
ITC RFQ 2200271277/MS ANNEX A - TERMS OF REFERENCE

**TRAINING ON CLIMATE CHANGE MANAGEMENT FOR SMALL AND
MEDIUM ENTERPRISES IN UGANDA**

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I. Background

About ITC and the STAR project

The Strengthening Agribusiness Resilience and Competitiveness (STAR) project, funded by Korea International Cooperation Agency (KOICA), is implemented by the International Trade Centre (ITC) from 2022 – 2026. The project aims to improve the livelihoods of rural communities in 10 districts across Northern and North-Eastern Uganda with a focus on increasing the competitiveness and natural disaster resilience of SMEs and farming households in the cassava, shea, and oilseeds value chains. The project will target 10,000 agricultural/agro-pastoral households directly, support 60 cooperatives and small to medium-sized enterprises (MSMEs), and eight Business Support Organisations and provide policy support. STAR is designed with a gender-responsive approach to natural disaster resilience, which means it will identify and sensitize gender-based constraints and support the inclusion of women and women-owned businesses in implementation. ITC will implement STAR in collaboration with a Korean NGO (World Vision Uganda) and coordinate closely with relevant government bodies (Ministry of Trade, Industry and Cooperatives, Ministry of Agriculture, Animal Industry and Fisheries, Ministry of Disaster Preparedness and Refugees, Ministry of Water and Environment, and the Disaster Risk Management (DRM) committees in the 10 district levels, KOICA and development partners. The following outputs are expected upon implementation of the project:

- Output 1: Capacity of producers and SMEs to become more competitive and resilient to natural disaster risks increase; through awareness raising, capacity building measures, coaching, connection with service providers and to grant schemes
- Output 2: Enhanced structures of community-based disaster risk management
- Output 3: Improved service offering of BSOs and other service providers to build SMEs' natural disaster risk resilience and competitiveness
- Output 4: Strengthened national strategies and policies to improve natural disaster risk resilience and competitiveness of the target agricultural value chain

ITC's work includes a focus on rural MSMEs to promote competitiveness and income-risk diversification for smallholder farmers and MSMEs in the context of enhanced sustainable participation in value chains. As well, ITC continues to assist MSMEs in understanding and adhering to social and environmental sustainability standards in value chains and how to benefit from related market opportunities and potential cost savings. ITC targets sectors where there is the greatest potential to achieve developmental change, particularly for women, youth, and people in vulnerable situations. Therefore, ITC engages with and across all elements of the value chain. ITC designs a tailor-made technical packages to enhance MSMEs (including commercial cooperatives) competitiveness in selected sectors to upgrade products and offer market options targeting high quality market segments on certified and niche markets. It focuses on the delivery and reinforcement of existing technical services in response to the needs and collaboration arrangements outlined in the business model and in each of the specific value chain. The level of assistance provided vary depending on the needs of SME, but is anticipated to include value addition, quality enhancement, business management, certification, green technology adoption etc. Associations, institutions and coordination bodies working alongside ITC is advised and coached to apply their learning and know-how to extend the impact into other stakeholders and producer areas. Market linkages and technical collaborations with buyers, import associations or other country's sector professional bodies can be facilitated by ITC.

II. Purpose and objective of the tender

The purpose of this tender is to purchase the training services to SMEs on climate change management at their operations and on awareness about their suppliers /farmers on climate change impacts at their livelihood.

The training program and material will use existing training material, if possible, for 3 distinct sectors: cassava, shea and oil seeds. Training program shall include general information and specific practices for for each sector.

Training will take place in Gulu for shea sector, and in Lira for oilseeds and cassava sectors.

Different training will be conducted for each sector:

- 1) Training for 9 Shea SMES,
- 2) training for 24 oilseeds SMES
- 3) training for 13 cassava SMEs

All SMEs are trading and processing raw material and processed such as cosmetic and shea butter, tuber cassava and flour, oils seeds/oils etc.

