

Terms of Reference ACTED Jordan

Consultancy services for the delivery of a Product Development and Design Training for eight agricultural Cooperatives and individuals "micro-business entrepreneurs" in the North of Jordan

Background on ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging in long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, and towards sustainable development.

Our teams in the field implement some 340 projects in 34 countries covering the following sectors: emergency relief, food security, access to health, education and training, economic development, microfinance, advocacy, institutional support, regional dialogue, and cultural promotion.

Based on considerable experience addressing the needs and situations of vulnerable communities, ACTED contributes to reaching the Millennium Development Goals through a wide range of partnerships, innovative initiatives, and campaigns.

Country profile

- ACTED Capital Office: Amman, Jordan
- ACTED National Staff: 190 staff (December 2018)
- ACTED International Staff: 11 staff (December 2018)
- Areas Offices: Mafraq, Host Communities (Mafraq, Irbid, Jerash, Ajloun); Za'atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp

ACTED has been operating in the MENA (Middle East and North Africa) region and Jordan since 2003. Since 2012 ACTED's focus in Jordan has been on responding to the Syrian crisis and the influx of refugees entering the country. ACTED is currently a leading agency in Jordan in the shift away from emergency response towards longer-term self-reliance, putting a particular emphasis on trainings and capacity-building within the agricultural sector, among others.

Project Background

The project "*Providing sustainable work opportunities to Syrian refugees and vulnerable Jordanians in the agricultural sector in northern Jordan*" implemented by ACTED is funded by the Bureau of Population, Refugees, and Migration (BPRM). It aims to contribute to the provision of inclusive and sustainable income-generating opportunities in conflict-affected communities in northern Jordan by enhancing the integration and participation of 560 Syrian refugees and 240 vulnerable Jordanians in agricultural livelihoods

opportunities in Mafraq and Irbid Governorates. The project intends to provide increased income for 4,000 individuals and capacity-building to 8 cooperatives, in close collaboration with the International Labour Organisation, which plays an advisory role in the implementation of ILO methodologies (Training for Rural Economic Empowerment (TREE) and My.COOP).

The 8 cooperatives were selected by ACTED from the ILO network on the basis of their experience, profitability, ability to provide work permits to Syrian refugees, and other additional criteria agreed with ILO. After conducting initial capacity assessments, ACTED developed capacity-building plans for all 8 cooperatives through the My.COOP methodology, adapted to the Jordanian context with relevant case studies, market information, regulations, the basics of cooperatives, cooperative service provision, input supply, and cooperative marketing, in coordination with ILO and a My.COOP trainer. The cooperatives received five days of ILO My.COOP training to strengthen their organisational and internal management, and to enable them to assist in conducting in-depth participatory value chain analyses, with the overall goal of developing appropriate business plans to sustainably engage vulnerable Syrian refugees and Jordanians in independent microbusinesses.

Managing Your Agricultural Cooperative - My.COOP is an ILO training package and programme on the management of agricultural cooperatives, launched in January 2012. It aims to respond to management challenges faced by agricultural cooperatives. It addresses managerial challenges that many agricultural cooperatives face, and is based on the idea that proper management enables cooperatives to offer high quality, efficient and effective services to their members. The training package consists of four modules, a trainers' manual and a mobile learning toolkit. My.COOP provides clear and relevant information on how to improve management in agricultural cooperatives with the understanding that, even when the challenges that cooperatives face are often of similar nature, each country and region has their own specificities. Taking such differences into account, My.COOP has been built to allow for adaptations to different country contexts and experiences. The generic English version of My.COOP package can be translated and adapted to a training package which is suitable to respond to the specific challenges in any given country, in collaboration with ILO.

During the first phase of the project, in coordination with ILO, the My.COOP methodology and tools were successfully adapted to the Jordanian context by ACTED, through an ILO consultant and Climate Smart Agriculture consultant, where the adapted package was tailored to climate smart agriculture standards. Both consultants with ILO and ACTED cooperation ensured that the package was relevant and accurate as whole.

The adapted My.COOP methodology was validated through a five-day training with 8 agriculture cooperatives in Northern Jordan. Moreover, during the 5-day training the cooperatives had their managerial capacities improved besides being enabled to assist in conducting in-depth participatory value chain analyses, with the overall goal of developing appropriate business plans to sustainably engage vulnerable Syrian refugees and Jordanians in independent microbusinesses. The cooperatives attended also the participatory value chain analysis workshop, and through those two trainings (My.COOP and value chain analysis) the cooperatives successfully identified their business ideas and developed their agricultural and food processing business plans, of which implementation started in March 2019 with the financial and technical support of ACTED, with an average budget of 18,500.00 JOD.

