

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



|                                                                                                                        |                                         |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Consultancy for Inclusive Business Contract Farming Module for 4 New Rice Matching Grant Fund Partners in Ghana</b> | <b>Project number/<br/>cost centre:</b> |
| <b>I-011859-01</b>                                                                                                     | <b>G-011859-102</b>                     |

|                                            |    |
|--------------------------------------------|----|
| List of abbreviations.....                 | 2  |
| Context.....                               | 3  |
| Concept.....                               | 9  |
| Technical-methodological concept.....      | 10 |
| Project management of the contractor.....  | 10 |
| Qualifications of the Expert.....          | 10 |
| Personnel concept.....                     | 11 |
| The task of Expert .....                   | 11 |
| Costing requirements .....                 | 11 |
| Assignment of personnel .....              | 11 |
| Travel .....                               | 11 |
| Inputs of GIZ or other actors .....        | 13 |
| Working Arrangements and Reporting.....    | 13 |
| Requirements on the format of tender ..... | 14 |

#### **List of abbreviations**

|           |                                                                                     |
|-----------|-------------------------------------------------------------------------------------|
| AVB       | General Terms and Conditions of Contract (AVB) for supplying services and work 2018 |
| B2B       | Business to Business                                                                |
| BMGF      | Bill and Melinda gates Foundation                                                   |
| CARI      | Competitive African Rice Initiative                                                 |
| CF        | Contract Farming                                                                    |
| ComCashew | Competitive African Cashew Alliance                                                 |
| DC        | Development Cooperation                                                             |
| FBOs      | Farmer Based Organizations                                                          |
| GIZ       | Deutsche Gesellschaft für Internationale Zusammenarbeit                             |
| ToRs      | Terms of reference                                                                  |
| MF        | Matching Fund                                                                       |
| MOVE      | Market Oriented Value Chains for Jobs and Growth in the ECOWAS Region               |

## 1.0 Context

The Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE) project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners.

MOVE is implemented in Nigeria, Ghana, Burkina Faso, Sierra Leone, Côte d'Ivoire, and Senegal, 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 (ComCashew and CARI) are kept under the umbrella of the MOVE project. MOVE has five (5) main output areas:

- Output 1: increasing the share of value added in the ECOWAS region.
- Output 2: Enhancing the viability of production systems.
- Output 3: Increasing the demand for regional products.
- Output 4: Scaling good practices in supply chain development.
- Output 5: Strengthening policy advice and public-private cooperation.

One of the goals of the MOVE project under the value addition output indicator is to increase the quantities and qualities of raw materials purchased directly from producers by the rice processors. The project intends to achieve this by supporting the rice processors with capacity development around contract farming aimed at linking the processors with producers and promoting a win-win situation for all stakeholders.

### Tasks to be performed by the consultant.

#### **Task 1: Prepare and conduct an individual assessment of the business relationship of processors and their producer groups.**

The consultant (as part of the preparation for the on-site assignment) shall conduct an individual assessment of relationships between three (3) processors/matching fund partners and their producer groups. The three processors/mills currently working with the program include:

| S/N | Mill            | Location  |
|-----|-----------------|-----------|
| 1   | Antika          | Wa        |
| 2   | ANS Milling Ltd | Bimmah    |
| 3   | Tai-pana Ltd    | Nyankpala |

The objective of the assessment is to ascertain the existing relationship between the two parties (processors and producers) and the strategy to enhance the relationship through contract farming intervention. The consultant will use this period to prepare all necessary training presentations/materials. This task will take place **remotely with ten (10) days** allocated to this task.

**Task 2: Facilitate and deliver a three-day introductory training session on contract farming for each partner, with their staff from the rice mill or processing operations and selected FBO executives, tailored to their specific needs. This will include an additional day for travel to and from (1/2-day analogy of GIZ regulations) the event location per a partner. These sessions will be held in new project implementation areas and are intended for partners participating in the Matching Grant Fund program for the first time.**

The consultant, after the initial assessment, shall facilitate a basic and sensitization workshop for the parties (all the rice processors and their consortium partners) with the aim of providing the feedback from the initial assessment, understanding the individual gaps that exist and developing a customised contract farming intervention to address these gaps.

