

TERMS OF REFERENCE (TOR) FOR CONSULTANT ENGAGEMENT:
A SCOPING STUDY ON ACCESS TO TECHNICAL & BUSINESS DEVELOPMENT SERVICES IN THE NIGER DELTA

BACKGROUND

The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a non-profit organization that promotes peace and equitable economic growth in the Niger Delta region through strategic partnerships and collaborations with diverse organizations, including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and civil society. With an overarching goal of increasing income and employment in the region, PIND has two primary programs:

- **Economic Development:** Facilitates inclusive, sustainable, and diversified economic growth enabled by improved analysis, advocacy, and capacity building of market actors.
- **Peace Building:** Strengthens conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace

These two programs are supported by four enablers: capacity building, advocacy, communications, gender and social inclusion.

PROJECT BACKGROUND

PIND's Market Development project is a vital initiative focused on strengthening agricultural productivity and uplifting the economic status of farmers and small enterprises across the diverse landscapes of the Niger Delta region. Through the adoption of a market systems development (MSD) approach, the project strategically targets the root causes of market under-performance, ensuring sustainable enhancements in key agricultural sectors.

Following a mid-line technical review in Q3 2022, PIND received valuable recommendations advocating for a transition towards a cross-cutting strategy that focuses on thematic areas as against the current focus on sector specific value chains. This strategic shift aims to address overarching challenges that permeate multiple agricultural value chains like cassava, oil palm, cocoa, Poultry etc. While commodity-specific solutions have been instrumental, they often exhibit cross-cutting impacts that could be leveraged across various sectors.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980



In line with this strategic evolution, PIND aims to amplify its interventions by collectively addressing common issues shared by the cassava, cocoa, palm oil, and poultry value chains but not limited to the value chains aforementioned. These sectors have been identified as pivotal pillars for agricultural development within the region.

As part of this transition, a scoping study on access to agricultural technical and Business development services has been proposed. Technical and Business services play a fundamental role in agricultural production, directly influencing farmers/MSMEs yields/outputs and incomes. This assessment seeks to delve deep into the current constraints/challenges and gaps in accessing agricultural technical and business development services in the agricultural value chains and opportunities for scaling current or new interventions that improves access to technical/business support services.

The proposed study represents a pivotal step towards fostering sustainable agricultural development in the Niger Delta region. By identifying and addressing the fundamental constraints impeding access to technical and business services in the Niger Delta region, PIND aims to catalyze transformative change and empower farmers and enterprises to thrive in a rapidly evolving agricultural landscape.

PURPOSE/OBJECTIVES OF THE ACTIVITY

This activity aims to conduct a scoping study of the assessment of agricultural technical and business support services and other actors to understand the dynamics of these services within the region. It aims to provide insights into the availability, accessibility, and affordability including innovations and financing mechanisms, crucial for enhancing agricultural productivity and improving the livelihoods of farmers/MSMEs and other stakeholders.

OBJECTIVES

1. To give a thorough picture of the support market for technical and business development services provision, assess the state of technical and business development service delivery in the Niger Delta region at the moment, taking into account both public and commercial agricultural technical and general business development services.
2. Gain further insight into the PIND-developed models of technical and business development service providers. Taking stock of the current commercial technical and business development service providers in the region, their typologies, their existing service offerings, their clientele and client base, their locations, the actors they collaborate with to provide technical and business support services to farmers/MSMEs, actors such as farmers/MSMEs, commercial technical service providers, public extension agents, input suppliers, farmers groups/cooperatives, research institutes, business development service providers, financial institutions, certification

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980

institutions, government agencies (policymakers), business associations, regulatory bodies, insurance companies within and outside the region.

3. Assess the availability, accessibility, and affordability of agricultural technical and business development services to farmers/MSMEs to help understand the market dynamics and challenges associated with accessing technical and business development services. These include access to finance for farmers/MSMEs in the region.
4. To better understand the dynamics of both markets and the difficulties involved in obtaining technical and business development services, including finance by farmers/MSMEs.
5. Identify and map out the kind of agricultural technical and business development services available to farmers/MSMEs in the region.
6. Identify the elements impacting the use of technical and business support services by farmers/MSMEs in the region
7. Identify the various sources of technical and business development services available to farmers/MSMEs in the region.
8. Identify and examine the constraints to technical and business development service delivery to farmers/MSMEs in the region.
9. Identify the access to finance needs and evaluate the challenges MSMEs encounter in obtaining financing, including loan application processes, interest rates, and collateral requirements.
10. Identify the main barriers and constraints farmers/MSMEs face in accessing business development support services and financial products.
11. Identify systemic issues, including policy, regulatory, and infrastructural challenges, that hinder service delivery, as well as the sustainability of Farmers/MSMEs.
12. Identify opportunities for partnerships and joint initiatives to improve agricultural technical and business development service delivery and financial inclusion.
13. Identify opportunities for policy reforms to create a more supportive environment for farmers/MSMEs development.
14. Conduct interviews, surveys, and focus group discussions with farmers/MSMEs, commercial technical service providers, public extension agents, input suppliers, farmers groups/cooperatives, research institutes, business development service providers, financial institutions, certification institutions, government agencies (policymakers), business associations, regulatory bodies, insurance companies and other relevant market actors to gain insightful information about the technical and business support services market in the Niger Delta region.
15. Make suggestions for enhancing the region's technical and business development service delivery market's efficacy and efficiency based on the information acquired from the evaluation and stakeholder engagement processes.

