

## Recruitment Policy Annex 7: Consultancy TOR

### Terms of Reference

<b>Title</b>	<b>Curriculum Developer Consultant BASATINE – AFD project</b>
<b>Consultancy Summary</b>	Develop and consolidate a full technical curriculum in the value chain of vegetables and cereals, based on the Farmers Field Business School (FFBS) modality, and conduct training of trainers to field staff.
<b>Location</b>	Remotely with field visits to CIL office, Beqaa (including Baalbek-Hermel) and Akkar
<b>Start and End Date</b>	<b>From 12/6/2022 To 3/15/2023</b>
<b>Estimated # of workdays</b>	55
<b>Reporting to</b>	Agricultural Specialist
<b>Hiring Manager Signature</b>	

### BASATINE Overview

With support of L'Agence Française de Développement (AFD), the Bolstering Agriculture Systems' Ability to Invest, Nourish, and Employ (BASATINE) programme is a 4-year Consortium of six local and International NGOs with vast experience in agriculture and market systems development. These NGOs include CARE (as lead), Mercy Corps (MC), Berytech Foundation, Georges N. Frem Foundation (GNFF), Lebanese Organization for Studies and Training (LOST) and Al Majmoua. BASATINE aims to support farmers, other value chain and associated sector actors in areas of Beqaa and Akkar, focused on the production of cereals, legumes and vegetables, seeking a territorial approach, and promoting linkages with other value chains. Through complementary interventions designed in alignment with the humanitarian-development-peace nexus, the project will immediately address food insecurity and provide needed income and technical support to farmers to survive the current economic crisis, as well as improve the capacity of food systems to maintain employment and growth in the longer term via stronger domestic production and system linkages. This will ultimately contribute to greater economic stability – particularly for women, improved rural development, and more positive social cohesion between host/refugee communities at a local level.

### Overall Objective of BASATINE Project:

To help sustain the capacity of the Lebanese agriculture to produce food for the local market and create and maintain jobs, to contribute to the prevention of tensions between host communities and refugees.

### Specific Objectives of BASATINE Project:

1. Value chain actors recover their livelihoods affected by the socio-economic and financial crisis.
2. Farmers improve their access to livelihoods, through Sustainable, Productive, Equitable and Resilient (SuPER) Food Systems.

3. Agriculture sector actors engage in improved market activities, resources, and trade relationships.
4. Agriculture and related sector actors increase investments through tailored and inclusive financial services and products.
5. Agriculture sector stakeholders utilize high quality, reliable evidence to promote evidence-based sector development.

### Expected Results of BASATINE Project:

BASATINE will support 6,000 farms, reaching 12,000 male and female adult farmers, 10,000 host and refugee seasonal farm workers, 400 public extension officers and vocational students, 20 input supply/distributor SMEs, 156 agri-food processor micro, small, and medium enterprises (MSMEs), and over 30 agri-sector key stakeholders (including development actors, donors, local and national government). Overall, the project will maintain/improve over 19,000 jobs and create 700 jobs for male and female value chain actors. Overall, the project will generate the following results:

- Farmers have an increased volume of farms' sales by the end of the project.
- Female actors in the agri-sector have improved access, control, or ownership of agricultural productive resources, assets and services.
- Targeted farms and MSMEs (female/youth-led and owned) have maintained, improved, or increased employment levels including for females, youths and PWDs.

### Objectives of the Consultancy

CARE International in Lebanon (CIL) is seeking a consultant or consultancy company to develop a full training curriculum and training package that shall serve in the attainment of the interconnected program objectives, based on the Farmer Field Business School (FFBS) approach developed by CARE USA.

This Consultancy falls under BASATINE Specific Objective 2-Activity 2.4.1:

**SO2: Farmers improve their access to livelihoods, through Sustainable, Productive, Equitable and Resilient (SuPER) Food Systems.** Building on the immediate support provided under SO1, the project will continue working with the same **6,790 farmers** to improve their longer-term on-site productivity via improved extension services on Good Agricultural Practices (GAP), thus opening avenues to **more resilient, environmentally friendly practices and more regular, sustained income and employment opportunities**. also promote decent working conditions for the **10,000 seasonal workers** (mostly refugees) working in the farms.

Activity 2.4.1- Conduct inclusive business management training

Lebanese smallholder farmers still generally lack knowledge on efficient economic farm management, and face difficulties in assessing production costs, return on investments and other key information to ensure the sustainability and profitability of their activity. Another component of the FFBS will aim at empowering the **3,395 farmers** economically through the promotion of enhanced business management practices. Support will follow a holistic approach. Promoting social and inclusive entrepreneurship, decent working conditions for workers and women economic empowerment as well as fighting against gender-based violence will be key components of this training. This activity will be conducted in close coordination with

Al Majmoua who will provide financial literacy training and individual financial planning under *SO4*.

The consultancy will consist of the following Objectives:

1. Review existing training material and curricula relevant to the Farmer Field business school (FFBS) approach and targeting farmers in the value chains of vegetables, legumes and cereals.  
Possibility to participate in FFBS workshop with other CARE country offices (On-Line or In person) – covered by CARE “1 representative”.
2. Set the final training topics and its learning outcomes in the targeted value chains (Cereals, Legumes and Vegetables) in coordination with the Consortium partners and as per the below general topics:

#### **Technical**

- Good Agriculture Practices (GAP)
- Sustainable water management in agriculture and drip irrigation
- Integrated Pest Management (IPM)
- Farm Management as a business
- Organic Input production seed extraction and storage
- Good Harvest and Post-harvest Practices-packaging, cold storage, ...
- Composting
- Monitoring progress and impact, traceability and bookkeeping

#### **Business and Finance**

- Enhanced business management practices
- Social and inclusive entrepreneurship
- Marketing
- Financial Literacy

#### **Digital Literacy**

#### **Decent work conditions, Gender-Based Violence awareness raising, and soft skills training**

#### **Conflict sensitivity and Do No Harm Approach (with the support of CIL)**

3. Align/ expand/ adapt CARE’s Farmer Field Business School (FFBS), in coordination with CARE USA, iconic extension approach and curriculum that has been tested in 28 countries over the last years and integrate BASATINE activities into this school that will suit the Lebanese context and target groups.
4. Design training tools and material to be used by the consortium partners.
5. Design farmer manuals and handouts in Arabic language to ensure the effective delivery of the training.
6. Conduct training of trainers to field staff /community facilitators and other relevant actors on the developed curriculum approach and methodology in Akkar and Beqaa as appropriate.

