



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

Federal Republic of Nigeria

CONSULTANCY SERVICES FOR THE CONDUCT OF TRAINING NEEDS ASSESSMENT AT THE SAPZ NATIONAL COORDINATION OFFICE

Sector: Agriculture

Loan No: 2000200005159/5050200001351

Project ID No: P-NG-AAA-002

1. The Federal Government of Nigeria (FGN) has received financing from the African Development Bank towards the cost of the Special Agro-Industrial Processing Zones (SAPZ) Program Phase I, being implemented in the five (5) participating States of Kaduna, Oyo, Cross River, Imo and Ogun and intends to apply part of the agreed amount of the loan to payments under the contract for the conduct of training needs assessment at the SAPZ National Coordination Office.

2. The scope of services include:

- Desk review the program financing agreements and program documents ie Program Appraisal Report (PAR), Project Appraisal Document (PAD) and Program Design Report (PDR) and other relevant program documents
- Review and analyse job roles and responsibilities of each officer/expert to identify specific training requirements for different staff based on components.
- Conduct research, interviews, surveys, or any suitable fact-finding method with SAPZ program staff to assess existing skills and knowledge.
- Collaborate with SAPZ program management to understand organizational goals and objectives.
- Develop a detailed Training Needs Assessment report, including prioritized recommendations and justification for training programs both local and international.

3. The assignment has the following expected deliverables:

Inception Report: The consultant is required to submit detailed plan outlining the proposed methodology, data collection tools and work plan for the delivery of the assignment. The inception report should be a maximum of 10 pages and should be submitted within two weeks after commencement of the contract.

Interim/Draft Report: The consultant is required to deliver a progress report including initial findings and any challenges encountered as well as a comprehensive report highlighting identified training needs and proposed training and capacity building programs submitted within the fifth week of commencement of the contract.

Final Report of the Training Needs Assessment: The consultant is required to deliver a final report incorporating feedback from the Bank and NCO, including prioritized recommendations and justifications submitted within the 8th week of commencement of the contract

4. National Coordinating Office (NCO) of the Special Agro-Industrial Processing Zones (SAPZ) Program now invites eligible individual consultant to submit their Resumes, description of similar assignments, experience in similar conditions, availability of appropriate skills, a written technical proposal (maximum 2 pages) and a financial proposal. The Individual Consultant’s experience and qualifications should meet, at a minimum, the following criteria:

- A Master’s degree in in Development Study, Humanities, management science, human resource management or any other relevant discipline with at least
- A minimum of ten (10) years of relevant professional experience in the Agriculture sector.
- Work experience of similar nature with development finance institutions (DFIs).
- Strong English communication skills (both verbal and written) with proven report writing skills.
- Demonstrable knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc

5. The estimated duration of the assignment is eight (8) weeks and the estimated starting date is March, 2025.

6. Eligibility criteria, establishment of the shortlist and selection procedure shall be in accordance with the Procurement Policy for the Bank Group Funded operation (October 2015), which is available on the Banks website at <http://www.afdb.org/en/projectsandoperations/procurements/new-procedure-policy>.

7. The proposals to be submitted by the consultants will be evaluated on the basis of the following technical criteria:

a	Appropriate skills and qualifications (academic record and general work experience)	20 points
b	Quality of the proposed approach for the assignment	20 points
c	Experience in the Agriculture sector and specific assignment to be undertaken	25 points
d	Experience working with DFIs in the SADC region	25 points
e	Communication skills in English	10 points
Total		100 points

Only Individual Consultants scoring a mark of 75 points or more will be considered for the assignment. The Consultant scoring the highest will be selected provided that the financial offer is within the limits of the available budget.

8. Interested Individual Consultants may obtain further information at the address below during the office hours of 09:00am and 04:00pm (Local time; Mondays–Fridays).

9. Expression of Interest must be delivered to the address below in person not later than 25th February, 2025 at 12:00 noon local time and mention “Training Needs Assessment”. Late submissions will **NOT** be accepted. **Only shortlisted candidate will be contacted.**

Signed

Dr. Kabir Yusuf

National Program Coordinator, SAPZ

National Program Co-ordination Office (NPCO)

3 Aguleri Street, off Gimbiya Street, Area 11, Abuja,

admin@sapz.gov.ng; +234 8168088308, +2348035949354