*This will take place **on-site at the Partners' selected location with nine (9) days allocated for the implementation of this training (3 days per processor) and three (3) travelling days.** In total, there shall be 12 working days*

**Task 3: Organize and conduct a three-day CF management training for all rice mill executives per partner. This will include an additional day for travel to and from (1/2-day analogy of GIZ regulations) the event location per partner.**

The objective of the task is to enhance the capacity of the parties/stakeholders in contract farming and increase productivity as well as ensure that the rice mill executives are adequately prepared for this CF approach. This will further help develop an implementation strategy to actualise the overall objectives of this intervention. All the mill executives will be trained in one location. This will be communicated to the consultant when the time is right.

This assignment will take place **onsite at the partners' selected location (exact location to be confirmed when time is due), with nine (9) days allocated for implementing CF Management training (3 days per processor) and three (3) travelling days.** In total, there shall be 12 working days.

**Task 4: Organize and facilitate a two-day B2B event session on Contract farming involving: producer organizations, processors, inputs suppliers, financial institutions, and other Agro service providers of each partner. This will include an additional day to travel to and from (1/2-day analogy of GIZ regulations) the event location per partner.**

The objective of this task is to ensure that all parties and partners (stakeholders) in the rice value chain of the partner gets insight into the contract farming approach, identify, and discuss challenges, and prepare them for this initiative. Additionally, the assignment seeks to strengthen relationships between and within the value chain through business-to-business engagement sessions.

This is an **on-site task with six (6) days for implementing the CF B2B event session (two-day event session per partner) and three (3) travelling days** at a selected location. In total, there shall be 9 working days.

#### **Task 5: Report writing and Debriefing**

The consulting firm will be required to prepare and submit the following structured reports: These reports will document progress, activities undertaken, outcomes achieved, and recommendations, and will serve as the basis for the phased release of payments under the contract.

- **Inception Report -First Tranche Payment:** The Consultant shall submit an **Inception Report** following the completion of the needs assessment conducted for all three (3) processors clearly outlining the key findings and gaps identified for each processor, proposed intervention strategies and implementation approach, work plan and timeline for execution. Approval of the Inception Report by the MOVE team shall be the criteria for the **first tranche of payment**.
  
- **Implementation Report –Second Tranche Payment:** Upon completion of the agreed tasks per processor, the consultant shall submit an **implementation** report. This report shall consolidate and document the reports from:
  - i) The sensitisation and basic event report, detailing stakeholder engagement activities, participation levels, and key outcomes
  - ii) The management training report, including attendance, capacity gaps addressed, and feedback
  - iii) The B2B training workshop Report, summarizing workshop proceedings, partnerships explored, and business linkages facilitatedThe implementation report shall provide evidence of activities carried out, results achieved, and any challenges encountered with corresponding mitigation measures. Approval of the implementation report shall trigger the release of the second tranche of payment.
  
- **Final Report –Third Tranche Payment:** At the conclusion of the assignment, the consultant shall submit a comprehensive final report covering all activities implemented under the contract farming intervention for the three (3) processors. The report shall provide a consolidated comprehensive summary of all project activities highlighting and assessing the effectiveness of the interventions, overall achievements, outputs, and outcomes, documenting lessons learned and best practices, present recommendations for sustainability approval of the final report, confirming satisfactory completion of all assigned tasks, shall trigger the release of the third and final tranche of payment. This assignment will take place remotely with 6 days allocated to this.

This task will take place **remotely with six (6) days** allocated to this task.

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

| Milestones/partial works                                                                                                                                                                                                                                                                                              | Deadline/place/person responsible              | Criteria for acceptance                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------|
| Conduct an individual assessment of the business relationship of processors and their producer groups.                                                                                                                                                                                                                | September 2026/<br>Ghana/ Consultant           | Report of individual assessment (inception report)      |
| Development of training materials such as PowerPoint presentations, exercises                                                                                                                                                                                                                                         | September 2026 /<br>Ghana/ Consultant          | Powerpoint presentations for printing towards the event |
| Organize and conduct a three-day sensitization and basic event on contract farming for each of the lead partners, management and or staff of miller/processing companies and selected FBOs executives according to their needs. This will be done in new project implementation areas and for first-time MF partners. | October 2026 /Ghana/<br>Consultant/GIZ         | Basic & Sensitisation report (interim report)           |
| CF management training for all rice mill executives.                                                                                                                                                                                                                                                                  | October<br>2026/Consultant                     |                                                         |
| Organize and facilitate a two-day B2B session on Contract farming involving producer organizations, processors, inputs suppliers, financial institutions, and other Agro service providers.                                                                                                                           | November 2026 /<br>Ghana / Consultant /<br>GIZ |                                                         |
| Final report writing and Submission                                                                                                                                                                                                                                                                                   | December 2026/<br>Consultant                   | Report                                                  |
|                                                                                                                                                                                                                                                                                                                       |                                                |                                                         |

**NB: All the above tasks will be carried out based on the needs of the mill after the Needs assessment. This implies that the consultant may not undertake ALL the tasks stated for all.**

### 2.3 Contract Duration

The period of assignment is from **30.08.2026 until 30.12.2026**.

