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SUSTAINABLE AGRICULTURE TANZANIA  
SOLUTIONS FOR A BETTER FUTURE

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# TERMS OF REFERENCE FOR

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**TRAINER (S) TO PROVIDE TRAINING ON PROJECT  
PLANNING AND MANAGEMENT FOR 29 COLLEGE  
PRINCIPALS FROM AGRICULTURAL TRAINING INSTITUTES**

**APRIL, 2022**

**SUSTAINABLE AGRICULTURE TANZANIA**

P.O. BOX 6369, MOROGORO-TANZANIA

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## **1.0. Overview**

Sustainable Agriculture Tanzania (SAT) is seeking to hire a Trainer(s) to conduct a Project planning and management training for college principals and coordinators of studies from 29 Agricultural Training Institutes. The trainer (s) is free to propose the methodologies and tools that will be used in the training. These Terms of Reference (ToR) serve as a request for proposals from individual consultants/firms interested in conducting this training.

## **2.0. About Sustainable Agriculture Tanzania (SAT)**

SAT is a local organization that was registered in June 2011 and complying with the NGOs Act 2002 as amended in 2019 with registration number 00NGO/R/833. SAT's vision is that "the majority of farmers are using acknowledged agroecological methods to improve their livelihoods, conserve the environment, and reduce pressure on natural resources". SAT collaborates with other stakeholders including farmers, Ministry of Agriculture (MoA), universities, organizations, companies and government extension officers to be involved in activities that are carried out by SAT. This holistic approach establishes an Innovation Platform, where dissemination, research, application and marketing and networking build the main pillars. SAT headquarters are in Morogoro with branch offices in 4 regions and operates all over Tanzania. SAT runs its operations through a number of donor-funded projects and the CISTI project is one of them.

## **3.0. About CISTI project**

SAT in collaboration with the Division of Training, Extension Services and Research (DTER) of the Ministry of Agriculture and with the support of LED started implementing the CISTI project in 2019 with the major aim of supporting the production of competent technical personnel who work effectively to meet the demand of Tanzania's agriculture sector, increasing climate resilience and strengthening livelihoods of smallholder farmers, thus alleviating poverty and food insecurity for sustainable development.

## **4.0. Objective of the assignment**

The objective of this assignment is for college principals and coordinators of studies to improve their skills and knowledge, confidence related to the conceptualization, planning, implementation, management and evaluation of projects. This training content will include principles, processes and techniques of project planning and management from problem identification, project ideation to designing project responses and setting performance goals and tools for assessing results.

## **5.0 Scope of the assignment.**

At the end of the training, we expect that the trainees will be able to:

- Explain the concept of Project Cycle Management
- Undertake Problem Tree and Stakeholder Analysis
- Develop the Theory of Change and Logical Framework Approach

- Conduct Project Risk Management and Budgeting
- Write a Project Proposal
- Conduct Monitoring and Evaluation Processes in the Project
- Conduct Project Progress Reporting

## **6.0. Methodology**

The facilitator is at liberty to use any workable methodologies based on his/her experiences in facilitating and teaching project planning and management for professionals. The bottom line is that, whatever techniques that will be used, the trainees should get the most out of the contents to be delivered by the facilitator/trainer.

## **7.0. Expected deliverables**

The following deliverables are expected from the facilitator/trainer.

- i. Inception report indicating the detailed training methodologies, training contents, sources, five-day training program and training materials will be discussed and approved by SAT team before training starts.
- ii. Carry out face-to-face training to trainees for 5 days
- iii. Comprehensive training report of the training assignment
- iv. Deliver notes which may be shared in soft or hard copy materials
- v. An electronic copy of all training materials and contents including presentations, videos and other resource relevant materials project planning and management.

### **Note:**

*The training report will be produced after one week from the date of the training closure. Training notes and other resource materials should be provided during or at the end of the training.*

## **8.0. Time span of the training**

This training is expected to be carried out for a period of 5 days (from 2<sup>nd</sup> to 6<sup>th</sup> May 2022).

## **9.0. Profile/consultancy requirements**

- At least a master's degree in the areas of project planning and management based on areas shown in the *objective and the scope of the assignment (item 4.0 and 5.0 or any relevant field)*;
- Excellent knowledge of project planning and management from problem identification, project ideation to designing project responses and setting performance goals and tools for assessing results;
- Demonstrated experience and proven records in undertaking similar assignments;
- Minimum 10 years' experience in project planning and management consultancy;
- Have experience in the field of facilitation of training and especially project planning and management;
- Excellent analytical, interpersonal, communication, reporting and facilitation skills, including in multi-cultural settings;

- Evidence of having undertaken similar assignments, at least 3 references of clients;
- Working experience with senior officials within the government and non-government organizations and
- Proficiency in adult-learning principles.

### **10.0 Proposed modality of payment**

Upon signing of the contract before the start of the assignment, a first instalment of 50% of the agreed sum amount will be paid. and then 50% after finishing the entire assignment and handing over the reports for the assignment.

### **11.0. Points for consideration in evaluating expression of interests**

- Demonstration of clear understanding of the scope of the assignment
- Demonstration of the trainer's expertise, capacity and capability to undertake the assignment
- Clear budget cost for the entire assignment
- Evidence of past similar works done through samples and references
- Demonstration of innovative approaches/methodologies of undertaking the assignment
- Timely submission of the Expression of Interest (EOI)
- Clear proposed plan/timetable of the assignment

### **13.0. Application and Documentation**

Interested qualified trainers are invited to submit their applications. Trainers who meet the requirements should submit the following; application letter (EOI), Curriculum Vitae, conceptual inception report showing how you intend to achieve the stated objectives, previous experience (sample work and references), proposed five days training program and budget for undertaking the assignment. Please send your application electronically via [consultancy@kilimo.org](mailto:consultancy@kilimo.org) by **19<sup>th</sup> April 2022** with the subject line of email **Project Planning and Management Training**. Review of proposals will be done on the **20<sup>th</sup> April 2022**. Award giving of the assignment to the suitable trainer will be on **22<sup>nd</sup> April 2022**. **NB: Deadline for submission of EOI will be on 19<sup>th</sup> April 2021 at 1700hrs East African Time**. Late EOIs and portions of EOI, shall not be accepted for evaluation irrespective of the circumstances. Only awarded consultant(s) will be contacted.