



**NATIONAL PROGRAM COORDINATION OFFICE
SPECIAL AGRO- INDUSTRIAL PROCESSING ZONES PROGRAM**

REQUEST FOR EXPRESSION OF INTEREST

(by the consulting firm in response to the REOI issued by the procuring entity)

For

The engagement of Short-Term Consultant for the Establishment of New Farmers Organizations and Enterprise Groups in Kano State

REFERENCE NO: NPCO/SAPZ-1/IFAD/CS/CQS/005/1/15

Issue Date: 18th July, 2024

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")¹, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process:
[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]

Name of Recipient	Address	Reason	Amount	Currency

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

(If none has been paid or is to be paid, indicate "none.")

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business	

(iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:

Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

TERMS OF REFERENCE FOR ENGAGEMENT OF CONSULTANT FOR THE ESTABLISHMENT OF NEW FARMER ORGANIZATIONS AND ENTERPRISE GROUPS IN KANO STATE

1.0 BACKGROUND

The Federal Government of Nigeria has received a Facility from the African Development Bank (AfDB), International Fund for Agricultural Development (IFAD) and the Islamic Development Bank (IsDB) to finance the cost of the Special Agro-Industrial Processing Zones Program (SAPZ), and intends to apply part of the proceeds towards carrying out various consultancy services. The SAPZ Program is being implemented in the seven (7) States and the Federal Capital Territory (FCT). The States are Cross River, Imo, Kaduna, Kano, Kwara, Ogun and Oyo.

The overall development objective of the SAPZ programme is twofold: (1) Support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses; and (2) Capacitate smallholder farmers, small agro-processors and traders, and community-based service providers, including women and youth; to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change.

The SAPZ program will follow a two-phased program approach. Under phase I (2022-2028), the Government and AfDB, over a period of 5 years, will set up enabling infrastructure and investment policies in targeted states. IFAD will operate over a period of seven years. This slightly longer period will allow IFAD to empower smallholders to take advantage of the SAPZs when they are fully operational. The program will be expanded into additional states in subsequent phases, based on lessons learned and the availability of funding.

In phase I, the program will support the set-up of SAPZs in the Federal Capital Territory and seven states, namely Kano, Kaduna, Oyo, Kwara, Ogun, Imo, and Cross River. IFAD will focus on Kano and Ogun states, leveraging its ongoing programs.

This Terms of Reference (ToR) is for consultancy services to carry out the establishment of new Farmers Organizations (FOs) and Enterprise Groups for the FGN/IFAD-funded program titled Special Agro-processing Zones (SAPZ). The consultancy will take place in selected LGAs of FGN/IFAD/SAPZ funded States.

Through a participatory selection process involving local authorities and communities at start-up, each participating Local Government Area (LGA) will select two focus commodities from among high-potential value chains that have been pre-identified in site-specific feasibility studies conducted during appraisal: Cassava, Rice, Poultry, and Fisheries for the Ogun state – and Rice, Tomatoes, Groundnuts, and Sesame for Kano state.

Phase I will directly benefit 1.5 million households, including private sector agribusinesses and agro-processors, smallholder farmers, agroentrepreneurs and agro-dealers. IFAD investments, including through the Green Climate Fund (GCF), will target a total of 100,000 direct beneficiaries (and 500,000 indirect beneficiaries). Rural women and youth are core target groups. Opportunities for participation will be created for internally displaced persons and persons with disabilities.

The programme has four components namely:

➤ **Component 1:** Infrastructure Development and Management for Agro-Industrial Hubs (AIHs). Under this AfDB-led component, the programme will support the FGN in developing and setting up SAPZs in high potential states.

➤ **Component 2:** Agricultural Productivity, Production, Market Linkages and Value Addition in SAPZ Catchment Areas. Under this component, SAPZ's objective is threefold: (i) support smallholder farmers and small operators to increase their productivity/production and capacity to add value to raw materials on a profitable and environmentally sustainable basis; and (ii) link them to the additional market outlets offered by the Agro-Industrial Hubs (AIHs), off-takers supplying the local and national market who operate in the target area, and small processors/traders supplying the local markets, including primary processors operating in the Agricultural Transformation Centres (ATCs); iii) enhance the resilience and adaptive capacity of smallholder farmers to climate change..

