

Terms of reference (ToRs) for the procurement of services below the EU threshold

<u>Service for a Tropical Almond Smallholder Farmer Farming Support for the Talmond Project.</u>	Project number/ cost centre: 19.4933.8-007.00
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0. List of abbreviation

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
BMZ	Federal Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
SME	Small and Medium-sized Enterprises (Mittelstand)
GAP	Good Agricultural Practices (GAP)
GHS	Ghana Cedis

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a provider of international cooperation services for sustainable development and international education work, dedicated to building a future worth living around the world. As part of the Ghana-German cooperation, GIZ has been involved in supporting a wide range of sectors for over 30 years. As agreed between the Governments of Germany and Ghana, GIZ is boosting Ghana's potential by focusing its projects on three priority areas: Responsibility for our planet - climate and energy, Training and sustainable growth for decent jobs as well as Peaceful and inclusive societies. In addition, nearly all the projects in Ghana involve the private sector.

GIZ has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement the Special Initiative on Training and Job Creation, which operates under the brand 'Invest for Jobs'. The objective is to promote job-creation and growth of enterprises in Ghana. Invest for Jobs works in three areas of intervention: 'Business & Invest', 'Cluster approach' and 'Ghanaian SME (Mittelstand)'. Under the 'Business & Invest', it promotes sustainable investments from German and European companies and investors; the 'Cluster approach' aims to increase the economic attractiveness of business locations and industries; intervenes to support industrial parks, improves export opportunities and addresses various obstacles to investment. The 'Ghanaian SME (Mittelstand)' promotes the SME sector, by improving the business environment and enhancing competitiveness, by promoting advisory and (innovative) financial services for SME and boosting cooperation between German and African companies.

Under its first component, Business and Invest, GIZ is collaborating with Sono Industrial Ghana to implement the Sustainable Citrus and Passion fruit Production and Processing project.

Technical Support for Tropical Almond Growers

Summary

The kernels of the tropical almond can be processed into useful food products to enhance food and nutrition security especially in developing countries. The products can also be traded to generate income. Integration of tropical almond into production systems especially in rural areas could help improve livelihoods of farmers, women and children. Despite the importance of tropical almond in relation to nutrition, good health, income and job creation and enhancement of general livelihood especially of the rural poor, the crop is neglected or regarded as an orphan crop or minor crop in Ghana. No plantations exist with majority of trees spatially distributed in the backyard of households. No improved variety is commercially available. Talmond established 23 elite varieties in the field which it is providing to tropical almond growers under its Tropical Almond Agroforestry Program.

Main Problems Being Addressed

- **Low Supply** of tropical almonds in the system due to nascent industry
- **Poor Tree and Soil Health** due to poor soil health, inadequate soil preparation and poor soil nutrient management.
- **Drought Management and Water Stress** from poor irrigation practices and unpredictable weather patterns.

Expected Output

- Increased tropical almond productivity and quality. Increased supply of tropical almond seeds for processing from a high-yielding agroforestry system.
- Reduced seedling and tree losses due to farm mismanagement.
- Improved knowledge and skills among growers.
- Economic benefits for farmers.
- Sustainable farming practices leading to long-term profitability.

Rationale for Assignment

- **Economic Importance:** Tropical almonds have high nutritional and commercial value, making them a potential cash crop.
- **Environmental Benefits:** The species contributes to soil stabilization and reforestation efforts.
- **Farmer Livelihoods:** Supporting growers enhances income opportunities, especially in the neglected Volta Region.
- **Sustainability:** Proper cultivation practices will help restore the extremely degraded soils of the farms, reduce deforestation, promote sustainable land use and further diversify the incomes of the farmers through food agroforestry systems.

This assignment ensures that farmers receive the necessary support to cultivate tropical almonds successfully while addressing production challenges and maximizing profitability.

This expert is expected to work full-time on this project for the duration of the assignment.

Therefore, GIZ-Ghana seeks to engage an individual with the required professional knowledge and experience.

Beneficiaries

1. Farmers (1000 farmers) as growers will benefit economically
2. Environment, researchers and departments of agriculture through demonstration of regenerative and sustainable agronomical practices in tropical almond cultivation.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

Technical support for tropical almond *Terminalia catappa* growers involves a range of activities aimed at improving productivity, quality, and sustainability. These activities include:

1. Site Selection & Land Preparation (718 acres minimum)

- Evaluating soil quality, drainage, and climate suitability.
- Recommending soil amendments and land preparation techniques.
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2. Planting

- Guide on optimal planting distances and spacing.

3. Nutrient and Health Management

- Conducting monitoring to determine tree health and fertilizer needs.
- Recommending organic fertilizers for improved growth.

4. Dynamic Agroforestry Installations

- Technical support in expansion of dynamic agroforestry island installations
- Providing guidance on seed selection, preparation and propagation methods.
- Conduct monitoring of dynamic agroforestry installations.

5. Water Management & Irrigation

- Advising on Banana Irrigation methods ensuring efficient water use for different growth stages and seasonality.
- Preventing water stress through different shade protection methods.

6. Pruning and Canopy Management

- Training farmers on pruning techniques to improve fruit production.
- Managing tree height for ease of harvesting.

