

## TERMS OF REFERENCE

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# UPSKILLING TRAINING FOR YOUTH AND WOMEN FOOD PROCESSORS IN NBR AND LRR

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## BACKGROUND

### 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 the Project - Improving the livelihoods of vulnerable women and youth around the Senegambia Bridge

The two-year project is funded by the United Nations Human Security Trust Fund. It will support communities and people around the Senegambia bridge to cope with adverse shocks while creating pathways for women and youth to take advantage of new opportunities. ITC will focus on economic security and will invest in three areas:

- Support the entrepreneurship ecosystem in the target regions and establish a regional hub or one-stop-shop for entrepreneurship and business development support
- Operationalize a hospitality centre in LRR that serves as a training hub in LRR, including the provision of foundation level training for 40 women and youth
- Enhance skills in value addition and agripreneurship for 60 youth and women, including the provision of business starter-kits
- Provide training and advisory support to connect producers and entrepreneurs to digital platforms and facilitate payment systems

### About the support

Many farmers in The Gambia do not take full advantage of the potentials of value addition as a source to real economic growth, employment and improving livelihood. This is mostly due to the limited capacity in food processing, lack of storage facilities, inadequate machines, and uncoordinated supply chains. As such, farmers sell their produces to middlemen at give away prices.

Similarly, micro and small local food processors often have difficulties producing high-quality, affordable and nutritious products that meet food safety standards and regulatory requirements due to a lack of technical and business knowledge and investments in machinery and packaging. These challenges have limited their business growth, reduced productivity and competitiveness, threatened livelihood, and increased vulnerability to shocks, as evidenced in the Covid19 pandemic.

In view of these challenges, the relevance of food processing in economic development and the pursuit for localizing SDGs, ITC, through the Localizing SDGs project will support the upskilling of 30 women

food processors in NBR to enhance capacities in efficient and quality food processing, packaging, and Food safety.

## Objective

The objective is to empower and build the resilience of youth and women through the provision of relevant skills training in Agro-food processing with view to enhance income generation and reduce the post-harvest losses of fruits and vegetables.

## Scope of work

The local training provider will undertake the following task:

- Deliver five days of practical hands-on upskilling training on fruits, nuts and cereals processing and packaging to youth and women food processors in LRR and NBR
- The training shall also include, supply chain, factory layout, food safety and hygiene, storage, shelf life and preservation.
- Recruit 30 trainees from NBR to participate in the training.
- Conduct three follow up coaching visits to monitor and provide technical guidance and support to the trainees.
- Recruit an international food processing expert to support the delivery of the training.

## Deliverables :

- Master timetable and training plan one week after signing the contract
- Submit a final report within two weeks after completion of the training
- Certification of the trained youth and women local food processors upon completion of the training

## Submission of the quote

Vendors shall submit quotes 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 is divided by main category training fees, coaching fees, training materials and logistic costs. **Do not include catering, and transport refunds to trainees.**
- List of raw materials and packaging materials needed to facilitate the training.
- 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 the International trainer demonstrating relevant skills and experience in delivering Food processing skills training
- Provide a reference letter or a contract from an organization that recently contracted you to carry out a similar training.
- Provide sample copies of the products developed by the International Trainer.
- The bidding company must provide evidence of the availability of all required machinery for the training.

## Required Qualifications and Experience

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

- Five years' experience working in Food processing industry or Training
- The trainer must have at least a higher national certificate or first degree in relevant subjects.
- The bidding organization must be in the Gambia and Registered business in The Gambia.
- The Training provider must have a certified HACCP and GHP factory that process cereals, vegetables, and nuts.

**Payment Schedule:**

- First payment of 70% upon signing the contract and the list of beneficiaries recruited
- Final payment of 30% upon successful completion of all outputs

**Submission and Deadline**

To apply, please submit all quotes (technical and financial) by 24<sup>th</sup> March 2023 to [yusupha.keita@intracen.org](mailto:yusupha.keita@intracen.org) with the subject "UPSKILLING TRAINING FOR YOUTH AND WOMEN FOOD PROCESSORS IN NBR and LRR