



# **OGUN SPECIAL AGRO-INDUSTRIAL PROCESSING ZONES (SAPZ) PROGRAMME**

## **TERMS OF REFERENCE**

### **FOR**

### **PROFILING OF MEMBERS OF FARMERS ORGANIZATIONS IN 4 LGAs OF OGUN STATE.**

**APRIL, 2026**

# **PROFILING OF MEMBERS OF FARMERS ORGANIZATIONS IN FOUR (4) REMAINING LGAs (ODEDA, YEWA SOUTH, IJEBU NORTH EAST AND IKENNE) OF OGUN 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 Ogun, Imo, Kaduna, Kano, Kwara, Cross River 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 Ogun, Kaduna, Oyo, Kwara, Kano, Imo, and Cross River. IFAD will focus on Kano and Ogun States, leveraging its ongoing programs.

This Terms of Reference (ToR) is for **Consultancy Service** to carry out the profiling of Smallholder farmers, FOs and MSMEs for the FGN/IFAD-funded program titled Special Agro-processing Zones (SAPZ). The Consultancy will take place in 4 selected LGAs of Ogun States under IFAD financing.

Phase I of the SAPZ will directly benefit 1.5 million households, including private sector agribusinesses and agro-processors, smallholder farmers, agro -entrepreneurs 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 program 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.

The Programme has profiled over 20,000 members of value chains of cassava and rice in Obafemi/Owode, Odogbolu, Ijebu East and Yewa North LGAs. The profiling will continue from the remaining 4LGAs of Odeda, Yewa South, Ijebu North East and Ikenne.

## **2.0 Objectives of the Assignment**

The overall objective of the assignment is to engage reputable Consultants who will undertake the identification and profiling of SAPZ farmers supported by the program. In this regard, the Consultant will conduct a comprehensive identification and documentation of the profiles of smallholder farmers (members of farmers organizations and MSMEs, with a specific focus on women and youth, involved in the Agricultural Value Chain crops of Rice and Cassava in the remaining 4 LGAs

(Odeda, Yewa South, Ijebu North East and Ikenne). Thus, conscious effort is required to ensure that women-only groups, youth-only groups and mixed groups are identified and profiled in the clusters. Also, targeted for inclusion in this profiling is the vulnerable group (people with disabilities and internally displaced persons) and MSMEs. The profiling aims to:

- i. Identify key agricultural value chain actors, including enterprise groups and their members such as farmers, processors, off-takers, MSMEs, traders, agro-input dealers, and service providers, as well as internally displaced persons and people living with disabilities within the target LGAs and clusters of SAPZ intervention.
- ii. Document the profile of the members of already mapped FOs based on their value chains;
- iii. Determine the distribution of the profiled FO members by age, gender, vulnerability and value-chain;
- iv. Provide a frame of the profiled FO members by LGA and cluster
- v. Also, provide a frame of profiled MSMEs by LGA and by Cluster
- vi. Analyse the roles, interests, and needs of stakeholders, focusing on women and youth, gender and age-specific aspects.
- vii. Assess the challenges faced by women and youth participating in the value chain activities.
- viii. Assess where the most women and youth are represented along stages of the value chain and as well which crop value chains are more opened to women and youth engagement
- ix. Provide recommendations for enhancing the participation of women and youth in the program, and
- x. Develop a detailed report outlining the findings, conclusions, and actionable recommendations.

### **3.0 Scope of Work**

Consultant shall perform the following specific tasks:

- i. Reviewing existing SAPZ Program documents and related documents for context and necessary guidance on the exercise;
- ii. Developing a comprehensive data collection instrument to meet the data and information needs for the profiling exercise.
- iii. Configuration of the data collection instrument into electronic data collection applications (such as smart phones and tables for mobile data collection)
- iv. Carry out training for enumerators and supervisors which should include pre-testing of data collection instrument.
- v. Conducting field visits and interviews with stakeholders, emphasizing women and youth, across different stages of the value chains.
- vi. Utilizing appropriate data collection methods (personal interviews, focus group discussions, to collect qualitative and quantitative data.

