



## ANNEX A - TERMS OF REFERENCE

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# COMMERCIAL BEE KEEPING TRAINING

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## 1. BACKGROUND

### 1.1. About International Trade Centre (ITC)

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium-sized enterprises (SMEs) and enhancing the abilities of trade support institutions to support them better,
- Improving the international competitiveness of SMEs.

### About Building resilience of vulnerable communities

The project is part of larger UNDP led initiative that seeks to reduce economic and social vulnerability of the poor and marginalized populations affected by COVID-19 through green and eco-friendly community livelihood interventions. The project will implement a community based social protection initiatives focusing on populations living around Protected Areas in North Bank Region, Central River region and Lower River region. The support will focus in particular on generating and diversifying income opportunities related to beekeeping, poultry and crafts.

### About the support

Beekeeping has remained one of the most lucrative enterprises and highly favoured in the rural Gambia because of the value attached to its products, low upfront costs, low maintenance, environmental conservation, high ecological benefits and does not compete for space with cultivation of crops. However, despite its potential, Beekeeping in rural Gambia is underdeveloped with the majority beekeepers still using traditional system of beekeeping. They also lack basic skills on bee management, honey harvesting, processing, and handling. Majority of the beekeepers have no access to extension services and marketing of products and have no training on effective preservation, processing, transportation, management, and marketing of bee products.

With this background, ITC through the Building Resilient of Vulnerable for youth and women is seeking to engage an experienced registered Bee keeping Association or training firm to train 30 women and youth on modern beekeeping to provide income opportunities and create employment for women and youth.

### Objective of the program

The objective of the call for proposal is to train and enhance the skills of women and youth in modern beekeeping practices to improve productivity and commerciality.

## Scope of work

The local consulting firm will be responsible for:

1. Conducting practical training in beekeeping to thirty (30) beekeeping farmers in Lower Nuimi upper Nuimi and Tendaba. Specifically, the consulting firm will cover the following modules among others.
  - Introduction to beekeeping and its importance
  - Bee products, uses, processing and marketing
  - Types of beehives (pros and cons), beehive tools
  - Making modern beehives making using locally available materials and maintenance
  - Bee forage and environmental conservation
  - Apiary sitting and site selection
  - Life cycle of bees, colonization, and baiting
  - Management of apiaries, beehives, hive inspection, safety & hygiene
  - Honey harvesting (& other bee products) and storage
  - Pests & diseases and their control
2. Supply and distribution of beehives that promote sustainable, natural honey production and forest management and provision of relevant bee-keeping equipment for the apiaries and use during the training.
3. Collaborate with the Agric Business unit to organize the beekeeping farmers into independent groups to facilitate their registration as Private Business Corporations or Cooperatives.
4. Conduct two follow up visits to check and to help the groups with colonization.

## Deliverables :

- Master timetable and training plan one week after signing the contract
- Training Programs of seven days each within the contract duration and according to the training plan.
- Submit a final report within 2 weeks after completion of the training
- certification of the youth trained immediately the training is completed
- Field visits to ensure Beehives are properly installed and manages by communities
- Field visit during harvest period to ensure best honey harvest techniques are utilised

## SUBMISSION OF THE QUOTE

Vendors shall quote for all the required scope of work and the submission must include:

- Certificate of business registration in the Gambia
- A detailed breakdown of the costs to perform the different activities divided by main category training fees, training materials, catering, and transport refund inclusive of related logistical and administrative cost.
- Technical proposal that will explain how the objectives and expected deliverables will be delivered together with the proposed methodology
- A training plan for the entire duration of the program
- The CV of trainers demonstrating relevant skills and experience in delivering Bee Keeping training
- Provide a reference letter or a contract an organization that recently contracted you to carry out a similar training

### 1.2. Required Qualifications and Experience

Training providers must demonstrate the following minimum requirements, qualifications, staff experience and capabilities in their technical proposal:

- Three years' experience in Bee Keeping Training
- The trainers to deliver the trainings must have at least Higher national certificate in relevant subjects and a minimum of three years' experience in Bee Keeping training.

- The bidding organisation must be in Gambia and Registered business in the Gambia.
- NAQAA Certified curriculum will be an added advantage but not mandatory

Complete application documents should be sent to [rfofana@intracen.org](mailto:rfofana@intracen.org)

**Application Deadline: 23<sup>rd</sup> November 2021**