



NEEDS ASSESSMENT OF POULTRY ASSOCIATIONS TERMS OF REFERENCE (TOR)

DATE: 09/01/17

Project background/rationale

The Ghana Poultry Project (GPP) is a five-year initiative funded by the United States Department of Agriculture (USDA) Food for Progress Program (FFPr) and implemented by ACDI/VOCA and TechnoServe with the goal to increase the competitiveness of the domestic production and processing of poultry meat and eggs.

GPP works in the following three selected regions and their respective districts of Ghana:

1. Brong Ahafo (Dormaa, Sunyani, Techiman, Wenchi, Nkoranza and Berekum)
2. Ashanti region (Ejura Sekyidumasi, Atwima Nwabiagya, Atwima Kwanwoman, Ejisu Juabeng, Ofinso North, Ofinso South, Kumasi Metro)
3. Greater Accra (Accra Metro, Ga South, Ga East, Tema, Ada West and Dangbe East)

The two Strategic Objectives of GPP in line with the goals of USDA are:

1. Increase agriculture productivity in the poultry value chain through capacity building, improving input markets, promoting strategic investments and private-public partnerships.
2. Increase the trade of poultry products by improving product quality, increasing production efficiency, and improving market linkages.

GPP sees the Ghana National Association of Poultry Farmers (GNAPF) and other poultry associations as important stakeholders in the implementation of its activities.

To ensure that the poultry associations effectively play the roles expected of them within the poultry sector, GPP intends to do a needs assessment of each of these associations.

The overall objective of this assignment:

1. To undertake needs assessments to identify the needs and existing capacities of GNAPF and its local affiliates (Live Bird Sellers and Egg Sellers Associations, the Greater Accra Poultry Farmers Association (GAPFA), and other poultry associations.
2. Identify NGOs and government agencies that are already working with these poultry associations for synergy and collaborative purposes.

The ultimate objective is to enhance the capacity of these associations to provide services (including training and other capacity building) to their members and enterprises in the poultry value chain, and also undertake advocacy on enabling environment constraints affecting the competitiveness of the local poultry industry.

Scope of Work

The consultant will carry out this assignment through in-depth interviews with leadership of the various associations as well as some selected members. The consultant is also expected to review constitutions/guidelines and other materials of the associations in order to be abreast with the roles expected of these associations. Key aspects of this scope of work are listed below:

1. Identify all poultry associations in Ghana (See annex for detailed suggested list) from the national level to the district level with specific focus on GPP project regions;
2. Identify development partners that have been working with the associations and the specific activities being conducted
3. Identify the mission (why they exist), short (within 1 year) and medium term goals (2 – 5 years) of these associations;
4. Assess the capacity of each of the associations that are relevant to GPP and operating in the GPP zone of influence (to be discussed with GPP) to accomplish their mission and achieve their goals;
 - a. Assess the experience and expertise of the current leadership of the associations
 - b. Document the activities undertaken by the associations over the last 5 years
 - c. Analyze their financial capacity and sustainability
5. Identify the needs of each of the associations
 - a. Identify the constraints, barriers and challenges of each association to implement their goals and reach their mission
 - b. Prioritize the needs in terms of criticality to the survival and efficient functioning of these associations
6. Present a report on the above and make recommendations on how best GPP can support these associations to enhance their capacities to deliver on their mandates

The assessment should be conducted using an Organizational Capacity Assessment Tool covering the following domains, and others the consultant considers necessary.

1. Governance
2. Administration
3. Human Resources
4. Financial Management
5. Organizational Management
6. Ability, capacity, implementation and performance of the mission, goals and task of the association to serve its members
7. Ability, capacity, implementation and performance of programs or projects they implement with/for other donors, fund providers and ngo's
8. The capacity to advocate for the sector and for the members of the organization

The tool should be designed and agreed with GPP before fieldwork.

Other Terms of Engagement

1. The Consultant agrees to loyally and conscientiously perform all the duties described related to the consultancy.

2. The Consultant agrees to observe and comply with all policies, rules, regulations and directions that will be given by ACDI VOCA/TechnoServe.
3. The Consultant will work and report to the GPP Value Chain Team Leader.
4. The Consultant agrees that all materials relating to the assignment provided by ACDI VOCA/TechnoServe for the Consultant are for the benefit of GPP, and shall upon completion of the work remain the property of ACDI VOCA/TechnoServe.