➤ **Component 3:** Policy and Institutional Development Support. The objective of component 3 is to support the development of enabling policies, legislation, and regulation for SAPZs in Nigeria to create a conducive business environment for private sector investment and to address inefficiencies and market failures in agricultural value chains.

➤ **Component 4:** Programme Coordination and Management. This component will ensure that the programme is efficiently and effectively managed to achieve expected results.

2.0 OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to engage reputable consultants who will undertake the establishment of new FOs and Enterprise Groups around the catchment areas of the Agricultural Transformation Centres in the selected LGAs viz Kura, Bebeji, Dawakin Tofa, Gezawa and Bagwai LGA of Kano State. The assignment is aimed at enhancing collective bargaining power, improve access to markets, promote sustainable agricultural practices etc of the FOs and the Enterprise Groups to be established.

3.0 SCOPE OF WORK

The Consultant shall perform the following specific tasks:

- Take an inventory of existing groups in each community to obtain information on the available groups, year of formation and purpose of the groups, membership composition, main activities being undertaken, external linkages to input and output markets, issues/challenges facing the groups, among other parameters that will guide decision making.
- Existing Production groups are to be delineated accordingly to specific commodity (e.g. Rice, Tomatoes, Groundnuts, and Sesame)
- Existing Enterprise groups engaged in primary processing or on-farm first level processing of raw materials should be identified.
- Realign and delineate existing groups according to the value chain crops to be promoted by the State viz: Rice, Tomatoes, Groundnuts, and Sesame for Kano state.
- Establish new FOs and Enterprise Groups on the basis of their individual economic needs, commodity of interest, compatibility with each other, etc. to respond to service market requirements and the need of the programme. Using those criteria, there will be women groups; youth groups; and gender mix groups in the locations around the catchment areas of the ATCs.
- The Groups should comprise Men only, Women only, Youth Groups as well as mixed Groups with 90% of the Groups being primary producers while the remaining 10% will be of processors/traders/Enterprise/service providers. As much possible women groups should constitute not less than 50%.
- Establish Apex Value Chain Groups (AVCGs) at cluster levels for the FOs and Enterprise Groups.
- Establish a total of 1,644 FOs and Enterprise Groups including new and existing groups and should align with the selected commodities of the state.
- Analyze socio-economic factors, including population density, literacy rates, and income levels, affecting the smallholder farmers in targeted communities.
- Develop framework for Group Formation meetings, Training and capacity building sessions, Registration processes, Development of organizational bylaws and operational guidelines, Initial business planning or strategy development, Include timelines or milestones for each activity.
- Recommend a comprehensive and actionable plan for supporting identified FOs and Enterprise Groups in accessing SAPZ market opportunities.

4.0 QUALIFICATIONS/COMPETENCIES

The Firm should meet the following requirements:

- a. The Lead Consultant should have at least a Master's degree in Agricultural Economics, Rural Development and Extension.
- b. Associate Consultants should have Academic qualifications or equivalent work experience in Agribusiness Development, Agricultural Economics, Extension and Marketing as well as Value Chain Development.
- c. A proven track record in Groups Formation.
- d. Experience in working with diverse stakeholders, especially women and youth, in Nigeria.
- e. Strong analytical and report-writing skills.
Knowledge of the agro-pastoral and processing sector in Nigeria would be an advantage.
- f. Previous experience in working with IFAD, other donor-funded agencies, or NGOs in value chain development will be an advantage;
- g. Familiarity with the program area is necessary.
- h. The firm should be familiar or has already conducted Groups formation and strengthening.

5.0 DELIVERABLES

The successful Consultant shall deliver the following milestones to SAPZ as time-lined below:

MILESTONES			TIMEFRAME
S/NO	TASK	DELIVERABLE	
1	Inception Report	Inception report detailing the methodology and tools to be used for assignment.	One week after signing of contract agreement.
2	Mid Term Report	Draft Report on Farmer Organizations and Enterprise Groups formed along the identified value chains commodities.	7 th week of signing contract agreement
3	Final Report	Develop a detailed report incorporating observations raised on the draft report.	8 th week of signing agreement
4	TOTAL CONSULTANCY TIME		8 weeks

6.0 PAYMENT SCHEDULE

20% of the contract sum upon submission of the inception report

45% of the contract sum upon submission of the draft final report

35% of the contract sum upon submission of the final report acceptable to SAPZ and IFAD.