- vii. Collecting and providing the demographic information of the FO members being profiled- personal bio-data, , household-based information (headship of household, household size, distribution of household members by age and gender), the crops of their interest, , farm size, output capacity, market outlets, and hence, the off-take arrangements to be made.
- viii. Providing detailed data and information on all MSMEs being profiled
  - ix. Analyzing the collected data to identify baselines, trends, challenges, and opportunities for women and youth engagement.
  - x. Developing a database of the profiled members of the FOs;
  - xi. Develop a database of all profiled MSMEs in the LGAs of interest
  - xii. Developing gender and age-disaggregated profiles of profiled value chain actors and the MSMEs, highlighting their roles, capacities, and constraints.
- xiii. Organizing and validating the existing state databases (such as those of OGFIMS and FGN/IFAD VCDP) of value chain actors in the State into their relevant value chain groups and Farmers Organizations;
- xiv. Prepare a draft report of the profiling exercise with necessary tables of the findings
- xv. Organizing validation workshop with key stakeholders to verify the findings and gather additional insights.
- xvi. Developing a detailed report summarizing the profiling results, incorporating the comments from stakeholders at the validation workshop, and including clear recommendations and best practices.

#### **4.0 Qualifications/Competencies**

The Firm should meet the following requirements:

- i. The Lead Consultant should have at least a Master’s degree in Agricultural Economics, Economics, Development Economics, or related discipline. ,.
- ii. Associate Consultants should have Academic qualifications or equivalent work experience in Agribusiness Development, Agricultural Economics, Extension and Marketing as well as Value Chain Development.
- iii. A proven track record in conducting stakeholder analyses and gender-responsive assessments in agricultural or rural development projects.
- iv. Experience in working with diverse stakeholders, especially women and youth, in Ogun.
- v. Strong analytical and report-writing skills.
- vi. Previous experience in working with IFAD, other donor-funded agencies, or NGOs in value chain development will be an added advantage;
- vii. Familiarity with the program area is necessary.

#### **5.0 Deliverables**

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

- i. Inception Report: Commencement report describing the approach, tools and personnel to be used for the profiling. This should be submitted one week after signing the contract.
- ii. Preliminary (draft) report: Interim report showing results obtained from the profiling exercise. This should be submitted week 8 after signing the contract.
- iii. Final Report: Detailed report of findings (including comments and observations made on the draft report by stakeholders), as well as recommendation. This is to be submitted week 9 after signing of contract.

## **6.0 Payment Schedule**

20% payment upon submission of the inception report with invoices and receipts for reimbursable

50% of the contract sum upon submission of the draft report acceptable to SAPZ

30% 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. Contextual analysis of the state of smallholder households in selected LGAs provided.
- ii. Value chain actors and activities facilitated and enhanced to ensure productive value chains.
- iii. Collected data showing the profiles of value chain actors (for baselines, trends), challenges, and opportunities for women, youth and vulnerable groups engagement analyzed.
- iv. Database of profiled FO members created
- v. Database of profiled MSMEs showing their enterprise locations, registered name (if any), gender of owner/proprietor, enterprise types/sizes, value chains, etc.
- vi. Frame of profiled FO members showing gender, age, household size disaggregation developed;
- vii. Comprehensive report summarizing the profiling results, including clear recommendations and best practices prepared.

## **8.0 Responsibilities of the Client (SAPZ)**

SAPZ shall be responsible for the following:

- i. The Ogun State Monitoring and Evaluation Officer shall be the Focal Person for the assignment.

- ii. Ogun SAPZ Office shall allow the Consultant access to past reports/documents that may be relevant to the assignment
- iii. Ogun SAPZ Office shall introduce the Consultant to the LGAs where the assignment is to cover

## **9.0 Methodology**

The assignment shall involve meetings and direct engagements of key value chain actors. The Consultant will recruit the enumerators and train them for the exercise. For effective data collection and coverage of the study area, enumerators and their supervisors will be recruited from the project clusters (preferably, the State ADPs for partnership and sustainability in program implementation and follow-ups), and trained by the study team. The training for supervisors and enumerators would cover the objectives, methodology and administration of the questionnaires, as well as modalities for identifying the selected respondent households.

The enumerators will interview the respondents face-to-face in their convenient places. The beneficiary programme clusters (communities) that will be covered in the survey will have their geo-coordinates captured through a Global Positioning System (GPS) device and these coordinates will later be mapped.

## **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 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.

## **11.0 Procurement Method**

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

## **12.0 Proposed Duration of Assignment**

It is envisaged that the consultancy will take 60 days from the time the contract is signed. The Consultant/Consultancy Firm should develop a feasible cost-work plan/activity schedule covering a maximum of 60 days and submit as integral part of the proposal for this consultancy.

## **13.0 Report Submission**

Three (3) hard copies and electronic copy of the report are to be submitted to the Ogun Special Agro-Industrial Processing Zone (SAPZ) Programme Office at Ogun State Agricultural Development Programme (OGADEP), Olabisi Onabanjo Way, Idi Aba, Abeokuta, Ogun State. Also at the e-mail: [sapzogun@gmail.com](mailto:sapzogun@gmail.com).