### 3.0 Concept

In the bid, the bidder is required to show how the objectives 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 regarding the objectives of the services put out to tender. Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (1.1)

The bidder is required to present the actors relevant to the services for which it is responsible and describe the **cooperation** with them (1.2)

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 (1.3)

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 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 (1.4)

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**) (1.5)

### Project management of the contractor

The service provider is expected to only communicate with the private sector partners, after the establishment of a work plan including communication strategy. With all formal communication, the contractor should include the project in the cc.

The bidder is required to explain its approach to coordination with the GIZ project (1.6)

- 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

- Inception report
- Contributions to reports to GIZ's commissioning party.
- Brief quarterly or half-yearly reports on the implementation status of the project (5-7 pages)

## 1. Qualifications of the Expert

### General qualifications

Education/training: University qualification (Master) in business administration, economics, finance or equivalent, certifications in international trade, marketing, strategic planning, adult literacy, and in related fields (2.1.1)

### Professional experience:

- General professional experience: Twelve (12) years' experience in the development of marketing plans, financial literacy education programmes, feasibility studies, business advisory, business coaching, business management support, adult education, and business plan development for both corporate and SMEs to access facilities from both financial banks and non-financial institutions in West Africa Specific (2.1.3)
- Professional experience: The expert is expected to have worked at least five (5) years in inclusive contract farming experience and trained by GIZ. The expert is also expected to hold a master's training certification in contract farming (2.1.4)

#### Experience in the region/knowledge of the country

- 5 years of experience in projects in Ghana (2.1.6)
- Development Cooperation (DC) experience: 6 years of experience in DC projects (2.1.7)
- Leadership/management experience: 6 years of management/leadership experience as a project team leader or manager in a company (2.1.5)

#### Language skills

- Language: C1 level language proficiency in *English & Twi* (2.1.2)

Commented [SA1]: Use the ratings per the templates...C1

#### Personnel concept

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

#### Task of the Expert

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Regular reporting in accordance with deadlines

#### Soft skills of Expert (1.7)

In addition to their specialist qualifications, the following qualifications are required of the expert:

- Team skills
- Take initiative.
- Facilitate cooperation.
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

### 4.0 Costing requirements

#### 4.1 Assignment of personnel

Consultant: **49 expert days** (33 days on-site and 16 days remote (10 days for task 1 and 6 days for Task 5))

Commented [EN2]: The number of days do not tally, you indicated 10 remote days in task 1 above

Commented [PZ3R2]: 10 days remotely for task 1 and 6 days remote for the reporting making it a total of 16 days

A total number of **49 traveling days** (*traveling to and from the assignment/mill locations, to and from hotel where workshop is being held*) is being envisaged.

## Travel

The bidder is required to calculate the travel by the specified expert and the expert it has proposed based on the places of performance and list the expenses separately by daily allowance, accommodation expenses, flight costs, and other travel expenses.

| Fee days                                      | Number of experts | Number of days per expert         | Comments                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|-------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Preparation/debriefing/                     | 1                 | 1                                 | Onboarding and debriefing with MOVE team on activity implementation for partners in Ghana. However, some debriefing meetings are embedded in the implementation of some activities                                                                                                                             |
| • Implementation                              | 1                 | 42                                | This includes the conduct of individual assessment and preparation of training materials, <b>sensitization and basic training event on CF</b> , CF management event sessions, <b>B2B event sessions on Contract farming for each partner</b> .                                                                 |
| • Reporting                                   | 1                 | 6                                 | 6 days for report writing                                                                                                                                                                                                                                                                                      |
| Travel expenses                               | Number of experts | Number of days/nights per experts | Comments                                                                                                                                                                                                                                                                                                       |
| • Per-diem allowance in country of assignment | 1                 | 33                                | Based on GIZ rates. (Days of travel to and from the mills locations)                                                                                                                                                                                                                                           |
| • Accommodation in country of assignment      | 1                 | 33                                | 4 days for each partner for the basic and sensitization workshop. A total of 12 nights for the 3 different partners. <b>(Location of each partner is Wa, Bimmah, &amp; Nyankpala as the tentative locations)</b><br><br>4 days for the Management training workshop for each partner. A total of 12 nights for |

