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**REQUEST FOR PROPOSAL**

**RFP-007-RFT-2023**

**CONSULTANCY TO PERFORM THE ROLE OF REGIONAL COORDINATOR**

**FOR THE**

**COMESA EAC HORTICULTURE ACCELERATOR (CEHA)**

**Disclaimer:** AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

**Synopsis of the Request for Proposal**

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| Solicitation Reference No. | **RFP-007-RFT -2023** |
| Title of Solicitation | Consultancy to Perform the Role Of Regional Coordinator  For The COMESA EAC Horticulture Accelerator (CEHA) Secretariat |
| Issuing Office & Address | AGRA: Website: [www.agra.org](http://www.agra.org/) |
| Location of the Assignment | Lusaka, Zambia |
| Point of contact for clarifications & questions | AGRA General Procurement, [Procurement@agra.org](mailto:Procurement@agra.org) |
| Email Address for submission of Proposals/Quotes | AGRA General Procurement, [Procurement@agra.org](mailto:Procurement@agra.org) |
| Solicitation Issue Date | February 23rd, 2023 |
| Confirmation of Interest to bid for the consultancy | Interested consultants/bidders are requested to register on the link below by close of business **March 2nd, 2023**. Any additional communication will be shared with those that will have registered on the link below.  For Registration Link click: [**HERE**](https://forms.office.com/r/vksmZR0XFZ) |
| Deadline for submission of questions and clarifications | March 3rd, 2023 |
| Deadline for Answering questions and clarifications | March 7th, 2023 |
| Deadline for Submission of Proposals | March 13th, 2023, 5:00PM, East African Time.  **Please include the subject line “RFP-007-RFT -2023” of the email.** |
| Type of Consultant | **Individual Consultants only** |
| Anticipated Award Type | Consultancy Agreement |
| Submission and Evaluation Criteria | **Mandatory Eligibility Requirement:**   1. Cover Letter 2. Detailed Curriculum Vitae including at least 3 referees. 3. Copy of academic certificate (s).   **Evaluation Criteria**   1. Relevant academic qualifications….................................30% 2. Key competencies…………….……………………..………………….15% 3. Experience of the candidate……………………..………………...40% 4. Consultant’s understanding of the assignment………………………………………………………………….15%   **Total: …...............................................................................100%**  **NB.**   1. **Minimum technical pass mark is 75%** 2. **The best candidates will be considered for interviews.** |

1. **Background**

Horticulture offers significant potential for economic growth, including increases in rural incomes and employment opportunities, across the 21 Member States of the Common Market for Eastern and Southern Africa (COMESA). Given this potential, the Alliance for Commodity Trade in Eastern and Southern Africa (ACTESA), a Specialized Agency of COMESA mandated by heads of State and Government to integrate smallholder farmers into domestic, regional, and international markets; has prioritized building the capacity of the horticulture sub-sector across the COMESA region in its 2021-2031 Strategic Plan. ACTESA has been mandated with coordinating the regional horticultural markets and increasing access to innovative agricultural credit systems as the demand for horticultural products grows rapidly with urbanization and increased income. The potential of horticulture has also been recognized by the East African Community (EAC) Member States, as reflected in the EAC’s Fruit and Vegetable Strategy 2021-2031.

A COMESA-EAC Horticulture Accelerator (CEHA) was created in 2022 by public and private sector partners to better coordinate policy, value chain development programs, financing, and Research and Development (R&D). The aim is to speed up growth of the Fruit and Vegetable (F&V) sub-sector of the COMESA and EAC Regions. The vision of CEHA is that by 2031, climate-smart horticulture value chains will become a significant driver of income growth, inclusive job creation, and improved nutrition throughout Eastern and Southern Africa. CEHA would initially focus on three priority anchor value chains (VCs), namely avocado, onion and Irish potatoes as these specific value chains have agronomic, logistical, and regulatory challenges and opportunities that are common to many other F&V crops. Other value chains, such as tomato and cabbage may be added in the near future at the direction of the CEHA Board and based on National Chapters Platform stakeholder priorities.

CEHA has a bottom-up structure, where the strategic priorities identified by national-level stakeholders drive the priorities at a regional level. It consists of a CEHA Board, National Chapters National/Platforms as well as a Secretariat managed by ACTESA. An annual General Assembly, comprised of a much broader set of stakeholders from governments, development agencies, and the private sector would give COMESA and EAC Member States the opportunity to endorse the CEHA Board recommendations and any other engagement relevant for increased intra-regional horticultural trade.