III. Required Services / Phases (Tasks)

- Phase 1 – **Develop training content** for SMES on climate change management at business level. The training program and material will be developed for 3 distinct sectors: cassava, shea and oil seeds (groundnut, simsim, soyabean, sunflower). Training program shall include general information and specific practices for selected sector.
- Phase 2 – **Conduct 3 onsite training for SMES beneficiaries of the project:**

Training will take place in Gulu for shea and in Lira for cassava and oil seeds.

ITC will be responsible for venue, catering and participants costs, i.e. it is not to be included in the quote. Vendor shall include cost of trainer's team travel to Gulu and Lira if they are not located in the region.

SMEs are selected by ITC and the list will be shared before phase 1 to allow vendor to adapt training program to target audience.

Training shall be delivered in two consecutive dates, one day per module in line with the below proposed content, but not limited to it.

Module 1: SMES operations level

- Climate risks faced by SMEs
- Impact of climate change on SMEs in the sectors
- SMEs business management adaptation/mitigation measures to manage supply, products and markets.
- Translating climate risks into business opportunities for SMEs
- Identify potential business cases or investment opportunities in adaptation or mitigation strategies to address climate risks and ensure business sustainability.

Module 2: For SMEs: understanding farms level challenges and mitigation practices.

- Understanding the climate risks faced by farmers in the SMEs supply chains.
- Understanding the impact of climate change on farmers in the sectors and the subsequent impact on SME
- Providing SMEs the understanding and toolkits to work with their farmers on production practices awareness such as Climate Smart Agriculture principles
- Study cases are encouraged.

Vendors are invited to propose additional content vendor to be used and adapted for the project.

IV. Deliverables and timelines

Task	Deliverables	Estimated Timeline
Development of training programme and material for SMES on climate change impact management for each sector	Training programme (indicating, training methodology, agenda etc) and 3 training materials updated and validated by ITC for each sector.	no later 2 months after contract signature.
Conduct 3 training to SMES on climate change impact management.	Training report (electronic version including the 3 training evaluation results. The training report will include observations and training results. NB: for final payment ITC will need to validate training report	no later 1 month after training programme and material validation

V. ITC supervision and guidance

ITC will work closely with the contractor and will provide the following guidance and approval:

- Providing feedback on training programme and material drafts where relevant developed following an iterative process and exchanges with the selected provider and several round of exchanges can take place before the final documents are approved.
- Providing guidance on the training methodology and reporting requirements

Language

The reporting and communicating language must be in English.

VI. Recommended Presentation of Proposal

1. Certificate of incorporation and
2. Company profile relevant experience of similar assignments undertaken, list of previous clients, brief methodology and work plan, along with rationale as to why it would be the best way to carry out the scope of work.
3. A detailed and realistic proposal,
4. List of training material developed related to climate change and livelihood in Uganda.
5. Quote shall provide breakdown prices on the services and the total amount without added VAT. Quote shall be all inclusive, ITC will not bear any additional costs at the time of implementation of the PO.

Proposals must cover all aspects, tasks and deliverables described in these terms of reference and provide all the necessary supported documentation.

VII. Evaluation Criteria

Technical Evaluation

No	Technical Evaluation Criteria	
1	Bidding company accepts United Nations General Conditions of Contract	Mandatory
2	Minimum 5 years experiences in Climate change impact management in Uganda	Mandatory
3	Minimum 5 years' experience in training and training of trainers	Mandatory
4	The vendors' proposal includes a suggested approach and training chapters, intervention strategy, methodology, timeline, and clear action plan for each task.	Mandatory

The offers received will be evaluated against the mandatory requirements. Pass/Fail methodology will be used to evaluate each one of the mandatory requirements detailed above. Vendors must meet all mandatory criteria to qualify for the commercial evaluation.

The PO will be awarded to the vendor who submitted the lowest cost technically acceptable offer.

VIII. Purchase Order details

a. Purchase duration

All services shall be provided within 4 months from Purchase Order signature- including the submission of final report. The work is planned to start as soon as possible after contract signature and taking into account the constraints due to the current political situation context and movement restrictions.

b. Payment

ITC will only make payment based on delivery of services to satisfaction of ITC. ITC does not make advance payment and ITC is exempted from paying VAT and any other form of taxes. As per ITC/UN standard terms of payment, payment is at 30 days following satisfactory delivery of the services and invoice receipt.