

Request for Qualifications  
*Training Curriculum Consultant*

Date: 21 April 2020

**Subject: Request for Qualifications**

TechnoServe Inc. (TNS) – Arlington, VA invites you to participate in this competitive solicitation for qualifications related to the position of training curriculum consultant for the cashew industry. The work will be conducted closely with the TechnoServe office in Benin, key cashew training experts based in Mozambique, and with TechnoServe Strategic Initiatives in New York (US).

**INTRODUCTION**

TechnoServe is an independent, non-governmental organization with 50 years of experience delivering business solutions to poverty in 29 developing countries to help people lift themselves out of poverty by linking them not only to innovative technology, but also to information, markets, and capital. In 2019, TechnoServe was rated the number one non-profit organization for fighting poverty by ImpactMatters.

**BACKGROUND**

BeninCajù is a five-year project funded by the US Department of Agriculture (USDA) and implemented in partnership with Catholic Relief Services, which seeks to take a sector-wide value chain approach to grow the cashew industry in Benin. The project aims to increase yields and revenues for smallholder cashew farmers; triple domestic processing capacity; and create jobs – 70 percent for women – in order to catalyze the development of the nascent industry and set the sector on a path to continued growth and success. The program builds on TechnoServe's expertise and strong qualifications in the cashew sector.

**GENERAL REQUIREMENTS & SCOPE OF WORK**

TechnoServe is seeking a Training Curriculum Consultant to refresh the curriculum content and approach of our cashew work. The Training Curriculum Consultant will be responsible for the development a refreshed cashew training curriculum primarily focused on: smallholder cashew farmers, cashew nursery owners, and other service providers and traders. S/he will adapt existing TechnoServe cashew, agribusiness, and SME training materials to represent our latest thinking and best practices in the cashew sector, in collaboration with various consultants and staff as needed. S/he will also collaborate with various consultants and staff members to develop new training modules as needed.

Responsibilities include:

- Review TechnoServe's existing cashew training modules, and relevant entrepreneurship models, and adapt and tailor them to the new curriculum requirements

- Provide technical oversight and review new and existing training module content in consultation with the Country Director, Chief of Party, CajuLabs Project Coordinator, and other technical experts, as directed
- Consult with TechnoServe agricultural experts, programme Senior Business Advisors, and Business Advisors, and representative project beneficiaries themselves to ensure the cashew training modules fit the context and target beneficiary segment
- Utilize innovative and evidence-based techniques and digital solutions to improve training efficiency and effectiveness

Deliverables include:

- Refined training curriculum outline including key behavior changes and best practices to drive behavior change (*~10 days*)
- Content inventory and gap analysis indicating where existing modules need to be improved or refined and where new content needs to be developed (*~9 days*)
- Written review of existing and new training modules (*~10 days*)
- Training implementation plan with direction for updated curricula (developed in coordination with BeninCaju staff and key technical experts and other consultants, as needed) (*~15 days*)

#### **PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about 30 April 2020. The Training Curriculum Consultant will support the programme over 2 months (*~44 days*), ending on or about 30 June 2020 with the potential to extend.

#### **CRITERIA FOR SELECTION**

The evaluation of each response to this RFQ will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top submissions may be selected for follow-up questions.

The Curriculum Consultant will meet the following criteria:

- **Education:** Minimum of a Bachelor's degree in business, economics, development, or other relevant field. Master's degree in relevant field a plus.
- **Work experience:**
  - At least four years' experience in agriculture, entrepreneurship, business development, management consulting, or other relevant private sector roles
- **Technical Expertise and Qualifications:**
  - Experience developing agricultural practice, business, and/or leadership training materials
  - Expertise in agricultural value chains; cashew a plus
  - Knowledge of personal development training techniques and adult pedagogy – especially for unschooled and/or illiterate populations
  - Superior written and verbal communication including presentation skills
  - Passion for capacity building, entrepreneurial spirit, and improvement of livelihoods
  - Strong interpersonal skills with ability to collaborate and work effectively with others

- Experience working with farmers and agribusinesses in developing countries
- Understanding and experience in agriculture sector preferred
- Fluent in written and spoken English; fluency in French a plus

TechnoServe reserves the right to award the contract to the submission that is deemed to be in the best interest of TNS and the Donor.

The winning submissions will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

#### **TERMS AND CONDITIONS**

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
5. TNS reserves the right to accept or reject any submission or cancel the solicitation process at any time, and shall have no liability to the proposing party submitting for such rejection or cancellation of the request for qualifications.
6. TNS reserves the right to accept all or part of the submission when award is provided.
7. All information provided by TNS in this RFQ is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
8. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
9. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

#### **FORM/CONTENT OF RESPONSE**

All submissions shall:

1. Provide a profile of submitter (maximum one page) showing their experience and alignment to selection criteria (acceptable in email format)
2. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitter
3. Include relevant CV / CVs
4. Include an indication of time availability of submitter
5. Include requested daily rate of submitter

## **SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed to Ginny Maceda [gmaceda@tns.org](mailto:gmaceda@tns.org) and James Obarowski [jobarowski@tns.org](mailto:jobarowski@tns.org) and must be received no later than 27 April 2020.
2. Responses to the RFQ should be addressed to the attention of Ginny Maceda [gmaceda@tns.org](mailto:gmaceda@tns.org) and James Obarowski [jobarowski@tns.org](mailto:jobarowski@tns.org) **no later than 29 April 2020.**

End of RFQ