**Commented [EN4]:** Please clarify this number, is this 49 or 50 days?

**Commented [PZ5R4]:** It is 49 days please as the travel days has been accounted for already.

**Commented [IN6]:** Kinly adjust accordingly

**Commented [SA7]:** Why 35? Events, workshops and field visits add up to 29. exclude before and after travel days.

**Commented [SA8]:** 32 days

**Commented [SA9]:** 13 for basic, 13 days for monitoring as well

|                                                                                                                                                                                                                 |                   |                              | <p>the 3 different partners. <b>(Location of each partner is Wa, Bimmah, &amp; Nyankpala as the tentative locations)</b></p> <p>3 days for the B2B workshop for each partner. A total of 9 nights for the 3 different partners. <b>(Location of each partner is Wa, Bimmah, &amp; Nyankpala as the tentative locations).</b></p>                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Travel costs (private vehicle)</li> </ul>                                                                                                                                | 1                 |                              | <p>The travel costs include to and from the airport, the basic and sensitization workshop event per partner location, the Management training workshop event per partner location and the B2B workshop event per partner location. <b>(Location of each partner is Wa, Bimmah &amp; Nyankpala as the tentative locations for the events)</b></p> <p><b>Payment against invoice and receipt.</b></p> |
| Flights                                                                                                                                                                                                         | Number of experts | Number of flights per expert | Comments                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>Domestic flights</li> </ul>                                                                                                                                              | 1                 | 6 (round trips)              | <p>Cost of round-trip flight tickets would be reimbursed upon submission of evidence by the consultant. <b>(Tamale (Wa &amp; Nyankpala) and Kumasi as Tentative locations since the trainings will be held at different times by the different partners)</b></p>                                                                                                                                    |
| <ul style="list-style-type: none"> <li>CO<sub>2</sub> compensation for air travel<br/><a href="#">Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de)</a></li> </ul> | 1                 | 6                            | <p>A budget of EUR 360.00 is earmarked for settling carbon offsets against evidence.</p>                                                                                                                                                                                                                                                                                                            |
| <b>Other Costs</b>                                                                                                                                                                                              |                   |                              |                                                                                                                                                                                                                                                                                                                                                                                                     |

**Commented [SA10]:** The location helps to estimate cost. Per the list of mills I envisage Wa, Tamale, Kumasi. Since Nasia and Nyankpala are both in the North wont this reduce the number of round trips to 3?  
Also why will there be 5 round trips? If the trainings and monitoring will be held at different times I foresee 6 round trips. That is twice to Wa, Tamale and Kumasi...

**Commented [EN11]:** Please clarify. One round trip to three locations for three different task should be nine in total

**Commented [PZ12R11]:** Yes but we hope for the consultant to make one round trip to cater for the two partners in the North thus Tamale and Nasia since they are close by. Instead of 9 round trips it makes it six .

|                         |   |       |                                                                                                                                     |
|-------------------------|---|-------|-------------------------------------------------------------------------------------------------------------------------------------|
| • Flexible Renumeration | 1 | Euros | 2% of total budget. To be reimbursed based on evidence and after discussion with the MOVE team. (e.g. involvement of local experts) |
|-------------------------|---|-------|-------------------------------------------------------------------------------------------------------------------------------------|

Commented [SA13]: The consultant will have to quote this amount in his offer to be eligible.

#### 4.2 Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Transportation of workshop logistics with project vehicle to venue of event.
- Workshops logistics

#### Working Arrangements and Reporting

The consultant will perform his or her work under supervision and report directly to Issah Nadjio via [issah.nadjo@giz.de](mailto:issah.nadjo@giz.de) and Priscilla Zangina via [priscilla.zangina@giz.de](mailto:priscilla.zangina@giz.de).

During the consultancy, the consultant is expected to coordinate closely with the assigned persons.

Internal Flights and accommodation costs during all assignments will be reimbursed based on evidence. Per Diems will be paid according to the GIZ rate and other travel expenses will be paid against evidence. All of this should be included in the financial offer.

All receipts and invoices for accommodation, travel expenses (internal flights and other travel expenses), and other expenses should be **addressed to GIZ**.

The consultant shall submit a progress report during the consultancy period **after 3 months of inception and a final comprehensive report** at the end of the consultancy period.

***Payment would be based on GIZ regulations with the application withholding tax***

#### 5.0 Requirements on the format of tender

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept 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.

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

The CV of the personnel proposed in accordance with page 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed **4 pages**. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV can also be submitted in English.

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 afore mentioned 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.