

# TERMS OF REFERENCE (TOR) FOR CONSULTANCY STUDY ON AGRICULTURE VALUE CHAINS EQUIPMENT GAP

**Consultancy services:** To conduct a study to different Agriculture sector on the mechanization Gaps in each subsector in the Agriculture Value Chains.

**Consultant Contract Duration:** 45 days

**Proposal deadline:** February 14th, 2023

## 1. BACKGROUND INFORMATION

PASS Leasing Company Limited is registered under Companies Laws of Tanzania, wholly owned by Private Agricultural Sector Support (PASS) Trust and is regulated by the Bank of Tanzania as a financial leasing company. The main objective of PASS Leasing Company Limited is to finance Small and Medium Agribusiness Entrepreneurs through financial leasing of machinery and equipment in all agriculture related value chains including crops, livestock, fishery, forestry, and beekeeping.

## 2. OBJECTIVES

The specific objectives of the consultancy are as follows:

- 1) To identify different agricultural value chains by crop and sector; their economic significance and current production level in different localities in Tanzania.
- 2) To identify the gap for Agricultural machinery in the identified value chains.
- 3) Conduct a study to different Agriculture sector on the mechanization Gaps in each subsector
- 4) To Analyze the different agricultural value chains operating processes, administrative and legal requirements in every processing stage of value additions.
- 5) Identify different agricultural sectors hotspots and their level of advancements in value additions and technology.
- 6) Provide for different opportunities for value additional through technology leasing.

## 3. REQUIRED QUALIFICATIONS AND SKILLS

### 3.1 Minimum Requirement:

The successful consultant/contractor/firm/ agency will meet the following minimum requirements:

- Interested firms/consultant are required to have a minimum of 10 years of experience in Agriculture or Agriculture consulting.
- A minimum of three similar assignments in the last 5 years
- Education: At least Master's in Business Development, Developmental Economics, and / or Finance.
- The firm/consultant will have expertise in Agriculture Financing or Leasing
- The firm/consultant will have over 3 years progressive working experience with proven skills in conducting elaborate market studies, and business planning; particularly in the agriculture value chain would be an added advantage.
- Good understanding of climate change, environmental considerations, entrepreneurship, Agricultural machineries.
- Cultural awareness and sensitivity to gender issues.
- Excellent writing skills and fluency in English (Swahili language would be an additional advantage).

### 3.2 Competencies:

- Demonstrates openness to change and ability to manage complexities.
- Demonstrates ability of analytical work and excellent report writing.
- Initiative-taking and able to work with minimal supervision and high degree of initiative, reliability, flexibility, motivation, and resourcefulness.
- Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours.

## 4. GENERAL CONDITIONS.

- All tasks under the contract shall be conducted as required by and to the satisfaction of PASS Leasing Management Team.
- The contract may be terminated by PASS Leasing through written notice in the event of breach of any condition of the ToRs.
- All reports, reference material data, collected under this assignment and papers written including field samples and photographs prepared under the contract shall be the property of the PASS Leasing and shall not be used, published, or distributed by the Consultant without the prior written permission of the PASS Leasing MD.
- The field expenses including boarding, lodging, traveling, porter service and photocopying of the reference literature cited for the project office record as desired etc. will be borne by the consultants.

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

### 5.1 Technical Proposal:

- i. detailed CV/Company's profile/brochure.
- ii. Detailed methodology.
- iii. Team's resume(s) along with their role in this assignment.
- iv. Prior experience in the similar capacity

### 5.2 Financial proposal:

- i. Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses in Tanzania shillings (TZS).
- ii. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead and remuneration as per man days
- iii. Company's registration certificate
- iv. TIN detail(s)
- v. Any legal or technical certification required for the task

## 6. CRITERIA OF EVALUATION:

Applicant's proposal shall be evaluated based on Quality and Cost Based Selection (QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per following criteria against a maximum score of 100 points.

- i. Technical Proposal 70%.
- ii. Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

- i. Qualifications (maximum 30 points)
- ii. Experience relevant to the assignment (maximum 30 points)
- iii. Adequacy of the proposed methodology and work plan (maximum 20 points)
- iv. Skills & Competencies for the assignment (maximum 10 points)
- v. Prior experience with IGG or ESG (maximum 10 points)

## 7. REPORTING.

The Consultants shall report to and perform the assigned tasks under the guidance of the Managing Director who may delegate the authority to another staff as per the needs. Reporting dates shall be prescribed by the contract.

## 8. RENUMERATION.

A Successful consultant will be paid according to the specific deliverables and as aligned on item 8 deliverables timeframe.

## HOW TO APPLY:

PASS Leasing Company Limited is an equal opportunity employer, and the positions are open to all. Qualified candidates should submit a technical and financial proposals to [vacancies@passlease.co.tz](mailto:vacancies@passlease.co.tz). on or before **February 14th, 2023**. Only shortlisted will be contacted.