



**MINISTRY OF AGRICULTURE  
AND  
INTERNATIONAL FUND  
FOR AGRICULTURE DEVELOPMENT  
HINTERLAND ENVIRONMENTALLY  
SUSTAINABLE AGRICULTURAL  
DEVELOPMENT PROJECT**

**Request for Roster Interest  
Open to Consulting Firms and NGOs**

for

**Consultancy Service for Local Firms or  
NGOs to Support Beneficiaries in the  
Development of Investment Plans  
Monitor the implementation of Plans in  
Mabaruma and Moruca, Region 1**

December 07,2020

**Invitation for Roster**  
**for**  
**Consultancy Service for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1.**

December 07, 2020

Dear Madam/Sir:

1. The Government of the Cooperative Republic of Guyana, through a financing arrangement with the International Fund for Agricultural Development (IFAD), has embarked on a USD 11.15 million six-year project named the Hinterland Environmentally Sustainable Agricultural Development (HESAD) Project. The overarching objective of the project is “to improve livelihood resilience through income generation, access to assets, improved nutrition and adaptation to climate variability”.
2. The Lead agency for the implementation of the HESAD Project is the Ministry of Agriculture (MoA) through its Agriculture Sector Development Unit (ASDU). The Project Management Unit (PMU) of the ASDU comprises offices at the MoA in Georgetown and Regional offices in Region 1 and Region 9.
3. In this context, the Agriculture Sector Development Unit is willing to conduct a market analysis to create a Roster of Consulting Firms and NGOs.
4. In this opportunity, the Agriculture Sector Development Unit with this Request of Roster Invitation (RRI) for **Consultancy Service for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1.** is inviting legally constituted Consulting Firms and NGOs (not individual consultants) interested in being part of a specific Roster. More details on the expertise and experience needed to be part of the mentioned roster are provided in the abridged Terms of Reference (ToR).
5. **The Consulting Firms and NGOs are advised that, replying to this RRI and/or having be selected to be part of the Roster does not create/generate any obligation of the Ministry of Agriculture, Agriculture Sector Development Unit, International Fund for Agricultural Development or any other body participating in the Hinterland Environmentally Sustainable Agricultural Development Project (HESADP), or any other project, to be hired or be invited in a consultancy selection process.**

6. **Roster Interest Submission Procedure:** Please submit your Consulting Firm or NGO description using the forms provided for this purpose.
7. **Procedure:** The Agriculture Sector Development Unit will evaluate the documents provided to identify the Consulting Firms and/or NGOs that satisfies the experience and expertise needed to be part of the Roster.
8. Consultant Firms and/or NGOs interested in being part of the Roster should send by e-mail or in hard copy the proof of the requested experience and expertise to:

**Raymond Latchman**  
**Project Coordinator**  
**Ministry of Agriculture**  
**Agriculture Sector Development Project**  
**Hinterland Environmentally Sustainable Agricultural**  
**Development Project**  
**Regent & Vlissengen Roads,**  
**Georgetown**  
**Tele: 592-226-4253 / 592-227-3752 Ext. 62**  
**Email address: raymond.latchman@asdu.gov.gy**

The deadline to receive the RRI will be no later of 4:00pm Guyana time of December 07, 2020

**Delma Nedd**  
**Permanent Secretary**  
**Ministry of Agriculture**

## RRI Submission Form

[Location, Date]

[Authorized Official]

Dear Sir or Madam,

**Re: Consultancy Service for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1.**

On behalf of my firm/NGO, [insert name of firm or NGO], I, the undersigned, submit the experience and expertise to be included in the ASDU HESAD project consultancy roster.

I understand that, this application and/or inclusion in the Roster does not create/generate any obligation of MoA, ASDU, IFAD or any other body participating in the HESAD project, or any other project, to be hired or be invited in a consultancy selection process.

Finally, I hereby declare that all the information and statements made in this RRI are true and accept that any misrepresentation contained in it may lead to the firm's /NGO's inability to be part of the Roster.

We understand you are not bound to accept any RRI that you may receive.

Yours sincerely,

-----  
Authorized Signatory

-----  
Name and title of Signatory

-----  
Name and Address of Firm/NGO

## **Form 1**

### **Organization of the Consultant**

#### **Consultancy Service for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1**

Provide a brief description of the background and organization of your firm/NGO (consultant).

**This should be no more than Four (4) pages.**

The Qualifications document shall further demonstrate that the Consultant has the capacity to field and provide experienced Personnel.

## Form2

### Experience of the Consultant Consulting Services for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1

[Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Abridged Terms of Reference included in this RCQ. The EOI must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought here.

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within Country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address and Contact details (including email address (es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start Date (month/date):  Completion date (month/date):	No. of Staff months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project (10 rows max):	
Description of actual services provided by your staff within the assignment (10 rows max):	

Name of Firm:

# ABRIDGED TERMS OF REFERENCE

**COOPERATIVE REPUBLIC OF GUYANA**  
**MINISTRY OF AGRICULTURE**  
**HINTERLAND ENVIRONMENTALLY SUSTAINABLE AGRICULTURAL**  
**DEVELOPMENT PROJECT**  
**Loan No. 2000001704/ Grant No. 2000001705**  
**TERMS OF REFERENCE – CONSULTANCY**

## **Consultancy Service for Local Firms or NGOs to Support Beneficiaries in the Development of Investment Plans in Mabaruma and Moruca, Region 1.**

1. The objective of the assignment is to support Village Councils and community-based organizations to develop, implement and monitor the progress and achievements of plans that guide investments to improve livelihood resilience.