OUTCOMES

1. Good knowledge of the state of the region's agricultural technical and general business development service provision's market at the moment, including both public extension and commercial technical and business development services, for making well-informed decisions.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980

2. A thorough examination of the cost, accessibility, and availability of agricultural technical and business development services to help stakeholders better resolve any obstacles and increase access to technical and business development services.
3. Identification of constraints in both service provision markets, leading to targeted interventions aimed at enhancing and improving the service provision market for farmers/MSMEs in the region.
4. Enhanced understanding of the dynamics of the technical and business development service provision market and challenges through comprehensive engagement with key stakeholders, guiding the development of interventions to address identified constraints and leverage opportunities.
5. Comprehensive understanding of the access to finance needs of Farmers/MSMEs to better focus intervention activities.
6. Enhanced understanding of the distinct characteristics and differences between technical and business service providers.
7. Actionable recommendations to enhance the efficiency and effectiveness of the agricultural technical and business development service market in the Niger Delta, fostering sustainable development and economic growth in the region.

SCOPE OF WORK

The overall scope of work for this assignment entails conducting a comprehensive assessment of the agricultural technical and business development services in the Niger Delta. This involves tasks such as reviewing existing literature, reports, and databases, identifying active and inactive service support market actors, farmers/MSMEs, commercial technical service providers, public extension agents, input suppliers, farmers groups/cooperatives, research institutes, business development service providers, financial institutions, certification institutions, government agencies (policymakers), business associations, regulatory bodies, insurance companies, and other pertinent actors will also be conducted to gather valuable insights, followed by data analysis to identify trends, opportunities, and constraints within the service provisions market.

1. Conduct a comprehensive review of existing literature, reports, and databases related to agricultural technical and business development services and the actors in the Niger Delta and beyond, including a review of existing literature from PIND and MADE activities/interventions.
2. Map the market system (Core, support functions, rules) to identify and categorize active and inactive service providers and input suppliers operating within the region.
3. Investigate challenges faced by technical and business development services, including regulatory hurdles, market dynamics, economic parameters, and policies, to address underlying issues affecting services supply and identify opportunities for growth in the market system
4. Engage with stakeholders, including input suppliers, farmers, government agencies, and other relevant organizations, through interviews, surveys, and focus group discussions.
5. Analyze data and information collected to identify trends, opportunities, and constraints within the agricultural technical and business development services in the Niger Delta.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980

6. Develop two comprehensive reports separately for Access to Agricultural Technical Services and Business Development Services, outlining findings, insights, and recommendations to enhance the performance of both the technical and business development services in the Niger Delta.

ACTIVITIES AND TIMELINES

S/N	Description of activities	Person Responsible	No. of Days	Associated Deliverables (Codes)
1	Hold a team meeting and develop an Inception Report outlining the proposed methodology, work plan, and data collection tools containing sections on Access to technical services and Access to business development services.	PIND & Consultant	3	D1
2	Stakeholder Engagement Plan including a list of key stakeholders, their contact details (phone numbers, emails), and organizations or companies if applicable for both technical and business support services.	PIND & Consultant	1	D2
3	Draft report containing sections on Access to Technical and Access to Business support services from stakeholder engagements/field survey for technical and business services, presenting preliminary findings, analysis, and initial recommendations for review and feedback.	Consultant	13	D3
4	Final Reports incorporating feedback received, presenting comprehensive findings, analysis, and actionable recommendations for both technical and Business support services.	Consultant	2	D4
5	Presentation of key findings and recommendations that includes supporting the co-creation and design of strategic interventions to address identified constraints to the relevant	Consultant	1	D5

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980

	stakeholders, including PIND and other partners for technical and Business development services.			
--	--	--	--	--

DELIVERABLES

The deliverable entails a detailed report encompassing insights and recommendations aimed at enhancing access to agricultural technical services and business development services in the Niger Delta region. These reports will include an analysis of services market dynamics, challenges/constraints confronting service providers and other market actors, regulatory obstacles, and opportunities for improving technical and business services in the region.

