



**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 to conduct Mapping of value chain actors in Kano State

REFERENCE NO: NPCO/IFAD/CS/CQS/002/1

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 CONDUCT OF MAPPING OF VALUE CHAINS ACTORS IN SAPZ PROJECT SITES, 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 mapping of value chain actors and farmers' organizations 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 mapping and analysis of all the stakeholders involved in Agricultural Transformation Centres in the selected LGAs viz Kura, Bebeji, Dawakin Tofa, Gezawa and Bagwai LGA of Kano State. Specifically, the consultants shall:

- Conduct a comprehensive geographical mapping of the targeted LGAs.
- Identify key agricultural resources, including agricultural lands, water sources, and marketplaces.
- Assess the existing infrastructure, such as roads, bridges, and storage facilities, relevant to the agricultural value chain in targeted LGAs.
- Analyze socio-economic and environmental factors affecting agro-processing activities in the targeted States.
- Provide comprehensive information on the value chain actors for the various commodities viz: Rice, Tomato, Groundnut and Sesame.
- Provide details of various farmers' organizations and enterprise groups within the mapped area.
- Provide detailed maps and geospatial data for informed decision-making and program planning.

3.0 SCOPE OF WORK

- i. The Consultant shall perform the following specific tasks:
- ii. Conduct a field survey to collect geospatial data using GPS devices and other relevant tools.
- iii. Create detailed maps indicating agricultural production and processing zones, water resources, and market centers.
- iv. Identify the main area, actors, and stakeholders (supporters and influencers) and how are they linked and interact in the value chain; assess the flow of products, information, and financial resources along the value chains – both descriptive and as a value chain map.
- v. Profiling of the industry structure, skills, and production technology by identifying, describing, and quantifying in physical terms the sequence of operations concerning commodity production, processing, marketing, and final consumption and related agents carrying them out. Describing the factors affecting the value chain actors.
- vi. Examine the input and output market and their structure. Procurement processes, accessibility to and availability of varieties required as well as related standards and information. Identification of final buyer for output market, type of contractual arrangements, and transaction costs involved. Analyze the degree of competitiveness, market share, and market segmentation for both input and output markets; and identify potential lead firms for each value chain.
- vii. Analysis of the institutional set-up, identifying and appraising the set of interactions taking place among agents and the formal and/or informal rules governing them. Specification of services provided to producers by government services. Specification of services and service conditions

provided to producers by input providers, traders, banking institutions, commercial extension providers, etc. Specify the degree of organization of producers, the constitution, and services provided by producer organizations.

viii. Assess the accessibility and condition of existing infrastructure supporting the agro-processing activities.

ix. Analyze socio-economic factors, including population density, literacy rates, and income levels, affecting the smallholder farmers in targeted communities.

x. Provide recommendations for optimizing the agro-processing value chain based on geographical findings.

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, Business Administration, Finance or Economics.
- 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 conducting stakeholder analyses and gender-responsive assessments in agricultural or rural development projects.
- 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. The firm should be familiar or has already conducted logistics modelling through data geo-spatial mapping for optimization purpose.
- h. Familiarity with the program area is necessary.

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 mapping of agricultural value chain actors.	One week after signing of contract agreement
2	Draft Report	Report on Stakeholders mapping and database of Farmer's Groups with details of the main area, actors, and stakeholders and how they are linked and interact in the value chain; assess the flow of products, information, and financial resources along the value chains.	5 th week of signing contract agreement
3	Final Report	Develop a detailed report outlining the findings, conclusions, and actionable recommendations.	6 th week of signing agreement
4	TOTAL CONSULTANCY TIME		6 weeks

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.

6.0 Outcomes/Outputs

- I. At the end of the assignment, the following outputs/outcomes are expected:
- II. Contextual analysis of the state of smallholder households in selected LGAs provided.
- III. Indirect value chain actors and activities facilitated and enhanced to ensure productive value chains.
- IV. Collected data to identify baselines, trends, challenges, and opportunities for women and youth engagement analyzed.
- V. Database of farming holds of participating Smallholder Farmers created;
- VI. Gender and age-disaggregated profiles of farming households, stakeholders, highlighting their roles, capacities, and constraints developed.
- VII. Comprehensive report summarizing the profiling results, including clear recommendations and best practices developed.

7.0 METHODOLOGY

The assignment shall involve meetings and direct engagements of key value chain actors and service providers. This requires that the Consultant travels around the State especially around the selected LGAs viz Kura, Bebeji, Dawakin Tofa, Gezawa and Bagwai LGAs.

8.0 RESPONSIBILITIES OF THE CLIENT (SAPZ)

- i. SAPZ shall allow the consultant access to past reports/documents that may be relevant to the assignment.
- ii. The client shall assign some of its staff to the consultant
- iii. The Client shall facilitate meetings with stakeholders when necessary

9.0 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 documents;
- iv. The Lead Consultant shall be the Focal Person of the assignment for the Firm.

10. PROCUREMENT METHOD

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

11. PROPOSED DURATION OF ASSIGNMENT

It is envisaged that the consultancy will take six 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 42 days and submit as integral part of the proposal for this consultancy.

12. REPORTING

The consultant shall report to the National Program Coordinator through the duration of the assignment. However, the Rural Infrastructure Development Officer (RIDO) shall be the focal person.

13. REPORT SUBMISSION

A total of four (4) hard copies and soft copy of the report are to be submitted to the National Coordination Office (NCO) Abuja.

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
iv	Firm with 1 similar projects	5
	Total Points	100
	Minimum points required to pass	70 points