#### **Deliverables & Timeline**

Ref	Milestone	Time Estimation
1	Review existing materials and present overall methodological approach for the full package and a detailed table of content with final training topics and its learning outcomes under each of the thematic areas. (Referred to objectives 1&2).	10 days
2	Deliver a sample session of one thematic area in the Curriculum (Referred to objective 3).	5 days
3	Deliver a full FFBS curriculum in English language, including training material and handouts in Arabic (Referred to objectives 3-4-5).	33 days
4	Deliver 7 days ToT session to around 40 technical field staff and trainers (Timing to be agreed upon) (Referred to objectives 6).	7 days

### Consulting firm/ Institution Profile or Consultant

- At least 8 to 10 years of relevant experience, especially at NGOs, training, and academic institutions.
- Experience in developing curricula and training material is a must.
- Consultancy team with strong technical experience conducting training to farmers in Lebanon. The team must include (1) at least one agriculture expert, (2) one market systems expert / economist and (3) one gender and social inclusion expert.
- The Team Leader and relevant technical team members will possess a minimum of a bachelor's degree in agriculture, economics, business administration, peacebuilding, international development, or a project-related field (Master's degree is preferred).
- Demonstrated competence in agricultural curriculum development.
- Experience working in Lebanon.
- Fluency in spoken and written English (required for primary contractor) and Arabic (required for local team if not possessed by primary contractor).

### PSEA and Child Safeguarding

CARE International in Lebanon is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

CARE International in Lebanon and its employees and stakeholders abide by the CARE International Protection from Sexual Exploitation and Abuse (**PSEA**) and Child Safeguarding Policies.

### How to apply

Please submit your technical and financial proposal no later than **21-Nov-2022 at 4 PM to [procurement@careliban.org](mailto:procurement@careliban.org)**.

For your questions and clarifications prior applying, please to address them Francois Makhoul by sending an e-mail to; [francois.makhoul@careliban.org](mailto:francois.makhoul@careliban.org) no later than **11-Nov -2022**.

The Consultant should submit a detailed proposal with the following components:

1- Technical proposal to include:

- Maximum of six pages outlining the Consultants’ understanding of the TOR and the proposed methodology to conduct the assignment, including techniques and tools to be used and timeline.
- CV/resume for all consultants/specialists detailing relevant experience, including experience with agriculture technical trainings in related crops, with detailed breakdown of roles and responsibilities with regards to the assignment
- List of previous clients for similar jobs.
- Sample copy of similar job conducted.
- Copy of ID or passport for the team
- A signed copy of the “Integrity Statement” template provided in Annex 1 of this ToR.

2- Financial proposal detailing the following:

- Itemized consultant’s fees and costs - consultant should indicate professional rate including all cost to be invoiced to CARE.
- Provide proof of Ministry of Finance of Lebanon registration (Fiscal number).

<b>Deliverable</b>	<b>Payment</b>
Present overall methodological approach for the full package, review of existing materials report and a detailed table of content with final training topics and its learning outcomes under each of the thematic areas. (Referred to Milestone 1).	15 % of the total compensation to be paid after delivering and approval of the methodological approach, existing material review report and table of content.
Deliver a sample session of one thematic area in the Curriculum (Referred to Milestone 2).	15% of the total compensation to be paid after delivering and approval a sample session of one thematic area in the Curriculum.
Deliver a full FFBS curriculum in English language, including training material and handouts in Arabic (Referred to Milestone 3).	50% of the total compensation to be paid after delivering the final curriculum approved including training material and handouts in Arabic.
Deliver 7 days ToT sessions to around 40 technical field staff and trainers (Referred to Milestone 4).	20% of the total compensation to be paid after delivering the ToT sessions and submission of evaluation report.

In case the consultant cannot provide proof of MOF registration, 7.5% will be deducted from the proposed daily rate.

**Please take into consideration that under consultancy agreement, CARE will not provide any employees perks and benefits. The proposed rate should be inclusive of all cost.**

### Selection criteria

<b>Criterion</b>	<b>Weight</b>
CVs and qualifications of consultancy team	20%
Previous experience in agriculture curriculum development preferably in Lebanon	30%

Submitted sample copies of previous work	15%
Technical proposal (including methodology and timeline)	15%
Financial proposal	20%
<b>TOTAL</b>	<b>100%</b>

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**Annex 1**  
**Statement of Integrity, Eligibility and Environmental and Social Responsibility**

Reference name of the bid or proposal \_\_\_\_\_ (the "**Contract**")

To: \_\_\_\_\_ (the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
  - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
  - 2.2 Having been:
    - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
    - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
    - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
  - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
  - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
  - 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this

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Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

- 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
  - 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
  - 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
  - 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
  - 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
  - 3.5 In the case of procurement of goods, works or plants:
    - a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
    - b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
  - 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
  - 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
  - 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

- 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
- 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
- 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
- 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of <sup>1</sup>: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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<sup>1</sup> In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant