailed report identifying challenges, gaps, and actionable recommendations to address them effectively.
- d) **Design a Tailored Curriculum:** Using the report findings, develop a curriculum (both theoretical and practical) to address the identified challenges and build farmers' capacities. Include modules on improved feeding strategies, breeding practices, and sustainable farm management techniques.
- e) **Suggest Required Inputs:** Identify and recommend essential items, materials, and machinery needed to solve the problems, such as feed storage equipment, breeding tools, and sustainable farming infrastructure.

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, with a strong emphasis on practical sessions and onsite demonstrations. addressing the specific challenges identified.
 - **Farmers Field School (FFS) Curriculum:**
 - Feeding strategies and nutritional management
 - Breeding and reproduction techniques
 - Climate-resilient farming practices
 - Manure management and farm hygiene
 - Record-keeping for animal productivity and health
 - Sustainable resource utilization (e.g., water, energy, and feed storage)
 - **Farmer Business School (FBS) Curriculum:**
 - Financial and risk management for livestock farming
 - Market linkage and marketing techniques
 - Packaging, labeling, and branding for animal products

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- Record-keeping for financial and farm operations

Note: The topics listed above are examples. However, based on the report findings and the specific challenges and gaps faced by farmers, these topics may be modified or replaced.

- a) Train farmers on essential animal production practices, including optimizing feeding systems, improving breeding strategies, and maintaining productivity records.
- b) Educate participants on the importance of early identification of production issues (e.g., nutritional deficiencies or breeding problems) and implementing sustainable management practices to prevent long-term challenges.
- c) Provide farmers with practical solutions to enhance feeding systems, farm management, and productivity, while addressing their specific challenges and questions.
- d) Collaborate with SI to define the training methodology, using either on-site demonstrations or group sessions to maximize learning outcomes.
- e) Deliver the training curriculum to approximately 80 project participants, organizing farmers into training batches of 15–20 individuals based on geographical areas.
- f) Estimated Time: Up to 10 days for curriculum design and delivery.

Objective 3: Collaborate with the Veterinarian consultant to tailor interventions and improve farm productivity.

- a) **Conduct joint visits** to provide tailored advice from both perspectives (animal production and veterinary), ensuring a holistic approach. Use findings from these visits to develop a clear curriculum and an action plan customized for each farm.
- b) Deliver joint training sessions based on the designed curriculum, as needed and when required, to address specific challenges and build farmers' capacity effectively.
- c) Work jointly with the animal production consultant to provide actionable recommendations that enhance farm management and livestock productivity.
- d) Sharing reports, data and findings between consultants.
- e) 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.

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

Support the procurement process of animal production tools and materials in alignment with the consultancy's objectives.

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

Develop BOQ for tools and materials for animal production 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 animal production 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 to items such as feeding systems, (Mixers, troughs), breeding and health equipment 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

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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
1. Data Analysis and Reporting	Analyze Findings	Comprehensive data analysis report	15 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
2. Curriculum Development and Training	Develop Training Curriculum	Comprehensive training curriculum	15 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
3. Develop BOQ for Livestock or Veterinary Kits	BOQ Development	Detailed BOQ for livestock and veterinary kits	8 up to 10 days	Consultant with SI staff (FSL program and SI procurement team)	TBC
	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

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The consultancy is planned to be implemented from January 2025 to July 2025 on a non-consecutive day's 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:

- 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

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- ⇒ 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:

#	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. <i>Curricula developed should be shared with this call for proposal.</i>	20%
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.	20%
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%

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Interview if needed			
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.
- 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.