These include Community Production Development Plans (CPDPs), Public/Collective Investment Plans (P/CIPs), COVID Recovery Plans, Business Plans (BPs) and Community Training Plans (CTPs). The plans will be developed in collaboration with the constituent communities and will utilize a template to be provided by the PMU. In developing the plans FPIC principles and guidelines must be observed as well as COVID19 preventive social distancing measures. The development of all types of investments plans must follow the provisions established in the Project Implementation Manual and the Grant Investment Fund Manual.

### **1. Scope of Services**

The HESAD PMU is seeking implementing partner (s) based in Region 1 with existing capacity and experience in hinterland communities to:

1. In parallel with activities 2.-6. (which needs high and immediate priority because of the limited time for the project to invest) establish staff and equip a Community Support Centre, or similar facilities in Mabaruma and Moruca
2. In line with the guidelines provided by the PMU, support Village Councils/CDC/NDC and other community-based organizations to develop proposals for early funding as part of efforts to stimulate broad-based people-centred local economic activity following the Covid-19 pandemic.
3. Using the templates and guidance provided by the PMU, support each Village Council/CDC/NDC in a participatory and inclusive process to develop and approve a Community Production Development Plan (CPDP). This process must ensure that there is ownership of the project from the wider community to ensure sustainability via public consultation and community buy in including that of producer organisations based in the communities.
4. Working closely with the PMU, NDC, CDC, RDC and the communities, identify opportunities for investments in public or community goods that deliver benefits for multiple communities, or multiple beneficiary groups within a community.
5. Support community-based organizations and groups to identify and test business opportunities.
6. Support agri-entrepreneurs to identify and test business opportunities.
7. Provide ongoing support to community organizations, groups, and agri-entrepreneurs during the start-up and implementation of their projects, including financial and procurement aspects and addressing needs for training and capacity building to better manage all aspects of their production and business. When relevant facilitate the establishment of networks between producer groups and agri-entrepreneurs for exchange, mutual support and learning, and eventually joint value addition and marketing activities.
8. Support the PMU to identify promising sectors or value chains for analysis.

9. In line with the guidance provided by the PMU, monitor project implementation of projects funded by the HESAD Investment Fund, and report progress against agreed targets to the PMU.
10. Working closely with the PMU, identify individual or organizational capacity gaps common across communities or target groups.
11. Identify activities for Knowledge sharing and knowledge product development and participate in knowledge sharing activities.
12. Develop a Sustainability Plan for the Community Support Centre aimed at sustaining services to beneficiaries after the project closes in 2023 in relation to any District Council Development or Regional/Central Government.
13. Pro-actively resolve emerging bottlenecks, and facilitate linkages with service providers (NAREI, GLDA, GMC etc) and other value chain actors (buyers, distributors etc).
14. Provide translation services (both written and oral) for interactions and dissemination of information with the beneficiaries where necessary.
15. Provide technical support and guidance to the project for the setting up of the Value Chain Round Table for the spices and two other value chains to be named with the first three months of contract execution.
16. Assist the PMU in determining value chains to be assessed based on experience and data available to/collected by the Firm/NGO, as well as on the results of the VC studies carried out by the project (MoA M&E Unit and GMC).
17. Provide Technical Guidance to the ongoing effort to set up the Moruca District Council where needed and the Amalgamation of the Moruca Community Support Centre as part of the Moruca District Council. The Team Leader will attend the Quarterly meetings of the Regional Management Committee of the project and provide updates on the status of the individual projects and the ongoing works as directed by the Regional Coordinator or the Project Coordinator. This may be done virtually once the technical capacity is there in the Region for it.

## **2. Qualifications:**

The PMU expects that suitably qualified implementing partners are able to demonstrate that they have field experience in formulation or management of rural or community development plans. It is expected that in staffing the Community Support Centres or Offices, the implementing partner will recruit experienced staff with demonstrated capacities that meet the expectations set out in the points above from within the project areas.

At least five (5) years' experience designing or implementing community development projects or programmes in Guyana's hinterland. Specific Region 1 experience would be considered an asset.

Demonstrated experience supporting agri-based livelihoods in Guyana's hinterland

Field Experience in formulation or management of rural or community development plans.

Experience in any of the key value chain in Region 1 or other hinterland areas of Guyana: cassava, livestock, spices, coconuts, cocoa, honey, community-based ecotourism, fruits and vegetables, or agro-processing.

Demonstrated experience developing and delivering enterprise design and start-up support

At least two (2) years of experience training and supporting farmers in adopting small-scale climate resilient agricultural technologies and developing income-generating activities will be an advantage.

Proven capacity mainstreaming gender equality and social inclusion.

Experience supporting knowledge sharing, and developing high-quality knowledge products

Existing local capacity to deliver administrative and logistic support, with experience working in both Region 1 and Georgetown.

Demonstrate Access to translation and interpreter services, or a track record of working with and in Indigenous Languages.