The table below covers more details:

Cooperative name	Location	Business description	Notes
Aeade Al badia	Mkefteh -Al Mafraq	Planting cherry tomato using hydroponic system	The cooperative has dried tomato active project as well
Anwar Al badia	Salhia – Al Mafraq	Fodder sale centre	
Kufor Sume	Bani Kenana - Irbid	Input supply store	The cooperative has pomegranate processing lines (like molasses, vinegar, dried shell and jam).
Al Saro	Bani Kenana - Irbid	Olive oil filling line	
Northern-Western Badia	Mgair Al Srhan – Al Mafraq	Green houses for cultivating cucumber	
Al Hoqool	Sabha – Al Mafraq	Food processing	
Berkish Cooperation	Al Kora – Irbid	Renting out farming machinery (Tractor)	The cooperative has an olive pressing line (olive oil production)
Sharq Al mafraq	Sabha – Al Mafraq	Thyme cultivation and processing	

The implementation of the project is overseen by the ACTED Food Security and Livelihood Projects Manager, with expertise in food security, livelihoods, and agriculture, and whose supervision is complemented by the ACTED Area Coordinator in Northern Jordan. The project includes ACTED experts in capacity-building, cooperative engagement, livelihoods, and agriculture engineering.

Consultancy services for the performance of a product development and design training for 8 agricultural Cooperatives and individuals "micro-business intrapreneurs" in the North of Jordan

Consultancy objectives

A 4-day product development and design training package, delivered to all eight cooperatives, over a period of 32 days. The 4-day training will be implemented in each cooperative premises for cooperative members and micro-business participants in the North of Jordan: Mafraq and Irbid.

In this optic, the selected consultant shall be a food-processing and agriculture product development and design specialist, with extensive knowledge of the Jordanian and regional agricultural and food-processing context and regulations.

The selected consultant will be responsible for providing eight 4-day trainings, 4 days each cooperative.

Tasks/Work assignment

- Develop the training material based on the Jordanian context and regulations for agriculture and food processing in Jordan, for medium and small businesses, including but not limited to the following topics:
 1. The agricultural certificates required / accredited in Jordan and how to obtain them
 2. Organic farms regulations
 3. Jordanian food processing standards
 4. Food processing certificates required / accredited in Jordan and how to obtain them
 5. Requirement of Jordanian quality mark for products
 6. Cases of best practice
 7. Cases of common mistakes / risks
 8. Names of local and international NGOs supporting small and medium sized enterprises (SMEs) in obtaining the quality marks for products in Jordan

- Evaluate the products of the participants, and provide guidance to improve, within a participatory and support approach

Deliverables

- I. **A Comprehensive 4-day Training Package**, with training materials and training schedule, highlighting that the training will be conducted in two governorates, in eight cooperatives. The package should include, at a minimum:
 1. The agricultural certificates required / accredited in Jordan and how to obtain them

2. Organic farms regulations
3. Jordanian food processing standards
4. Food processing certificates required / accredited in Jordan and how to obtain them
5. Requirement of Jordanian quality mark for products
6. Cases of best practice
7. Cases of common mistakes / risks
8. Names of local and international NGOs supporting small and medium sized enterprises (SMEs) in obtaining the quality marks for products in Jordan

The consultant is expected to suggest further topics, based on his or her knowledge and experience, to be discussed and agreed with the Project Manager.

Training Packages shall be submitted in both English and Arabic. Final versions, follow revision and validation by ACTED, is due on 25th May 2019

- II. **32 full days of training** (4 days in each cooperative in both governorates, Irbid and Mafraq) to the 8 cooperatives, and micro-business participants, based on the approved training package, including technical advice and support to the participants for improving their products to reach better position in the market. (Shall be delivered in Arabic). *Due date: 16th June until 31st July 2019.*
- III. A detailed **Training Report**, including training schedule, pre-post assessments with analysis (conducted in coordination with ACTED Assessments, Monitoring and Evaluation (AME) Unit), outcomes, and recommendations (shall be delivered in English and Arabic). *Due date: 15th August 2019.*

Duration

All deliverables shall be completed no later Thursday 15th August, with a maximum of 32 days for the training.

Specific conditions

- Accommodation and transportation will not be provided by ACTED. All costs shall be included in the offer. The costs must be broken down by categories.
- ACTED security guidelines must be strictly followed throughout the consultancy;
- International consultants shall subscribe to a medical and repatriation insurance. Therefore, the copy of insurance certificate has to be submitted along with their offer.
- National consultants shall subscribe to a civil and professional insurance. Therefore, the copy of the insurance certificate has to be submitted along with their offer.

Qualifications

- Advanced university degree in social sciences, economics/business/agribusiness, international development, or any related field, with significant course components in either community development, Jordan standards and metrology, women empowerment and/or communications; economic empowerment for rural communities

- A minimum of 10 years’ experience in providing trainings in the business sector, preferably related to agriculture and food processing, working with international NGOs, collaborating with local government authorities, the private sector, agricultural cooperatives and CBOs;
- Excellent written and spoken communication skills in both English and Arabic;
- A good understanding of the context in which the consultancy will take place, including expert knowledge of Jordanian national and local level legislation and policy as it applies to the project / cooperative partners;
- An ability to work with those of different religious, ethnic and tribal backgrounds;
- Gender sensitiveness.

Work plan

Deliverable	May 2019				June 2019				July 2019				Aug. 2019			
	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
A Comprehensive 4-day Training Package																
32 full days of training (4 days in each cooperative in both governorates, Irbid and Mafraq)																
A detailed Training Report																

Name of Bidder’s Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____