

**ADDENDUM NO.1 TO DETAILED NOTICE OF EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES TO CONDUCT CAPACITY NEEDS ASSESSMENT FOR COFFEE FARMER ORGANISATIONS IN UGANDA (UCDA/CONS/22-23/00007).**

1. Reference is made to the above expression of interest published in the new vision of 2<sup>nd</sup> August 2022.
2. This is to inform all bidders that requirements under eligibility and key personnel required have been amended to include the following respectively;

**1. Eligibility documentation**

- a) Fulfilment of obligations to pay social security contributions in Uganda where applicable (attach NSSF clearance certificate for July 2022 or most current)
- b) Evidence of availability of required key experts for the assignment (attach CVs and copies of academic certificates/transcripts)
- c) General experience of the firm in undertaking consultancy assignments in the last five years.
- d) Specific experience of the firm in undertaking similar assignments in nature in form of contracts (attach at least three contracts completed in the last three years).
- e) Recommendation letters from previous clients in line with the above similar assignments successfully completed

**2. Experience & Qualifications of Consultancy Firm**

The consultancy firm should have carried out similar assignments in the last 5 years.

**3. Team composition:**

The consultancy firm will be composed of the following experts: -

1	Team Leader /consultant	<p><b>a) <u>Qualifications:</u></b> The Consultant should have a minimum of a Masters' qualification in Statistics, Agricultural Economics, Agribusiness, Economics, Monitoring and Evaluation, Strategic Management, Social Sciences or a closely related area.</p> <p><b>b) <u>Expertise Required:</u></b></p> <ol style="list-style-type: none"> <li>1) At least 5 years of professional experience conducting studies and needs assessment with qualitative and quantitative analytical skills</li> <li>2) Proficient in business diagnosis, strategic</li> </ol>
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		<p>management, business modelling and structuring</p> <ol style="list-style-type: none"> <li>3) Demonstrate understanding and competencies in management of smallholder farmer's enterprises and private sector actors</li> <li>4) Illustrate knowledge and experience in working through value chains and market development approaches</li> <li>5) Excellent communication and facilitation skills, including solid experience with participatory methods and dynamics.</li> <li>6) Demonstrated experience in working with government agencies, private sector and other stakeholders especially in the area of coffee value chain and environment</li> <li>7) Demonstrated knowledge and experience of the Ugandan Agriculture Sector</li> <li>8) Prior consultancy experience and knowledge in Coffee Value Chain Analysis will be an added advantage</li> </ol> <p><b>c) <u>Skills and Competencies:</u></b></p> <ol style="list-style-type: none"> <li>1) Demonstrated skills of using the Organizational Capacity Assessment(OCA) or McKinsey Capacity Assessment Grid to assess organization capacity</li> <li>2) Demonstrated skills in designing tools and carrying out Capacity Needs Assessment, Research, Monitoring and Evaluation</li> <li>3) Application/use of innovative and effective tools for stakeholder's engagement in the collection of required information and feedback</li> <li>4) Working knowledge of Uganda's Agricultural Policies</li> <li>5) Excellent analytical, facilitation and communication skills for effective stakeholder engagements</li> <li>6) Strong written and verbal communication skills</li> <li>7) Demonstrate capability to work under strict deadlines</li> </ol>
2	Monitoring and Evaluation Specialist	<p><b>a) <u>Qualifications:</u></b> The Consultant should have a minimum of a Master's degree qualification in either Statistics, Economics and Statistics, Quantitative Economics, Monitoring and Evaluation or a closely related field.</p> <p><b>b) <u>Expertise Required:</u></b></p>

		<ol style="list-style-type: none"> <li>1) At least 3 years of professional experience in conducting Capacity Needs Assessment with qualitative and quantitative analytical skills</li> <li>2) Proficient in business diagnosis, strategic management, business modelling and structuring</li> <li>3) Experience in management studies/surveys in the Uganda's agricultural sector</li> <li>4) Proven experience in developing strong methodologies including sampling techniques used for Capacity Needs Assessment</li> <li>5) Illustrate knowledge and experience in using OCA tool or McKinsey Capacity Assessment Grid</li> <li>6) Demonstrate strong knowledge using Statistical analysis packages such as STATA and SPSS</li> <li>7) Excellent communication and facilitation skills in Research, including solid experience with participatory methods and dynamics.</li> <li>8) Demonstrated experience in working with government agencies, private sector and other stakeholders especially in the area of coffee value chain and environment</li> </ol> <p><b>c) <u>Skills and Competencies:</u></b></p> <ol style="list-style-type: none"> <li>1) Demonstrated skills of using the Organizational Capacity Assessment(OCA) or McKinsey Capacity Assessment Grid to assess organization capacity</li> <li>2) Demonstrated skills in designing tools and carrying out Capacity Needs Assessment, Research, Monitoring and Evaluation</li> <li>3) Application/use of innovative and effective tools for stakeholder's engagement in the collection of required information and feedback</li> <li>4) Knowledge of basic computer skills i.e. MS word, MS Excel, MS Power point, MS Access</li> <li>5) Excellent analytical, facilitation and communication skills for effective stakeholder engagements</li> <li>6) Strong written and verbal communication skills</li> <li>7) Demonstrate capability to work under strict deadlines</li> </ol>
3	Business Development	<p><b>a) <u>Qualifications:</u></b></p> <p>The Consultant should have a minimum of an</p>

	Expert	<p>Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/Studies, Entrepreneurship, Finance and Accounting or a closely related field.</p> <p><b>b) Expertise Required:</b></p> <ol style="list-style-type: none"> <li>1) At least 3 years of professional experience participating in capacity Needs Assessment or closely related assessment/studies</li> <li>2) Demonstrated experience in working with government agencies, private sector and other stakeholders especially in agricultural value chain and environment</li> <li>3) Demonstrated experience and skills in financial management of farmer organisations/cooperatives</li> <li>4) Demonstrated experience in forming and registering SACCOs and Cooperative societies;</li> <li>5) Demonstrated experience in training farmer groups in business and marketing skills</li> </ol> <p><b>c) Skills and Competencies:</b></p> <ol style="list-style-type: none"> <li>1) Financial Management skills</li> <li>2) Excellent communication skills</li> <li>3) Knowledge of basic computer skills</li> <li>4) Coordination and team work skills</li> <li>5) Excellent mobilisation skills</li> <li>6) Ability to work under strict deadlines</li> </ol>
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Bidders are further informed that the submission deadline of has been extended to **2<sup>nd</sup> September 2022 at 11:00am EAT.**

Signature: 

Name: Dr. Emmanuel Iyamulemye Niyibigira

**MANAGING DIRECTOR**