



Terms of Reference for the consultancy to carry out a baseline survey in the six (6) selected NUCAFE farmer associations/ cooperatives in Kasese and Kabarole Districts

Background

NUCAFE is the national Umbrella association of the Coffee farmers in Uganda whose service portfolio hinges on farmer empowerment, membership capacity development, supporting coffee production and productivity, value addition (processing), promoting increased domestic coffee consumption, gender equity, coffee family businesses and policy advocacy. While fore fronting the rock of sustainability and farmer empowerment, the Farmer Ownership Model, NUCAFE in partnership with CIRAD has received funding from EU (European Union) to implement a new initiative that is geared towards generating sustainable wealth creation for improved livelihood and poverty alleviation in rural areas of Mount Rwenzori, through green economy enhancement and Sustainable Coffee Production (SCP) using the TC -Triple Certification model. An independent consultant is sought to undertake the action baseline survey in the 6 farmers' associations/cooperatives in the districts of Kasese and Kabarole to establish some key benchmark data upon which measurement of progress will be based before action activities are implemented.

Vision

Coffee farmers profitably own their coffee along the value chain for sustainable livelihoods, customer satisfaction and societal transformation.

Mission

To establish a sustainable market-driven system of coffee farmer enterprises and organizations which are empowered to increase their household incomes through enhanced entrepreneurship and innovation.

Business model frame work

NUCAFE's system of operation is premised on the Farmer Ownership Model (FOM) and is implemented using the Farmer Group – Association framework, which is designed to help small

scale coffee farmers to adopt a business view of farming and organize themselves to assume as many roles in the value chain as possible to keep pace with market and consumer demands.

Scope of the study:

This baseline will target and cover the MSMEs/associations operating via six (6) cooperatives/associations involved in production and pre-processing. The consultant/firm is expected to interface with a representative sample of the registered member associations/cooperatives/estates/associate as listed below.

1. Kabonero Coffee Farmers Association
2. Karangura Coffee Farmers Association
3. Katebwa Coffee Farmers Association
4. Musasa Lowa Coffee Farmers Association
5. Bukonzo Joint Coffee Farmers Association
6. Bukonzo Organics Coffee Farmers Association

Methodology:

The study will be led by a consultant/s with experience in field research, programmes monitoring, baseline surveys, experience in conducting participatory research and conversant with the coffee sub-sector in Uganda.

Assignment

Consultant will carry out the following duties

1. Carry out a literature review of secondary data on the coffee subsector and any relevant action documents like log frame.
2. Project document, reports and other statistics undertaken in the recent past within the activity's operation area.
3. Develop a complete baseline study methodology.
4. Design data collection tools that will be approved by management.
5. Test the tools and revise them accordingly before the start of data collection process.
6. Produce a final report with enough detail on specific findings to be reviewed by NUCAFE.
7. Present findings from the draft report to management.
8. Provide support to build capacity of NUCAFE monitoring and evaluation staff in order to develop a robust monitoring and evaluation framework for NUCAFE.

Expected deliverables

The following will serve as key deliverables for the baseline process:

- Brief company profile
- Inception report
- Detailed baseline framework/design and implementation plan agreed upon with NUCAFE Management.
- Data collection tools
- A sampling framework
- Draft baseline report
- PowerPoint presentation of findings
- Final baseline report
- Three hard copies of the final report and a soft copy in CD-ROM to NUCAFE office

Period of the assignment

The Baseline is expected to be conducted within 23 workdays from the time of signing the contract with completion of all tasks in the assignment including the draft and final report. The consultant / firm is expected to propose a team that will ensure adherence to the deliverable dates below.

Deliverable	Proposed Duration after contract signing
Submission of inception report and work plan	3 workdays
Submission of data entry workbook and copies of filled forms	15 workdays
Staff de-brief and submission of draft report	20 workdays
Submission of final report	23 workdays

Supervision and management

NUCAFE will supervise the process and specifically, the consultant will report to the Executive Director. The consultant will be expected to work closely with the Deputy Executive Directors, M&E Officer and the Membership Sustainability Manager who will provide Technical direction throughout the process.

Report Structure

The structure of the report will be determined by the consultant and should include among others:

1. The Executive summary
2. The introduction (a brief about the activity, results framework with clear purpose, Intermediate results, indicators for reporting etc.)
3. Baseline survey objective including the specific baseline survey objectives
4. Baseline survey methodology: (Sampling, data collection, data management, analysis and limitations)
5. Baseline survey findings:
6. Conclusions:

Expertise required:

- At least a post graduate degree in Social Sciences, Statistics, Development Studies or Economics with proven experience in qualitative and quantitative data collection and analysis
- Proven experience in conducting research.
- Experience in undertaking baseline survey of similar projects
- Well demonstrated ability in undertaking Certification schemes and processes
- 5years demonstrated experience in social research and/ or policy analysis
- Knowledge of the coffee policy environment/ value chain will be an added advantage
- Conversant with application of cross cutting themes like gender mainstreaming
- Good working knowledge of M&E systems
- Strong writing skills

Qualifications and experience required

All expressions of interest should include:

- **Cover letter:** A short (maximum one page) letter addressing the baseline criteria
- **Technical Proposal** (maximum eight pages) highlighting: brief explanation about the Consultant/s with particular emphasis on previous experience in this kind of work; profile of the Consultant/s to be involved in undertaking the baseline; understanding of the TOR, the task to be accomplished as well as draft baseline framework, plan and methodology.
- **Financial Proposal:** The financial proposal should provide cost estimates for services rendered including daily consultancy fees, accommodation, per-diems, transport cost, stationeries, supplies needed for data collection, and other costs related to data collection and data processing.
- **Reference:** Contact details of three organizations that the consultant/firm has had similar assignments. These will be contacted during the proposal review process.

Interested and eligible applicants can send copies of their CVs, testimonials and a copy of a report of similar work, technical proposal and financial proposal to the address below:

The Executive Director NUCAFE, email joseph.nkandu@nucafe.org with a copy to david.muwonge@nucafe.org and deus.nuwagaba@nucafe.org A hard copy should be hand delivered to NUCAFE office, Coffee house, second floor, Suite 2.7 Plot 35, Jinja Road.

The deadline for submission 16th/2/2018, 5:30pm