



**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

**Procurement of Local Firms or NGO's to  
provide Technical Backstopping  
Support to Implementing Partners in  
Investment Planning and  
Implementation, Region 9**

October 25,2020

**Invitation for Roster  
for  
Procurement of Local Firms or NGOs to provide technical Backstopping  
support to Implementing Partners in Investment Planning and  
Implementation, Region 9**

October 25, 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 **Procurement of Local Firms or NGOs to provide technical backstopping support to implementing partners in investment planning and implementation, Region 9** 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 November 09, 2020

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

## RRI Submission Form

[Location, Date]

[Authorized Official]

Dear Sir or Madam,

**Re: Procurement of Local Firms or NGOs to provide Technical Backstopping support to Implementing Partners in Investment Planning and Implementation, Region 9**

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,

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Authorized Signatory

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Name and title of Signatory

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Name and Address of Firm/NGO

## **Form 1**

### **Organization of the Consultant**

**Consulting Services for the Procurement of Local Firms or NGOs to provide technical support to District Councils in plan development and implementation, Region 9**

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 the Procurement of Local Firms or NGOs to provide technical backstopping support to District Councils in plan development and implementation, Region 9.**

[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 in this procurement.

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/year): Completion date (month/year):	No. of professional 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):	

**No more than ten (10) previous experiences should be stated.**

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

**Procurement of Local Firms or NGO's to provide Technical Backstopping Support to  
Implementing Partners in Investment Planning and Implementation, Region 9**

## **1. Background**

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”.

The Lead agency for the implementation of the HESAD Project is the Ministry of Agriculture 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.

The Hinterland Environmentally Sustainable Agricultural Project intends to apply part of the proceeds for consulting services (“**the Services**”) to enable District Councils in the Rupununi to support beneficiary communities in the development and implementation of Community Production Development Plans (CPDPs), Public/Collective Investment Plans (P/CIPs), Business Plans (BPs) and Community Training Plans (CTPs).

The HESADP therefore seeks the services of a Consultant Firm or NGO (“**the Consultant**”) to provide backstopping support to the District Councils serving as MoA's implementing partners in the region.

## **Situational Assessment in Region 9**

Region 9 is the largest region of Guyana. This region is divided into 4 geographical areas: northern Savannah's, Central including Lethem, South-Central and Deep-South. The Rupununi is situated on the Guiana Shield and represents part of the northern South American savannas and transition forest-savanna biome being one of the headwater tributaries to the Amazon basin.

Agriculture and rural livelihoods in Region 9 are affected by increased variability in rainfall patterns. The effects of such variability are severely felt where severe floods and prolonged dry spells, coupled with the lack of adequate water management technologies, represent major challenges for the development of agriculture and the livestock sector. The low fertility of the savannah soil poses a further constraint to agriculture in Region 9.

The transition to new production patterns therefore needs to incorporate better adaptability to changing climate and economic conditions. This will require access to knowledge, investment and technologies for natural resource management that at the moment are lacking.

The aim of this HESAD project is to improve livelihood resilience of the target group through income generation, access to assets, improved nutrition and adaptation to climate variability. There are two main components of the project: Component 1) Strengthening of communities' and producer groups' investment planning and Component 2) Implementation of investment plans

The objective of Component 1 is to support Village and Community Councils and District Councils in planning and prioritizing investments for the development of local value chains and resilient communities and livelihoods. The expected outcome is that communities and producer groups have strengthened capacities to identify investment opportunities and manage economic and climate change risks.

The main instruments that will be developed by this component are Community Production Development Plans (CPDP) that will be the basis for the development of three types of concrete investment plans to be implemented with project support: Public/Collective Investment Plans (P/CIP), Community Training Plans (CTP), and Business Plans (BP).

For the development of the CPDPs for each village the PMU will work in close collaboration with the District Councils, MoIPA, and contract service providers (Consultant Firms or NGOs with experience in village development planning) to facilitate community processes to strengthen agricultural production, supporting assets and services and nutrition aspects in existing Village Improvement Plans (VIPs) and develop a CPDP where these do not exist.

