

Terms of Reference (ToR) for hiring of a consultant to review and document existing technologies and practices concerning milk handling, safety/hygiene in the Livestock for Livelihoods target districts.

1. Organization background

Africa Innovations Institute (AfrII) is an indigenous, not-for-profit non-governmental center of excellence, established in 2005 with the aim of undertaking research and innovations development on agriculture and food systems to ensure sustainable increase in farmers' income, food and nutrition security and environmental sustainability in Eastern and Central Africa.

AfrII envisions small holder farmers enjoying increased incomes and assured of food and nutrition security and the organization's mission is to undertake agricultural research and innovations that transform the lives and incomes of small holder farmers while ensuring food and nutrition security and environmental sustainability.

2. Project background

According to the 2016 Uganda Demographic and Health Survey (UDHS), chronic under nutrition, measured by stunting, for children under five years stands at 29% (Uganda Bureau of Statistics [UBOS] & Inner City Fund [ICF], 2018). In addition, 11% are underweight and 4% of the children under five years are wasted. The prevalence of wasting in Karamoja is 10%.

To contribute to the reduction of these levels of malnutrition, Africa Innovations Institute and Farm Africa are implementing a four-year project by working with local civil society, SMEs, cooperatives and farmer organizations to develop market systems that support livestock services and enterprises for 21,000 women, contributing to women's economic empowerment, reduced poverty and improved nutrition of women and children.

The project will address market failures in animal health and breeding services to improve livestock productivity, build capacity and assets of herders, establish trade and enterprise opportunities and improve household nutrition practices through behavioral change. It will demonstrate how nutrition interventions can build on women's economic empowerment to contribute to both income and household nutrition.

3. Assignment

AfrII intends to engage a consultant that will conduct a desk review of existing literature to document existing practices relating to milk safety and hygiene in the Karamoja region with particular interest in the four districts (i.e Napak, Nakapiririt, Moroto and Kotido).

This assignment involves developing a facilitator's manual on how to promote best practices of milk safety, handling and hygiene with main focus on goat milk.

3.1 Objectives of this assignment

The Consultant will be expected to;

- i) Review baseline, mid-term and relevant literature and document existing practices.
- ii) Recommend contextually best practices for scale-up in the project implementation areas.

- iii) Develop a facilitator’s manual based on the recommended best practices to guide implementation.
- iv) Train and prepare field staff on how to use the developed manual

3.2 Scope of work

The specific tasks include:

Task 1: Review project and other relevant documents

Task 2: Develop a facilitators manual on milk safety, handling and hygiene that will guide field staff in execution of this activity

Task 3: Train field staff on milk safety, handling and hygiene

4.0 Schedule for completion of tasks

Task	Schedule for Completion from the date of award of contract	Location
Review project documents and develop a facilitators manual on milk safety, handling and hygiene that will guide field staff in execution of this activity	15 th March	Kampala/ Karamoja
Train field staff on milk safety, handling and hygiene	20 th March	Karamoja

5. Deliverables

The main deliverables of the assignment are:

- i. An Inception report outlining the proposed work plan, timing, locations for research, methodologies proposed, data collection tools and a draft framework for the final report to be presented within 5 days of contract signature.
- ii. A review report documenting best practices
- iii. Facilitator’s manual on milk handling and safety
- iv. Simple messages for community dialogues.

The materials should be appropriate for districts and region taking into consideration ethnical and cultural norms of the area.

6 Location of Service

The Consultant will implement the assignment in four districts namely; Moroto, Napak, Nakapiripirit and Kotido districts

7 Period of Contract

The Assignment timeframe is 20 man days. All the activities within this contract, including sub-contractor reporting to AfrII must be finalized by March 24th, 2020. The scope of work described above should be completed as stipulated above.

8 Reporting Requirements

The Consultant will be directly accountable to the AfrII – CEO whilst, L4L project coordinator for AfrII will be responsible for ensuring that the necessary arrangements are in place to ensure the assignment is executed according to plan. The L4L coordinator and field staff will also render the day to day support to ensure the field work progresses smoothly.

9 Qualifications and experience

The Consultant must have the following qualifications and experience:

- i. A proven track record of professionalism and ethical conduct.
 - ii. Relevant technical knowledge, skills and extensive work experience in undertaking similar assignments
 - iii) Experience in developing IEC materials
 - iii. Experience in providing consultancy and excellent track record of completion of tasks according to timelines.
 - iv. Experience with donor-funded projects
 - v. Excellent reporting and writing skills with experience in projects of a similar nature, of at least a minimum of 5 years work experience.
 - vi. Prior experience working in Uganda
- Additionally the consultant should possess the following qualifications:
- a) Key personnel must have a minimum of a degree / equivalent qualification in Nutrition, food science, Agriculture or related fields. A post graduate qualifications is desirable.
 - b) The Consultant should have demonstrable experience in knowledge of facilitation and community development in Uganda.
 - c) If the Consultant is a firm, they will ensure that all proposed key personnel work directly in the assignment. Substitution of staff after contract award is discouraged and will have to be approved by the client.
 - d) Knowledge of English is a must and of local language (Ng'akaramajong).

10 Payment Terms

The consultant will be sub-contracted for an agreed fee for a total not exceeding 20 man days. Where applicable, for instance for DSA and mileage, current AfrII rates will be used.

Payment to the consultant will be based on the invoice submitted to AfrII for the attention of the project coordinator for the L4L Project activities. Invoices will contain an itemized statement of the services performed and any expenses incurred. The invoice shall be submitted in accordance with the payment terms outlined in the contract and indicated below.

In consideration of the services to be provided by the Consultant, AfrII shall make an initial down payment on the contract amount of 40% and subsequent payments will be made as follows:

- i. After reconciliation of the initial down payments, subsequent instalments will be made in 2

installments as will be agreed

ii. All payments will be done in Ugandan (UGX) by bank transfer

Payments are all subject to acceptance of the deliverables by the AfrII management on the completion of services by the consultant.

11 Submission of proposal:

All submissions should be sent via email by 2nd March 2020 to: jngalabuzi@yahoo.com and the subject line should read “Consultancy to review and document existing technologies and practices concerning milk handling, safety/hygiene”

Interested candidates should submit the following:

1. A technical proposal including 2 references.
2. Proposed budget and timelines for the activity.
3. Copy of Curriculum Vitae of the individual/s that will participate in the activity.
4. Proof of similar work such as Reports.

All documents should be submitted in soft copy