



SPECIAL AGRO – INDUSTRIAL PROCESSING ZONES PROGRAM

TERMS OF REFERENCE FOR TRAINING NEEDS ASSESSMENT

AT

THE NATIONAL COORDINATION OFFICE

REFERENCE NO: NPCO/AfDB/CS/ICS/001/1

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1.0 BACKGROUND

The Federal Government of Nigeria (FGN) has secured a facility from the African Development Bank (AfDB), International Fund for Agricultural Development (IFAD) and Islamic Development Bank (IsDB) to implement a five-year AfDB/IFAD/IsDB – Assisted Special Agro-Industrial Processing Zone (SAPZ) Program in partnership with the State Governments and Private Investors in seven (7) participating states (Imo, Kaduna, Cross River, Kwara, Oyo and Ogun) and Federal Capital Territory (FCT) in the first phase.

The implementation of SAPZs is a major investment program of the Federal Government of Nigeria, driven by the Federal Ministry of Agriculture and Rural Development (FMARD) in collaboration with relevant Federal Ministries, Departments and Agencies (MDAs) to develop agro-processing clusters in areas of high agricultural production across the country. It is a strategic move to rapidly develop modern agro processing capacity to serve the vast and growing local market, create sustainable market for farmers and reduce postharvest losses of local agricultural produce and thereby create wealth for farmers, promote import substitution and create sustainable agriculture related jobs.

This clustering approach is to help address investment challenges in the development of agro-processing enclaves across Nigeria, including poor access to quality infrastructure, inadequate feedstock supplies and other challenges confronting agro-processing environment. SAPZs, therefore, will be developed with requisite infrastructure for agro processing environment which will help reduce cost absorptions and engender competitiveness in agro-industrial production that is critical to further unlocking the potentials of Nigeria's Agriculture to create ready markets and wealth for farming communities and reduce rural poverty.

The SAPZ will be made up of two building blocks which include the Agricultural Transformation Centre (ATC) which is a community-based rural institution within the host community, supported with provision of quality production drivers for the production of feedstock and the Aggregation Centre (AC) for primary storage, and the Agro-Industrial Hub (AIH) equipped with desirable infrastructure to create modern agro-processing environment where secondary value addition will take place. The Agro-Industrial Processing hub (AIH) will draw its processing feedstock from the ATC where activities of the production clusters and Aggregation Centres are being coordinated

2.0 OBJECTIVES OF THE CONSULTANCY

The national office requires the right calibre of staff to drive the implementation of the program for the attainment of the project development objective. In that wise, a comprehensive Training Needs Assessment (TNA) is required to identify existing competencies, gaps, and areas for improvement within the project team. Therefore, the objective of the assignment is as follows:

- Evaluate the current skill sets, competencies, and knowledge levels of SAPZ program staff.
- Identify specific skill gaps that have the potential of hindering optimal performance.

- Identify critical training needs of SAPZ NCO staff based on objectively conducted skill gap analysis
- Develop a comprehensive Training Needs Assessment report with prioritized recommendations for targeted specific training programs for staff of various components of the programme.

3.0 SCOPE OF WORK

The selected consultant will be responsible for the following tasks:

- 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.

4.0 DELIVERABLES AND TIMELINES

- **First 2 weeks : Inception Phase**
 - 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
- **Week 3 to week 5 : Assessment Phase**
 - Interim Report: Progress report including initial findings and any challenges encountered.
 - Draft Training Needs Assessment Report: Comprehensive report highlighting identified training needs and proposed training and capacity building programs.
- **Week 6 to week 8 : Finalization Phase**
 - Final Report of the Training Needs Assessment: report incorporating feedback from the Bank and NCO, including prioritized recommendations and justifications.

5.0 Duration

The consultancy is expected to be conducted over a period of 8 weeks, commencing after the selection process has been concluded.

6.0 Qualifications and Experience

The individual Consultant must possess:

- 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

7.0 Procurement Method

The method for selection of the Individual Consultant Selection (ICS) Method.

8.0 Facilities to be provided by NPCO

- The Individual Consultant will be given access to PAD, PAR, PDR, PIM etc
- Access to offices and staff in the course of the assignment
- Ensure that correspondences exchanged in connection with the execution of the assignment are dealt with promptly.

9.0 Payment Schedule

The Payment Schedule shall be as follows:

20% payment upon submission of inception report acceptable to the NCO

50% payment upon submission of draft Report acceptable to the NCO

30% payment upon submission of final report acceptable to NCO and AfDB

10.0 Reporting

The consultant shall be reporting the National Program Coordinator throughout the duration of the consultancy while the Programs Operations Manager shall be the contact person.