Trainer/Consultant for Olive Farming Workshop

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| Geographical Area | Zahle & Hasbaya |
| 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

The ongoing project aims to reduce poverty and enhance resilience among vulnerable communities in rural areas of Lebanon (Hasbaya, Chouf, Aley and central and west Bekaa), particularly focusing on small-scale farmers. Within this context, small vulnerable farmers will be empowered through the implementation of agroecology by promoting sustainable farming practices and enhancing the quality of production. As part of this initiative, SI, using the Farmers Field Schools approach, plans to deliver tailored training to olive farmers in various rural areas of Lebanon to strengthen their know-how and address production challenges through sustainable agriculture Therefore, SI is seeking a consultancy/ Training service to Analyze the findings from the assessment conducted by SI staff to identify the challenges faced by olive farmers, Collaborate with the olive value chain consultant hired by SI to review the outcomes of the olive value chain assessment. Conduct field visits to 4 to 6 farmers in Hasbaya (Mimas and Al Khalwet), and other villages as necessary, to observe their practices and conduct interviews for a detailed evaluation of their technical needs. Based on analysis of assessment, field visit and study outcome develop a comprehensive training curriculum that includes both theoretical and practical aspects. Provide two training courses: one for SI and LRI staff, and another for the farmers involved in the project.

## **Assignment**

1. **Objective of the Consultancy:**

The primary objective of this consultancy is to provide two comprehensive training: one for the FSLA and LRI staff and another for the farmers targeted in the project in sustainable olive cultivation and oil production. The training should focus on enhancing their knowledge, skills, and practices to increase productivity, improve the quality of olive oil, and adopt sustainable farming systems with a specific focus on the challenges and disruptions faced by the farmers in each stage of the value chain from the production till access to the identified markets. In addition, advising and training the participating farmers on some topics such as pruning and grafting throughout practical sessions and field visits.

1. **Methodology:**

The consultant/ trainer will work closely with SI FSL team and will be required to train the field officers throughout the consultancy. The following methodology is designed to be adaptable, with the possibility of implementing suggested modifications outlined in the technical offer and refining them further throughout the consultancy.

The consultant must develop a customized training curriculum addressing various aspects of olive oil production, including sustainable farming practices, greening measures, and good agricultural practices tailored to the specific needs of vulnerable farmers. The training modules and curriculum must cover but not limited to the following topics:

* Topic 1- Orchard establishment and olive varieties, followed by a field visit to a bottling plant or nurseries.
* Topic 2- Pest Management and weed management.
* Topic 3- Fertilization
* Topic 4- Best Practices in Pruning and grafting (theoretical & practical)
* Topic 5- Pre-Harvesting, and post harvesting techniques.
* Topic 6- Olive oil extraction traditional and innovative techniques and Storage
* Topic 7- Olive oil characteristics
* Topic 8- Innovative Olive By-product Management technics (Wastewater, Husk...)
* Topic 9- Environmentally friendly practices (regenerative agriculture, organic farming ..) and new technologies used in olive production.

The duration of each training session will be determined based on the developed curriculum and suggested methodology. It's important to clarify that 'TOT' for the FSLA staff involves comprehensive training in all modules, as well as one day of coaching. During this coaching session, staff will deliver one module based on the topics covered earlier with guidance and constructive feedback provided by the consultant or trainer.

1. **Deliverables:**

During the consultancy, the consultant is expected to produce:

* + **Deliverable 1 Inception report**: will outline the challenges faced by farmers, detailing each challenge and proposing relevant topics and methodologies aimed at addressing them. The identified challenges will be based on (a) assessments conducted by SI staff, (b) studies conducted by the consultant, and (c) results and observations from field visits and interviews. This report will form the basis for developing the curriculum, ensuring it meets the specific needs of small-scale farmers and includes the necessary information to validate the curriculum design It should include qualitative and quantitative data collection.
  + **Deliverable 2 Comprehensive Curriculum:** Develop a detailed training curriculum tailored to the needs of small-scale olive farmers and oil producers. The curriculum should include clear modules covering the mentioned topics above.
  + **Deliverable 2.1 PowerPoint Presentations:** Prepare visually engaging and informative PowerPoint presentations to accompany each module of the training curriculum. The presentations should effectively convey key concepts and facilitate understanding among participants and should be presented as ppt format not pdf.
  + **Deliverable 2.2 Visual Aids:** Create supplementary visual aids, such as brochures and leaflets to enhance the training sessions. These visual aids should be designed to support the content of the curriculum and reinforce learning outcomes.
  + **Deliverable 3 Direct Training of Trainers (TOT) Sessions:** Deliver comprehensive training sessions to the FSLA officers aimed at equipping them with the requisite skills necessary for successfully facilitating the Farmer Field School (FFS) sessions related to the olive value chain.
  + **Deliverable 4 Direct Training Sessions and field visit:** Deliver training sessions directly to small-scale farmers. These sessions should be interactive and tailored to the specific needs of the farmers, focusing on practical demonstrations and hands-on activities to facilitate learning and skill adoption.
  + **Deliverable 5 Collaborate with the SI team to develop BOQs for agricultural kits** and oversee the technical evaluation of suppliers. This activity involves providing around 46 enrolled farmers from the 5 FFS with agricultural kits to encourage sustainable farming practices. These kits may include items such as insect traps, organic pesticides, manure forks, and wheelbarrows, aimed at reducing the reliance on chemical fertilizers and pesticides.
  + **Deliverable 6 Provision of a final report** that includes progress of farmers knowledge, attendance, training feedback, challenges, documentation and pictures, recommendations on further support needed and other specific areas of focus required for the skills development of the participants.

The final products will be reviewed for quality and final payment will be made upon submission of satisfactory deliverables. SI and GIZ has sole ownership of all the final data and documents.

All IT assets needed to develop the consultancy materials (computer, internet access, etc.) will be provided by the consultant. Any transportation needed during the course of the consultancy will be covered by the consultant.

If a company submits a proposal in response to the call, they must provide the trainer's name and include their CV. Additionally, if selected for an interview, the trainer must be available for the interview.

## Consultancy timeline

The consultancy will cover a period of approximately between 25 up to 40 working days, in accordance with the below timeline for each deliverable taking into consideration the seasonal calendar and when the practical sessions are applicable:

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| Assessment step | Milestone | Start date  (target/ estimated) | Completion date (target/ estimated) |
| Step 1: Inception report | Deliverable 1 | 10 September 2024 | 12 September 2024 |
| Step 2: Curriculum development | Deliverable 2, 2.1, 2.3 | 13 September 2024 | 20 September 2024 |
| Step 3: Training of Trainers SI and LRI staff | Deliverable 3 | 23 September 2024 | 27 September 2024 |
| Step 4: Direct farmer training sessions | Deliverable 4 | 30 September 2024 | 4 October 2024 |
| Step 5: Develop BOQs for agricultural kits and oversee the technical evaluation of suppliers | Deliverable 5 | 7 October 2024 | 10 October 2024 |
| Step 6: Final report | Deliverable 6 | 7 October 2024 | 10 October 2024 |

*\*\*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 olive-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.
   * Contractor profile that must prove the following:

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| Required | Preferred |
| CVs showing university degree in a relevant field (example: agricultural engineering) |  |
| Same CVs must be mentioning fluency in Arabic and English (Written and Spoken), please fill the key personnel annex mention in the application files. | Experience working with Non-Governmental Organizations |
| Proven prior experience of at least 5 years working in the field of olive production, particularly in olive farming and olive oil production management. |  |
| Excellent writing skills |  |
| Excellent presentation and facilitation skills |  |
| Strong ability to use Internet-based communication and collaboration tools |  |
| A demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines. |  |

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).

1. 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.

## 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 agriculture, 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. ***Curricula developed should be shared with this call for proposal.*** | 25% |
| 3 | Certified trainer | Participation in certified training programs related to agriculture or olive cultivation. | 25% |
| 4 | Relevant Practical Experience | Practical experience working with olive farmers and implementing best practices. | 15% |
| 5 | Technical proposal | Demonstrating an understanding of the requested deliverable, covering all component of the TOT, including work plan | 15% |
| Interviews | | | |
| 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 SI 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 SI, including the SI 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 SI 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.