Item		Due date
D1.	Hold a team meeting and develop an Inception Report outlining the proposed methodology, work plan, and data collection tools containing sections on Access to Technical Services and Access to Business Development Services	July 2024
D2.	Stakeholder Engagement Plan, including a list of key stakeholders, their contact details (phone numbers, emails), and organizations or companies for both Access to Technical and Business Support Services.	3rd Week July 2024
D3.	Draft report containing sections on Access to Technical Support Services and Business Development Services from stakeholder engagements/field survey for technical services and Business development services, presenting preliminary findings, analysis, and initial recommendations for review and feedback.	4 th week July 2024
D4	Final Reports incorporating feedback received, presenting comprehensive findings, analysis, and actionable recommendations for both Technical and Business Support Services.	2 nd week August 2024
D5	Presentation of key findings and recommendations that includes supporting the co-creation and design of strategic interventions to address identified constraints to the relevant stakeholders, including PIND and other partners for Technical and Business development Services	3 rd week August 2024

DURATION

It is expected that this activity will be completed within 6 weeks upon commencement according to the tasks and deliverables.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1,Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980

COSTS

Vendors and Consultant would be requested to provide a budget or cost for this assignment using their desired template. However, consultant(s) will be engaged based on previous relevant experience and will be paid a daily rate, as provided in the PIND procurement policy. PIND will provide accommodation, transportation, and per diem to cover all approved travels related to this engagement in line with its travel policy and guidelines. Please note that PSS is mandated to negotiate rates with consultant and vendors.

CONSULTANT QUALIFICATIONS AND EXPERTISE:

PIND is seeking to engage the services of a consultant who will work together with PIND team that meet the criteria outlined in the scope of work and deliverables for this project. Qualified Consultant should possess the following qualifications and expertise:

1. **Educational Qualification:**

A minimum of a Master's degree in agricultural economics, agribusiness, rural development, or a related field.

2. **Professional Experience:**

- Extensive experience (at least 5 years) in conducting research and analysis in the agricultural sector, particularly in market systems development and value chain analysis.
- Proven track record of successfully leading similar assessments or studies related to agricultural input markets.
- Experience working in the Niger Delta region or similar contexts with a thorough understanding of the local agricultural landscape and market dynamics.

3. **Technical Skills:**

- Proficiency in conducting literature reviews, data analysis, and market assessments.
- Strong analytical skills to identify trends, challenges, and opportunities within agricultural input markets.
- Familiarity with qualitative and quantitative research methods, including surveys, interviews, and focus group discussions.
- Ability to develop comprehensive reports with actionable recommendations for stakeholders.

4. **Stakeholder Engagement:**

- Demonstrated ability to engage effectively with diverse stakeholders, including input suppliers, farmers, services providers, government agencies, and civil society organizations.
- Excellent communication and interpersonal skills to facilitate interviews, surveys, and focus group discussions.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980



- Experience in developing stakeholder engagement plans and conducting outreach activities.
5. **Project Management:**
- Strong project management skills to oversee the entire research process from inception to final deliverables.
 - Ability to develop work plans, manage timelines, and coordinate fieldwork activities.
 - Attention to detail and ability to adhere to project deadlines and budgets.
6. **Language Proficiency:**
- Proficiency in English is required, and knowledge of local languages spoken in the Niger Delta region would be an advantage for effective communication with stakeholders.
7. **Ethical Standards:**
- Commitment to upholding ethical standards in research, including obtaining informed consent, ensuring confidentiality, and respecting the rights and dignity of research participants.

HOW TO APPLY

The application and cost proposal should be emailed to procurement@pindfoundation.org along with the following mandatory items/supporting documents latest by **5PM Nigerian time on July 5, 2024 (It is advisable to apply immediately as applications will be reviewed on a rolling basis)**.

MANDATORY REQUIRED ITEMS FROM VENDORS/CONSULTANT WHO INTENDS TO BID ON ANY WORK OR SERVICE IN PIND

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or resume in case of a consultant
3. Completed PIND bio data form in case of Consultant
4. Valid Tax Clearance Certificate
5. Bank Reference Letter
6. **Stamp Duty Notification Applicability:**

All bidders are advised to take note that Stamp Duty (1%) applies to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source (at once) and remitted to the Federal Inland Revenue Service (FIRS).

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit

<https://pindfoundation.org/privacy-policy/>

Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
Phone: +234 (09)2910454

Economic Development Center- Port Harcourt

DL House, 50 B/C, Omerelu Street, G.R.A Phase
1, Port Harcourt, Rivers State, Nigeria
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
+234 (0) 8110521802

Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
Warri, Delta State, Nigeria
Phone: +234 (0) 0817 2401 598,
+234 (0) 9030808794, +234 (0) 9056718980