The participatory process leading to the CPDPs will apply specific strategies for the involvement of women, youth and vulnerable households and include: (i) mapping of human and natural resources and production opportunities and constraints for income generation and diversified livelihoods; (ii) identifying limiting factors, and investment needs in public or community collective assets and services in order to create an enabling environment for the development of local value chains and for the resilience of local livelihoods; and (iii) identifying potential producer groups who will prepare business plans.

Following the development of the CPDPs and building on a capacity needs assessment of Village Councils and community members, consultants/NGOs will be contracted by the project provide services as it relates to training activities and technical assistance in different areas which are important for the resilience of the communities. This therefore will need to be taken into account in

the CPDPs.

These aspects could include: (i) sustainable management of natural resources (water, forest crop and grassland) and different options of practices and technologies which can enhance their sustainable use; (ii) climate change trends and projections and effects on village and household assets and activities and options for adaptation; (iii) nutrition awareness linked to food production and purchase and family health; (iv) financial and economic variability analysis of agricultural production, processing and marketing opportunities for income generation; (v) business plan development and simple financial literacy; and (vi) specific actions for the inclusion of women, youth and vulnerable households.

The project is seeking its rollout during a worldwide pandemic known as COVID-19. Region No. 9 is also affected by this with a number of cases. In working with the communities and the other implementing partners, strict measures must be taken to ensure that all are protected and follow the measures in place as detailed in the National Gazette of Guyana most up to date publications. The minimum requirements are that all persons: i) Wear a mask, iii) Sit six feet apart, iii) are provided with a hand sanitizing area.

The Project has recently concluded its restructuring of its framework for implementation which will see the project working closely with the implementing partners such as the District Councils, Communities, Non-Governmental Organisations, the Regional Democratic Council and producer groups in the region for the roll out and investments supported by this project.

## **2. Objective:**

Implementing Partners (District Councils, Indigenous People's Organizations in Region 9, and other region-level representative organizations) will support their constituents to develop and implement plans for community and enterprise development along with the development and implementation of training initiatives.

The objective of the assignment is to provide technical and backstopping support, including training and mentoring, to implementing partners in Region 9. The successful Consultant will support implementing partners to start-up a Community Support Center, as they start-up service delivery to beneficiary groups (particularly in the development of Public/Collective Investment Plans (P/CIPs), Business Plans (BPs) and Community Training Plans (CTPs)), and as they move to delivering services to support the implementation of these plans.

In developing the plans, FPIC principles and guidelines must be observed.

## **3. Characteristics of the Consultancy**

- **Type of Consultancy:** Firm or NGO
- **Source of Funds:** International Fund for Agriculture Development and the Government of the Cooperative Republic of Guyana.
- **Place of Work:** The tasks will be undertaken in Region No. 9, with visits to the Project Regional Offices as needed.
- **Contract duration:** 12 months (expected January – December 2021) as detailed in Item 8. Nonetheless, the contract may be renewed for another 12 months period upon satisfactory performance of the awarded recipient and under revised TORs.

- **Procurement Method:** Quality Based Selection (QBS)
- **Estimated Budget:** G\$44,000,000

**4. Payment Options:** As detailed in Item 9

**5. Scope of Services**

The consulting firm is expected to serve and meet the needs of up to four implementing partners in Region 9, specifically, and as requested by each implementing partner:

- 5.1 Train CSC staff to support HESAD project beneficiaries to develop Community Production Development Plans (CPDPs); work with implementing partners and communities in identifying investment opportunities from the CPDPs, and prepare Public/Community Investment Plans, Business Plans and Training Plans along with COVID Recovery Plans while adhering to free prior and informed consent principles.
- 5.2 Support implementing partners to establish a Community Support Centre (CSC) or similar facility, to coordinate and provide service-oriented support to community organizations and agri-entrepreneurs in communities they serve.
- 5.3 Support implementing partners to recruit staff and procure the right equipment for the CSC.
- 5.4 Support implementing partners to develop a simple manual of operations for the CSC.
- 5.5 Train CSC staff to support HESAD project beneficiaries to differentiate promising enterprise opportunities, from less promising opportunities.
- 5.6 Training CSC staff on the monitoring of project implementation and progress reporting.
- 5.7 Facilitate access to intra- and extra-regional value chain actors including service providers for implementing partners, or project proponents.
- 5.8 Support implementing partners in the same region, and the PMU to identify regional opportunities for investment in public goods or training.
- 5.9 Proactively resolve arising issues at implementing partners.
- 5.10 Facilitate connections to intra- and extra-regional market actors.
- 5.11 Facilitate connections to extra-regional trainers.
- 5.12 Periodically visit a random sample of community-based projects, and flag issues in the quality of support delivered by the CSC.
- 5.13 Identify opportunities for knowledge sharing and knowledge products and share these with the PMU.
- 5.14 In close collaboration with the PMU regional staff, provide training (trainer of trainer level) on all tools and processes to implementing partners.
- 5.15 In close collaboration with the PMU's M&E Officer, provide training on the use of M&E tools to implementing partners.
- 5.16 Support implementing partner to maintain high standards of service and product delivery.

**6. Implementation Arrangements**

The Project's Restructuring Proposal, developed in 2020, outlines how the PMU envisions collaboration with implementing partners will take place, and the role of the consulting firm/NGO in supporting the implementing partners. Working within the outline of the Project Design Report, and the Restructuring Proposal, the Consulting Firm will submit, within 2 weeks of contract signing, a detailed description of its implementing arrangements to the PMU. This detailed submission will

expand on the preliminary documentation provided during the bidding process.

The Technical Firm/NGO is not required be hand holding the DC through the entire process but rather only for the development of the first set of plans in each category as a way of reinforcing the training conducted in plan development. After the first set of plans have been developed under the supervision of the firm/NGO, the DC staff is expected to be responsible for all plans development with reviews being done by the Firm/NGO to ensure consistency. The Firm/NGO may require the DC staff to undergo follow up training to reinforce the knowledge of plan development and project implementation supervision.

In reference to the above statement and while the setting up and staffing of the Community Support Centres are a priority, the Firm/NGO is expected to work with communities and producer groups in the early stages of its contract to develop their financeable investment plans along the lines of as stated in section 9 of this TOR. This is intended to fast track investments to ensure a wider impact of the project within the remaining life of the HESAD Project.

## **7. Qualifications:**

The successful firm or NGO will field a team with the following general and specific experience.

### **I. General Experience:**

- a) At least five (5) years' experience designing or implementing community development projects or programmes in Guyana. Specific Hinterland and Region 9 experience would be considered an asset.
- b) Demonstrated strong local experience supporting agri-based livelihoods in Guyana's hinterland.
- c) Experience in any of the key value chain in the Rupununi: cassava, livestock, honey, community-based ecotourism, fruits and vegetables, or agro-processing. Experience in business plan development will be considered an asset.
- d) Demonstrated experience developing and delivering producer group or enterprise design and start-up support
- e) At least two (2) years of experience training and supporting farmers and communities in adopting small-scale climate resilient agricultural technologies and developing income-generating activities will be an advantage.
- f) Proven capacity in mainstreaming gender equality and social inclusion.
- g) Experience supporting knowledge sharing, and developing high-quality knowledge products
- h) Existing local capacity to deliver administrative and logistic support, with experience working in both Region 9 and Georgetown will be an asset.

### **II. Specific Experience:**

At a minimum, the successful firm/NGO should propose suitable core candidates for the following positions:

**Team Leader:** At least 10 years' experience delivering rural livelihood, producer group, or enterprise development programming. Specific experience in Region 9, Guyana, would be considered an asset. Track record in all aspects of project management: design, management, M&E, knowledge management, social and environmental safeguards. Extensive knowledge of Indigenous culture, village institutions and traditional knowledge. Established working relationships with organizations in Region 9.

University Degree or equivalent in Agriculture, Agriculture Economics, Business Development, Rural Development, Development Planning or similar type degree.