7.0 OUTCOMES/OUTPUTS

At the end of the assignment, the following outputs/outcomes are expected:

- I. Inventory of existing FOs and Enterprise Groups provided.

- II. Existing FOs and Enterprise Groups realigned along the selected value chain commodities of the State.
- III. New FOs and MSME Groups established for ease of program implementation.

8.0 METHODOLOGY

The assignment shall involve meetings and direct engagements with members of the rural communities around the ATCs and the service providers. This requires that the Consultant travels around the State.

9.0 RESPONSIBILITIES OF THE CLIENT (SAPZ)

SAPZ shall be responsible for the following:

- i. The National Coordination Office shall facilitate meetings of stakeholders if required.
- ii. SAPZ shall allow the consultant access to past reports/documents that may be relevant to the assignment

10.0 RESPONSIBILITIES OF THE CONSULTANT

- i. The Consultant shall be responsible for his/her accommodation and transportation expenses in the course of carrying out the assignment;
- ii. Bears cost of logistics (transport) for official movements for all staff related to this task;
- iii. Bear the cost of production of reports and related document

11. PROCUREMENT METHOD

The Procurement method for the Consultant's Qualification Selection method (CQS).

12. PROPOSED DURATION OF ASSIGNMENT

It is envisaged that the consultancy will take 8 weeks from the time the contract is signed. The Consultant/Consultancy Firm should develop a feasible cost-work plan/activity schedule covering a maximum of 8 weeks and submit as integral part of the proposal for this consultancy.

13. REPORT SUBMISSION

A total of Four (4) hard copies and a soft copy of the report are to be submitted to the National Program Coordinating Office (NPCO) Abuja.

14. REPORTING

The consultant shall report to the National Program Coordinator throughout the duration of the consultancy. However, the desk officer shall be the focal person during the implementation of this assignment.

ANNEX 2
Qualification and Evaluation Criteria

Item	Criteria	Points
A.	Firm's general experiences/expertise and qualification	25
i	Firm's general experiences/expertise and qualification on Rural Institution Development in the last 10 years with evidence of registration with the Corporate Affairs Commission (CAC) or its equivalent	25
ii	Firm's general experiences/expertise and qualification on Rural Institution Development in the last 8 years with evidence of registration with the Corporate Affairs Commission (CAC) or its equivalent	20
iii	Firm's general experiences/expertise and qualification on Rural Institution Development in the last 6 years with evidence of registration with the Corporate Affairs Commission (CAC) or its equivalent	15
iv	Firm's general experiences/expertise and qualification on Rural Institution Development in the last 4 years with evidence of registration with the Corporate Affairs Commission (CAC) or its equivalent	10
v	Firm's general experiences/expertise and qualification on Rural Institution Development in the last 2 years with evidence of registration with the Corporate Affairs Commission (CAC) or its equivalent	5
B.	Specific experience	30
i	Experience in the successful execution of at least 5 projects of a similar nature and scope of works under MDBs funded project in the last 10 years	30
ii	Experience in the successful execution of at least 4 projects of a similar nature and scope of works under MDBs funded project in the last 10 years	24
iii	Experience in the successful execution of at least 3 projects of a similar nature and scope of works under MDBs funded project in the last 10 years	18
iv	Experience in the successful execution of at least 2 projects of a similar nature and scope of works under MDBs funded project in the last 10 years	12

C	Firm's Financial/Account Information with Evidence of Tax Clearance (TCC) and Audited Account for 2021, 2022 & 2023	20
i	Firm's financial/account information with at least 3 years of the relevant audited accounts and TCC	20
ii	Firm's financial/account information with at least 2 years of the relevant audited accounts and TCC	15
iii	Firm's financial/account information with at least 1 year of the relevant audited accounts and TCC	10
iv	Firm's financial/account information with only audited account	5
D	Firm's regional work experience in similar fields (within Nigeria and/or sub-saharan Africa).	25
I	Firm with 5 similar Projects and above.	25
ii	Firm with 4 similar projects	20
iii	Firm with 3 similar projects	10
v	Firm with 1 similar projects	5
	Total Points	100
	Minimum points required to pass	70 points