In this regard, ACTESA will be key in moving the CEHA forward through the following:

* Coordinating investments that are primarily private sector-led, public sector-enabled, and donor-catalyzed into production and processing clusters in support of the EAC and COMESA horticulture strategies;
* Facilitating policy and standards improvement to stimulate trade and market access across the region for multiple regional fruit and vegetable value chains; and
* Facilitating access to both working capital and capex finance as well as technical assistance to processors, farmers, and other agribusinesses across the value chain to accelerate growth.

Therefore, AGRA’s partnership with COMESA and EAC, through ACTESA, with support from the United Kingdom’ Foreign, Commonwealth and Development Office (FCDO) intends to strengthen this CEHA Secretariat and establish three functional National Platforms. This will enhance the horticulture sub-sector development and further growth by strengthening ACTESA’s mandate and delivery of activities in region. The national platforms will provide voice and space for national stakeholders to scale sustainable impact and competitiveness in the horticulture sub-sector.

With support from AGRA and its partners, ACTESA is seeking a CEHA Regional Coordinator (CEHA RC) to lead the CEHA Secretariat (the “Secretariat”). The CEHA RC will be based in Lusaka. The CEHA RC will report to the CEHA Board and ACTESA’s Chief Executive Officer (CEO). Working in collaboration with governments in the COMESA and EAC region, researchers, development partners, the private sector, and civil society, ACTESA will be focused on implementing the directives of the CEHA Board. The position will be for an initial term of one year, with the possibility of extension.

1. **CEHA Regional Coordinator Position and Scope**

The Regional Coordinator will lead the CEHA Secretariat, providing strategic leadership to the direction CEHA will take, as well as actively engaging with the private sector and governments on accelerating the growth of the horticulture sub-sector. The CEHA RC will also provide support for the CEHA Secretariat to be established and ensure its fit-for-purpose, properly staffed, and funded throughout the first year. S/he shall be responsible for supporting the ACTESA and CEHA Board of Directors, working with each of technical committees to facilitate agenda setting, the establishment of National Platforms, and arranging general assembly meetings to develop a community of practice that is engaging and active. As part of outreach efforts, the RC will organize other conferences and events as needed. S/he shall also assist in the recruitment and hiring of technical consultants, as needed, to carry out the initiatives recommended by the CEHA Executive Board.

Under the direct guidance of the ACTESA CEO, the RC shall play a key role in supporting, coordinating, and driving all activities of the CEHA Secretariat, including the curation of information gathered through technical committees and its dissemination to stakeholders for the purposes of convening actors, developing partnerships, scaling models, and mobilizing resources.

1. **Duties and Responsibilities**



Reporting to the CEHA Board, and under direct supervision of the ACTESA CEO, the RC will provide in-depth expertise on East African horticulture value chains to support private sector engagement, trade promotion, and investment. More specifically, the successful candidate will assume the following (but not limited to) duties and responsibilities:

1. **Administrative Management**

* Oversee all office, operational and administrative activities of the CEHA Secretariat including recruitment of staff.
* Document and manage the activities and work plan for the Secretariat.
* Verify and track the CEHA Secretariat’s budget and expenditure.
* Process the preparatory work required for procurement, contracting, administration, and validation & review systems of sub-contractors as well as make follow-ups to confirm service delivery.
* Verify that service-providers are contracted, supported, and paid according to AGRA policies and procedures within the timeframes agreed.
* Review CEHA legal registrations and maintains the organization’s good standing with national authorities.
* Organize for the Board special assignments, travel, visitor travel, and events administration including the annual General Assembly meetings in partnership with the COMESA, ACTESA, and AGRA.

1. **CEHA Executive Board and Priorities Management**

* Organize and prepare virtual and CEHA Board meetings on a regular basis as required or on a quarterly basis.
* Assist volunteer technical experts to define priorities and develop action plans.
* Organize CEHA board’s virtual meetings, drafts agendas, and takes meeting minutes outlining clear action items and recommendations.
* Lead on prioritized key research studies to be approved by the CEHA Board, based on available budget and on a rolling basis.
* Conduct or sub-contract these research studies and reports findings and recommendations.
* Support the establishment of the CEHA National Chapters at the country level.

1. **Knowledge and Stakeholder Management**

* Develop and curate with the COMESA and ACTESA a website and knowledge management system (with contractor support) of rice-related agronomic and market information, as well as best practices in horticulture sector development.
* Develop the research materials and products (policy briefs, articles, and publications) on CEHA works
* Act as the primary liaison with Knowledge Management unit in AGRA.
* Contribute to build and maintains relationships with major regional initiatives and programs contributing to the horticulture value chains development.
* Guide all business processes and relations between CEHA partners and AGRA, as well as maintain an in-depth knowledge of CEHA, responds and/or re-routes general requests for information.
* Consolidate and maintain records of CEHA Board meetings, consultancies, and service-provider’s assignments.