Expected Duration of Assignment

The expected duration of the assignment is from 1st April, 2017 to 10th May, 2017 or 6 working weeks. The consultant can choose his/her working days or hours provided this does not affect the timelines for the assignment

Deliverables

The expected deliverables are:

1. An approved inception report outlining the methodology and organizational capacity assessment tool, plan for the assessment and an outline of field work and consultation with key stakeholders within 1 week of signing the contract and before commencement of fieldwork
2. Weekly updates/briefs on progress of the assignment;
3. Draft assessment report (Executive Summary, description of results of the assessment, and recommendations and action plan on how best GPP can support the associations, at the end of the fourth week) not more than 20 pages excluding annexes;
4. Power Point Presentation of major findings to the GPP Technical Team at the end of the 5th week;
5. Final assessment report incorporating approved suggestions and recommendations by the GPP technical team within 1 week after the Power Point presentation to the team.

The deliverables must be accepted by the GPP Chief of Party and the Value Chain Team Leader as achieved prior to final payment.

Required Experience and Competencies

The consultant(s) must demonstrate full competence in implementing the scope of work with strong expertise and relevant background.

Specifically, the Lead Consultant should:

1. Possess a university degree in Agricultural Economics, Agribusiness, Economics, Social Science, Organizational Development, or other related fields. A post graduate degree or professional certification will be an advantage.
2. Demonstrate the ability to communicate, get in-depth information, and build relationships with people and organizations
3. Demonstrate diverse understanding and clear knowledge of business and trade associations and how they operate, (previous experience with similar assignments is a pre)

4. Demonstrate familiarity with research methodology, the relevant sources of information, key persons to consult, is innovative and write clear and good reports
5. Have excellent analytical, writing and reporting skills.

Information for Submitting Proposal

Interested consultants should submit a Technical and Financial Proposal electronically (excluding annexes) specifying

1. Understanding of the assignment (5 points)
2. Methodology and Work Plan (30 marks)
3. Relevant Experience with references of 3 assignments of a similar nature conducted in the past 5 years (10 marks)
4. Resume of the lead consultant (15 marks) and other supporting staff (10 marks)
5. Detailed costing including Level of Effort, Fee Rates and Expenses (30 points). The payment terms, linked to the required deliverables (i.e. Inception Report, Draft Report and Final Report) should be specified.

Proposals will be evaluated against the criteria [and points allocated] as listed above.

Any questions on the Request for Proposals should be sent to: RFP_GPP@acdivocaghana.org within two working days before the due date for submission of proposals. The name of the RFP must be stated in the subject line of the application. Replies to the questions will be sent to all potential bidders within 24 hours.

The proposal is due by close of day 7th March, 2017 and should be sent to:

RFP_GPP@acdivocaghana.org GPP expects to finalize selection and negotiate contracts by the end of 21st March, 2017 so that the assignment can commence immediately

Terms of Payment

Payment will be made on the basis of an invoice upon the delivery of agreed milestones. The Payment shall be made upon a satisfactory review of the assessment report by the GPP Chief of Party and the Value Chain Team Leader.

ANNEX

National level

Ghana National Association of Poultry Farmers (GNAPF)

Live birds sellers association (LBSA)

Egg sellers association (ESA)

Greater Accra region

Greater Accra Regional Poultry Farmers Association (GARPF)

Greater Accra Poultry Farmers Association (GAPFA)

The Oyarifa livestock farmers association.

Dodowa poultry farmers association.

Tema and Kpone livestock farmers association.

Kasua Weija poultry farmers association.

Pokuase poultry farmer's association

Ammarrhia poultry farmer's association

Live birds sellers association (LBSA)

Egg sellers association (ESA)

Ashanti Region

Ashanti Regional Poultry Farmers Association

Atwima Nwabiagya district poultry farmers association.

Kwabre East district poultry farmers association

Offinso district poultry farmers association

Bosomtwe district poultry farmers association

Mampong district poultry farmers association

Efigya Kwabre district poultry farmers association

Ejisu district poultry farmers association

Live birds sellers association (LBSA)

Egg sellers association (ESA)

Brong Ahafo Region

Brong Ahafo Regional Poultry Farmers Association

Dormaa Farmers' Association

Brong Ahafo Regional Poultry Farmers Association

Chiraa Poultry Farmers Association

Berekum Poultry Farmers Association

Abesim Poultry Farmers Association

Techiman Poultry Farmers Association

Wenchi Poultry Farmers Association

Live birds sellers association (LBSA)

Egg sellers association (ESA)