
PRINTING OF FBS AND SRP TRAINING MATERIALS

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

0. List of abbreviations

BMGF	Bill and Melinda Gates Foundation
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung
CARI	Competitive African Rice Initiative
ComCashew	Competitive Cashew Initiative
MOVE	Market-oriented value chains for jobs and growth in the ECOWAS region
FBS	Farmer Business School
ToRs	Terms of reference

1. Context

Background of MOVE

The Market-Oriented Value Chains for Jobs and Growth in the ECOWAS Region (MOVE) project is commissioned by the Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ) and co-financed by the Bill and Melinda Gates Foundation (BMGF). The project is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The overall (main) objective of MOVE is to build market-oriented and resilient value chains (rice and cashew) that contribute to the creation of income and employment in the ECOWAS region. Specifically, the goals of MOVE are:

- Increasing the value creation of processing in the ECOWAS region
- Improving the economics/environmental sustainability of agricultural systems
- Improving the marketing of regional products
- Disseminating good practices in promoting inclusive business models
- Strengthening public-private cooperation in policymaking

MOVE is implemented in Nigeria, Ghana, Burkina Faso, Sierra Leone, and Côte d'Ivoire and represents the merger of two previously well-established regional projects: The Competitive Cashew Initiative (ComCashew) and the Competitive African Rice Initiative (CARI). Both respective brands (CARI and ComCashew) are kept under the umbrella of the MOVE project.

Justification

In March and April 2024, a training on Farmer Business School was conducted for both the rice and the cashew value chains. The objective was to train agricultural extension officers, on the Farmer Business School (FBS) approaches and to enable them to independently organize and conduct training on FBS for members of a community or farmer group. FBS aims to develop the business management skills of farm entrepreneurs to improve income through good financial and agricultural planning. The Farmer Business School consists of 12 modules in each value chain, all the modules are designed to perfectly help farmers to achieve the above-mentioned skills.

Upon completion of the training, the trainers are expected to go back to their communities and conduct the roll out of the FBS training to respective value chain farmers. Logistics, training books, guides and posters for the roll out trainings are to be provided by GIZ,

On the other hand, the Sustainable Rice Platform ([SRP](#)) developed a standard for rice production which aims at improving the livelihoods of smallholder farmers, whilst ensuring a sustainable social and environmental aspect of the rice value chain.

Following the review and upgrade of training materials on rice to include all the aspects of sustainability (economic, social, and environmental), and subsequent validation of the material to include inputs from all stakeholders across the value chain as well as to create awareness on tools for driving SRP, there is a need to produce large quantities of the validated material

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to support farmer-level training and facilitate the adoption of the last mile to increase productivity, thus, the reason for the ToR.

Objective(s) for the Printing of Training books, Guides, and Posters

The objectives are to:

- Print **3000 copies (1500 rice and 1500 cashew)** of the FBS training according to the selected design and MOVE/GIZ publication guidelines.
- Print **60 copies (30 rice and 30 cashew)** of the FBS trainer's guide (for practical guidance and time management) according to the selected design and MOVE/GIZ publication guidelines.
- Print **160 sets FBS posters** (80 sets for rice, 26 posters per set and 80 sets for cashew, 24 posters per set) (for training and simulation) according to the selected design and MOVE/GIZ publication guidelines.
- Print **30 copies** of the Sustainable Rice Production (SRP) manual are printed according to the selected design and GIZ publication guidelines.
- Print **1500 copies** of SRP posters
- Final copies of books in print formats have ISBN numbers.

Specific Requirements of Service Provider

1. Request for printing designs in soft copy format from MOVE/GIZ and maybe a hardcopy sample.
2. Send a mock-up of each design for final approval before mass printing.
3. Print **3000 (1500 rice and 1500 cashew)** FBS workbooks with ISBN numbers according to the following guidelines:
 - Paper size (A4) – **(91 pages for rice and 93 pages for cashew)**
 - Double-sided printing
 - Art paper should be used inside and art card paper for the cover
 - Paper thickness for inside pages: 130gsm and cover pages: 300gsm
 - Comb binding
 - Cover: to be laminated gloss
4. Print **60 FBS trainers' guide (30 for rice, 30 for cashew)** with ISBN numbers according to the following guidelines:
 - Paper size (A4) – **(43 pages each)**
 - Double-sided printing
 - Art paper should be used inside and art card paper for the cover
 - Paper thickness for inside pages: 130gsm and cover pages: 300gsm
 - Comb binding
 - Cover: to be laminated gloss
5. Print **160 sets (80 sets for rice, 26 posters per set and 80 sets for cashew, 24 posters per set)** of FBS posters according to the following guidelines:

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- Paper size (A0)
 - One-sided printing
 - paper thickness: 150gsm
 - finishing: Gloss lamination
6. Print **30 copies** SRP Manuals (114 pages) with ISBNs according to the following guidelines:
- Paper size (A5),
 - double-sided printing,
 - art paper should be used inside and art card paper for the cover,
 - paper thickness for inside pages: 130 gsm and cover pages: 300gsm,
 - comb binding.
 - cover: to be laminated gloss.
 - finishing: glossy
7. Print **1500 copies** of the SRP posters
- Paper size (A3)
 - Two-sided printing
 - paper thickness: 150gsm, laminated gloss

2. Timelines

- All materials are to be delivered to MOVE/GIZ Accra office by **29.07.25**

3. Other Arrangements

- The design becomes the property of GIZ/MOVE and therefore should there be any re-printing of the Farmer Business School Workbook and Posters, any eligible company can proceed to use the design or improve on the existing design.
- Financial Offer
- Ghanaian tax laws apply: deduction of 3.0% withholding tax