**Safeguards & Inclusion Advisor:** At least 5 years’ experience working in Guyana’s hinterland with Indigenous Communities, preferably in Region 9. Demonstrated working experience supporting gender and social inclusion in projects and programmes in Guyana. Knowledge of health & nutrition issues, particularly those facing Indigenous women in Guyana would be an asset. Demonstrated experience supporting FPIC processes, and mainstreaming FPIC principles in project design and implementation. Experience supporting environmental programming or the consideration of environmental impacts in community development would be an asset.

Candidates are expected to be based in Guyana for the duration of the assignment. Suitably qualified staff based in Region 9 would be an asset.

## 8. Deliverables

No	Deliverable	Projected submission date (months after contract signing)	Payment
1	3 Procurement Plans (one per implementing partner)	1	
2	6 Job descriptions (CSC Staff)	0.5	
3	6 Job Advertisements and contracting support (CSC Staff)	1	
4	3 CSC operation manuals	2	
5	CSC staff induction and basic training <sup>1</sup> (up to 25 persons, possibly delivered remotely)	2	
6	CSC staff enterprise opportunity assessment training (up to 25 persons, possibly delivered remotely)	2	
7	CSC staff training – Facilitating and preparing Business Plans, Training Plans, On Demand Training plans (up to 25 persons, possibly delivered remotely)	2	
8	Train staff in data collection and presentation (on demand up to 25 persons, possibly delivered remotely)		
9	30 days of remote backstopping support	4	
10	4 on-site monitoring visits to operational CSCs (at least one visit to	6	

<sup>1</sup> This training covers HESAD project objectives and proposed approach, facilitating the CPDP participatory process, completing the CPDP template, identifying public/community investment opportunities, Gender & Social Inclusion, FPIC, environmental safeguards, M&E.

	each CSC)		
11	10 Assessment site visits during the plan development (1 per type of plan with each CSC)		
12	On-site visits to 15 community-based HESAD-funded projects.	12	
13	Support the Development of 20 COVID Recovery Plans		
14	Support the Development of 50 CPDPs or the Upgrading of the VIPs.	12	
15	Support the 50 PCIPs Developed, submitted and approved by the Evaluation Panel	12	
16	Support 50 Business Plans Developed, submitted and approved by the Evaluation Panel	12	
17	Support the identification of data gaps that require access to the planning grants and support the DC in the application process for 50 such plans.	12	
17	Support 20 Training Plans Developed, submitted and approved by the Evaluation Panel (in a single Consolidated Plan per District Council)	12	

**9. Payment Option:**

<b>Reports</b>	<b>Deliverable Numbers</b>	<b>Percentage Payment</b>
On signing of the contract (does not include reimbursable)	0	10%
On completion of the setting up of the CSCs	1, 2, 3 and 4	10%
Completion of All training Activities	5, 6 and 7	10%
Submission and Approval of Investment Plans (190)	13, 14 and 15	50%
Submission of Monthly Report	8,9,10,11 and 12	20%
<b>Total</b>		<b>100 %</b>

The above payment schedule may be substituted for one that the bidder supplies and is in keeping

with the deliverables stated above.

**Total Plan Delivery Over 12 months (The 4-month target is the same for the District Councils Operations)**

<b>Organisation</b>	<b>COVID Recovery Projects (min)</b>	<b>Minimum - CPDP (Updated VIPs)</b>	<b>PCIPs</b>	<b>Business Plans</b>	<b>Training Plans</b>	<b>Minimum Delivery of Approved Plans (COVID Recovery, PCIPS, BPs and TP) within first 4 months of contract.</b>
NRDDB	6	12	12	14	5	20
KMCRG (includes Karasabai Sub-District)	7	18	18	18	8	25
SRDC	7	20	20	18	7	20
Totals	20	50	50	50	20	65

**10. Supervision and Support to be provided**

The Consultant will report to the Regional Coordinator for submission and acceptance of the reports and investment plans. The Consultant will also seek guidance from the Regional Coordinator on issues that may arise during the development of the plans.

The Consultant will be fully supported by the project team of the HESAD Project in liaising with the relevant agencies to conduct outreaches and meeting with various stakeholders, including NGOs' and Governmental Agencies that need to be consulted to provide support during the execution of the plans.

Proposals shall be submitted in keeping with the RFP.