7. Harvesting & Post-Harvest Handling

- Determining the right harvesting time for maximum yield and quality.
- Providing best practices for drying, storage, and processing to reduce spoilage.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Inception Meeting held	10 th August 2025
Final report submitted	10 th November 2025

Period of assignment: This specific assignment is expected to take place for a period of 9 month between 10th August 2025 to 10th November 2025. The contractor shall adapt his/her schedule to this requirement.

Farmer technical support location:

This assignment will take place in 27 communities in the Volta and the Western Region where the tropical almond growers farms' under Talmond's Tropical Almond Agroforestry Project are located. The contractor shall adapt his/her schedule to this requirement.

Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform training.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports/outputs as evidence of work:

- Detailed time schedule(s) for the implementation of the tasks i. e. timeline required.
- Participants Lists of the farmers trained (validated via signatures/thumbprints): Monitoring / data selection and storage must adhere to the Data Protection Policy and discussed with GIZ.

- Group and individual pictures of the workshops / beneficiaries with signed consent forms by each person for which data or pictures are taken. A template will be provided by GIZ.
- Final training report

Beyond the aspects mentioned above, the technical proposal shall include:

- Company profile
- Registration certificate
- Profile of similar completed assignments
- Understanding of assignment, proposed methodology and work plan to approach the assignment.

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

3. Personnel concept

The bidder is required to provide personnel/trainers who are suited to filling the positions described, on the basis of their CVs (see Chapter 5), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

1. Appropriateness of suggested concept (technical approach)

1.1 Strategy

- 1.1.1 Interpretation of the objectives in the ToRs, critical examination of tasks
- 1.1.2 Description and justification of the contractor's strategy for delivering the services put out to tender.

1.2 Steering structure

- 1.2.1 Approach and procedure for steering the measures with the project partner.
- 1.2.2 Description of contractor's contribution to results monitoring and the associated challenges

1.3 Processes

- 1.3.1 Presentation and explanation of the implementation plan: work steps, milestones, schedule
- 1.3.2 Presentation and explanation of the integration of the partner contributions

1.4 Project management of the contractor

- 1.4.1 Approach and procedure for coordination with/in GIZ project
- 1.4.2 Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months.
- 1.4.3 Contractor's backstopping strategy (incl. CVs of the technical and administrative backstopper)

2. Assessment of Proposed staff

2.1 Team leader

- Qualifications 1: Postgraduate (Master's) degree in Agronomy, Post-Harvest Handling and Training, Agricultural Extension, or related fields
- Qualifications 2: Bachelor of Science degree in Agricultural Science, Agricultural Business, Agricultural Extension, or relevant fields
- Specific professional experience 1: 12 years' professional experience in conducting general Good Agronomical Practices, Extension Service deliveries and sound understanding of vegetable value chain and have worked in similar assignment
- Specific professional experience 2: 5 years' experience of carrying out community-based assignments or programme in Extension support to farmers.
- Specific professional experience 2: 5 years' experience in Farmer Business school training and Gross Margin analysis and training.
- Specific professional experience 2: 5 years' experience in working with wide range of stakeholders including local communities, farmer groups and non-governmental organizations.
- Language: Fluent in English language

2.2 Expert 1&2

- Qualifications 1: Postgraduate (Master's) degree in Agronomy, Post-Harvest Handling and Training, Agricultural Extension, or related fields
- Qualifications 2: Bachelor of Science degree in Agricultural Science, Agricultural Business, Agricultural Extension, or relevant fields
- Specific professional experience 1: 8 years' professional experience in conducting general Good Agronomical Practices, Extension Service deliveries and sound understanding of vegetable value chain and have worked in similar assignment
- Specific professional experience 2: 5 years' experience of carrying out community-based assignments or programme in Extension support to farmers.
- Specific professional experience 2: 5 years' experience in Farmer Business school training and Gross Margin analysis and training.
- Specific professional experience 2: 5 years' experience in working with wide range of stakeholders including local communities, farmer groups and non-governmental organizations.
- Language: Fluent in English language

3. Data Protection

The contractor agrees to and cooperates on the following: Personal data will be processed on behalf of the client, represented by GIZ. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with the General Data Protection Regulation (GDPR) of the European Union (EU). For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the

contract is concluded with the AuV attachment. The AuV is attached as part of these tender documents. The bidder is required to submit the TOM along with the technical proposal. The TOM that must be outlined are specified in the document “Outsourcing of data processing” on page 8 and 9. The TOM will not be assessed during the evaluation of the technical proposal; however, it is mandatory to submit them. Failure to do so can result in your bid being excluded from the tender procedure.

4. Costing requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	40	40	3 days reconnaissance, 30 days for implementation, 7 days for reporting.
Expert 1	1	60	60	60 days for implementation
Expert 2	1	60	60	60 days for implementation
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance	150	3	150	For the period of stay away from base station.
Overnight allowance	150	3	150	For the period of stay away from base station.
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (Car+ Fuel)	1	1	7.000	Travel within the period of assignment would require the renting and fuelling of 1 vehicle.
Other costs	Number	Price	Total	Comments
Planting Materials	1	4200	4200	This would cover consumables required for the breeding exercise in the nursery.

5. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

6. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment, e.g. in terms of type and scope. The option is exercised in the form of an extension to the contract based on the already offered individual rates.

7. Annexes

not applicable