1. **Partnership Management**

* Overseeing relevant horticulture sector development programs and leveraging through exploring potential partnerships for ACTESA’s Regional Horticulture Accelerator scope of work. Engaging CEHA board and national chapter members with AGRA’s Food Trade Coalition for Africa.
* Given its critical role in advancing sustainable and market driven solutions to the growth of horticulture production, CEHA Regional Coordinator will also ensure donor alignment as well as provide input to policy harmonization in the horticulture sector in COMESA and EAC regions.

1. **Key Tasks to be delivered**

More specifically, the successful candidate for this role will assume the following (but not limited to) key tasks: -

1. Organize the horticulture sub-sector by actively mobilizing and sensitizing private sector and government actors to develop a practical plan of action to take the sub-sector to the next level. This will include the development and signing of MOUs between COMESA, EAC, and National Governments.
2. Ensure the establishment of CEHA’s Secretariat by actively recruiting for required positions.
3. Co-ordinate the establishing of the CEHA National Chapters, Annual General Assembly, scheduling regular calls, recording action points of the CEHA Structures.
4. Develop annual work plans and budget to be approved by ACTESA’s CEO and CEHA’s Board for implementation.
5. Represent the CEHA initiative at regional conferences and seek new partnership opportunities for CEHA.
6. Leverage the Food Trade Coalition for Africa platform to ensure key messages supportive of a more conducive environment are shared with policy makers and decision makers in National Governments.
7. Undertake research on specific policy provisions and successful policy implementation strategies to Support more climate-resilient specific value-chain systems and markets, both nationally and regionally. Provide monthly and quarterly progress reports to FCDO, ACTESA, CEHA Boards and AGRA.

1. **Qualifications, experience, and competencies**

The RC is expected to have sound understanding of the East and Southern African horticulture sector and a good working relationship with its stakeholders, including key private sector firms, operators, and investors.

* 1. **Qualification**

Master’s degree in agricultural economics, agricultural science, horticulture science, agribusiness management, or other related fields.

* 1. **Experience**
* Proven project management and leadership experience.
* Experience supporting a board of directors and technical committees desirable.
* At least six (6) years of experience working in agricultural value chains/ market development, inclusive business with the private sector in East or Southern Africa.
* At least 5 years of experience with matching grants programs and/or public-private partnerships desirable.
* Experience working with programs or platforms related to horticulture is desirable.
* Experience in setting up and running public-private stakeholder events, dialogues, and trade shows desirable.
* Demonstrated experience in project reporting.
* Effective communication and consultation skills and the ability to influence senior leaders in the public and private sectors.
  1. **Competencies**
* The ability to think strategically, operate in real political time, and be able to effectively deliver results in a multi-stakeholder environment.
* Knowledge of the horticulture landscape and stakeholders in East Africa.
* Knowledge of programs implemented by both public entities and donors desirable.
* Ability to work in multi-cultural team with autonomy, being an active listener, and effectively managing conflict, gender awareness, and delegation.
* Strong data analysis, synthesis, and presentation skills.
* Strong interpersonal, stakeholder management, and team leadership skills.
* Excellent communication skills (written/oral, negotiation, networking, and presentation).
* Good command of computer-based tools (Word, Excel, PowerPoint, etc.).
* Excellent organizational skills and commitment to meeting deadlines.

1. **Deliverables**

The Consultant shall provide the following reports and deliverables:

| **NO** | **KEY ASPECT** | **DELIVERABLE** | **TENTATIVE DUE DATE** |
| --- | --- | --- | --- |
|  | **Partnerships** | 1. Develop, manage, and report on relevant market research programs and matching grants exploring potential partnerships for ACTESA’s Regional Horticulture Accelerator scope of work. Deliver this update into monthly and quarterly report | Monthly/Quarterly |
|  | **Monthly Progress Report** | 1. Develop brief monthly progress report on CEHA Regional Horticulture Accelerator activities 2. Report submitted with consulting payment invoice | Monthly[[1]](#footnote-1) |
|  | **Workplan development report** | 1. Annual work plan which includes activities developed through a stakeholder workshops. 2. Proposed key performance indicators and approaches to monitoring, evaluation, and learning. | 30th May 2023 |
|  | **CEHA Board and priorities management** | 1. Organize and prepare virtual CEHA Board meetings on a monthly or quarterly basis based on CEHA Board direction. 2. Define priorities and develop action plans, including timelines and deliverables with the assistance of Technical Committee chairs (Starting by May 2023). 3. Organize technical committee virtual meetings, agendas, and meeting minutes outlining clear action items and recommendations to the CEHA Board. 4. Prioritize, structure, and manage key research studies under the guidance of the Technical Committees and approved by the Board, based on available budget, on a rolling basis. | Monthly/Quarterly |
|  | **National Chapters establishment** | 1. Develop and facilitate the signing of MOUs among the ACTESA and national governments. 2. Supporting the establishment of three National Chapters organizing and attending launch ceremonies and assisting with governance and operational start up activities. 3. Assist the three newly established CEHA National Chapters / Platforms in developing five-year National Horticulture roadmaps with annual budgets, targets, and reporting requirements to ensure desired goals and KPIs are met. 4. At the national level, facilitate alignment of horticulture producers, processors, and traders to global horticulture standards, i.e., EUREPGAP standards to enhance exports. | 30th June 2023 |
|  | **Knowledge and stakeholder management** | 1. Knowledge management system (with contractor support) of horticulture-related agronomic and market information, as well as best practices in rice sector development developed. 2. Develop the research materials and products (policy briefs, articles, and publications) on CEHA works. 3. Records of technical meetings, consultancies, and service-provider’s assignments. 4. Participate in and leverage the Food Trade Coalition for Africa platform to ensure key messages supportive of a more conducive policy environment are shared with the CEHA Board and policymakers in national governments. | Quarterly |
| vii. | **Administrative management** | Quarterly progress reports covering:   1. Operational and administrative activities of the ACTESA including recruitment of consultant (when need arises). 2. Management of the activities and work plan for the CEHA’s Regional Horticulture Accelerator Secretariat. 3. Facilitation of the signing of CEHA related MOUs among the ACTESA and national governments. 4. The CEHA’s Regional and National Chapter budgets and expenditure. 5. Procurement, contracting, administration, and appraisals of sub-contractors as well as follow-ups to confirm service delivery. 6. Verification that service-providers are contracted, supported, and paid according to ACTESA and AGRA policies and procedures within the timeframes agreed. 7. New partnership opportunities for the CEHA. 8. CEHA Board special assignments, travel, visitor travel, and events administration including the annual General Assembly meetings in partnership with the ACTESA Secretariat. | Quarterly |

1. **Place, duration and start date for the position**
2. The Regional Coordinator will be based in the ACTESA Secretariat office located in Lusaka, Zambia.
3. Duration of the contract will be twelve (12) months with possibility of extension.
4. The beginning of contract is envisaged for April 1st, 2023.
5. The consultant shall abstain from any situation which put him/her in conflict interests within the framework of the contract assigned.
6. **Evaluation Criteria**

Interested individuals shall be evaluated against the following technical criteria:

1. Relevant academic qualifications…...................................................................................30%
2. Key Competencies as required in 5 (C) above……………….………..……………………………...……15%
3. Experience of the candidate……………………..…………………..………………………………………..…..40%

* Meets requirements as outlined under experience in 5 (B) above

1. Understanding of the assignment in a cover letter not exceeding 2 pages………………….15%
2. **Application Submission Requirements**
3. **Technical Proposal**
4. Detailed Curriculum Vitae indicating scope and magnitude of similar assignments carried out and referees.
5. Understanding of the assignment in a cover letter **not exceeding 2 pages.**
6. **Financial Proposal**
7. The consultant shall provide a monthly fee for carrying out the assignment.
8. Professional fees shall include the applicable withholding tax.
9. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
10. Prices **must** be quoted in **GBP** and **USD** **Equivalent.** Contracting shall be in GBP and consultants are encouraged to have a GBP account.
11. The financial proposal shall be sent as a separate attachment and **MUST be password protected.**
12. **Guidelines for Preparations and Submission of Proposals**
13. The proposals SHALL be submitted to [**procurement@agra.org**](mailto:procurement@agra.org) **by deadline indicated in the synopsis**
14. The proposal and ALL Attachments submitted via email **SHALL NOT exceed 10MB.** The cover letter s**hall not exceed 2 pages.**
15. VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure.
16. Financial proposal shall be sent as a separate attachment and **MUST be password protected. The password shall be requested from the best technically qualified individual.**

1. On every 5th Day of next month. [↑](#footnote-ref-1)