VET trainer/ Consultancy

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| 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

1. **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 80 small-scall 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.

Therefore, SI is seeking to hire a highly qualified veterinarian/Vet clinic as a consultant to develop curriculum, provide training and support in the procurement of agriculture inputs.

## **Assignment**

Objective of the Consultancy

This consultancy has four main objectives listed below. The first two focus on 80 cattle farmers in Chouf, Aley, and central and west Bekaa, and will be implemented in 2024. The third objective, which involves supporting 200 vulnerable female-headed households through training on best farming practices and the distribution of livestock, in southern Baalbeck areas and will be implemented in 2025. The fourth objective, which involves supporting the procurement of agricultural inputs related to the first three objectives, will be done in 2024 and 2025.

1. ***Data Analysis and Reporting***
* **Analyze Findings:** Review and analyze the results from SI’s assessment to identify the challenges faced by cattle farmers.
* **Conduct Field Visits:** Conduct four field visits over four days to observe practices and interview 16 cattle farmers in Chouf, Aley, West Bekaa, North Bekaa, and other relevant villages. Evaluate their technical capacity needs and propose curriculum topics necessary to enhance their skills and overcome these challenges.
* **Develop Strategies:** Create strategies to support cattle farmers in implementing agroforestry and green initiatives based on the identified needs and gaps.
* **Report Preparation:** Develop an inception report based on the assessment and field visit findings, detailing the technical challenges and in-kind support needed to empower farmers.
* Estimated Time for Objective One: 10 days
1. ***Curriculum Development and Training***

Develop Training Curriculum for the farmers field school and farmers business school: Create a tailored training curriculum based on the report's findings, addressing the specific challenges identified.

Farmers field school’s curriculum might include the following topics:

* Livestock management techniques
* Health and disease management, including vaccinations and basic healthcare
* Breeding and reproduction management
* Cattle &food safety Measures
* Dairy quality control
* Climate resilience and sustainable grazing practices

Farmer business school’s curriculum might include the following topics:

* Record keeping
* Financial and risk management
* Packaging
* Labeling and marketing techniques

Deliver Training Courses: Conduct two training courses: one for SI and LRI staff, and another for the participating farmers.

Estimated Time for Objective Two: 30 days

1. ***Support for Women-Headed Households***

Training Sessions: Provide training sessions on cattle and poultry management for around 80, up to 100 pre-identified women-headed households, who often face economic hardships and food insecurity due to limited access to resources and livelihood opportunities.

Resource Distribution: Distribute livestock to these households to enhance their livelihood opportunities and food security.

Estimated Time for Objective four: 20 days

1. ***Develop BOQ for fodders, Livestock or Veterinary Kits***

The kits will be tailored to cattle farming needs and may include items such as manure forks, fodders, wheelbarrows, and veterinary kits, etc. Distribution will coincide with FFS trainings to ensure proper implementation of new practices. By sourcing these kits from local markets, we aim to support local farmers and maintain the viability of local supply enterprises and institutions.

BOQ Development: Conduct field visits and coordinate with each cattle farmer to develop a Bill of Quantities (BOQ) for livestock or veterinary kits for 80 farmers and cooperatives members, as well as for 100 female heads of household.

Advertising, Supplier Selection and follow up: With the support of SI team lead the technical review of all potential suppliers

**Deliverables:**

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| Objective  | Task  | Deliverable  | Estimated Time  | Responsible Party  | Due Date  |
| 1. Data Analysis and Reporting  | Analyze Findings  | Comprehensive data analysis report  | 10days  | Consultant with SI staff   | To be planned after contract signing  |
| Conduct Field Visits  | Field visit observations and interview summaries (16 field visit)  | Consultant   | To be planned after contract signing  |
| Develop Strategies  | Strategic plan for implementing agroforestry and green initiatives  | Consultant   | To be planned after contract signing  |
| Report Preparation  | Inception report detailing technical challenges and support needed  | Consultant   | To be planned after contract signing  |
| 2. Curriculum Development and Training  | Develop Training Curriculum  | Comprehensive training curriculum  | 30 days  | Consultant  | To be planned after contract signing  |
| Deliver Training Courses  | Training materials and resources; Completed training courses  | Consultant  | To be planned after contract signing  |
|    | Training attendance records and feedback reports  | Consultant with SI staff   | To be planned after contract signing  |
| 3. Develop BOQ for Livestock or Veterinary Kits  | BOQ Development  | Detailed BOQ for livestock and veterinary kits  | 30 days  | Consultant with SI staff (program and procurement)  | To be planned after contract signing  |
| Advertising and Supplier Selection  | Advertisement for supplier selection; Supplier selection report  | Consultant with SI staff (program and procurement)  | To be planned after contract signing  |
| Follow up on Kit Distribution, receiving of the itmes and quality check   | Distribution plan and records for kits  | Consultant with SI staff (program and procurement)  | To be planned after contract signing  |
| 4. Support for Women-Headed Households    | Training Sessions  | Training session materials and schedules  |    20 days  | Consultant  | To be planned after contract signing  |
|    | Attendance records and feedback from training sessions  | Consultant with SI program staff   | To be planned after contract signing  |
| Resource Distribution  | Distribution records for seeds, seedlings, or livestock  | Consultant with SI staff (program and procurement)  | To be planned after contract signing  |
|    | Report on items received   | Consultant with SI program staff   | To be planned after contract signing  |

## Consultancy timeline

Consultancy period:

The consultancy period for the first and second objectives is scheduled from October to December 2024. The third objective is planned for March to April 2025. The fourth objective will be addressed throughout both 2024 and 2025.

Location of Implementation:

* Chouf Villages: Baardran, Niha, Mresty, Jbeh
* West Bekaa: Ghazzeh, Mansoura, Khyara
* North Bekaa: Nasriyet Rizk, Kheraybeh
* Alay: Azzounye, Ain Dara, Sharon
* Southern Baalbek: To be announced Later

*\*\*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:

* + Conduct field visits to all the farms.
	+ 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).
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 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. ***Curricula developed should be shared with this call for proposal.*** | 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.  | 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.
* Sercue his/her own transportation to and from the training location.
* Only those applications found acceptable and evaluated positively will be considered for the interview.