

## Terms of Reference

for

### **The Engagement of Short-Term Consultant for the development of Program Implementation Manual (PIM) for the Implementation of Special Agro-Industrial Processing Zone (SAPZ) Program in Nigeria**

#### **1.0 BACKGROUND**

1.1 The Federal Government of Nigeria (FGN) in partnership with African Development Bank (AfDB), International Fund for Agricultural Development (IFAD), Islamic Development Bank (IsDB), state governments and private investors is implementing AfDB/IFAD/IsDB Assisted SAPZ in seven (7) states namely: **Kano, Imo, Kaduna, Cross River, Kwara, Oyo and Ogun**) and Federal Capital territory (FCT) in the first phase.

1.2 SAPZ is a comprehensive agro-industrialization program designed as a tool for creating integrated, agricultural-focused platforms that will accelerate private sector investment in value added agro-processing to unlock opportunities for improved food security, job creation, import substitution, rural poverty reduction and increased contribution of agriculture to national GDP.

1.3 The overall Program development objective is to support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses as well as capacitate smallholder farmers, small agro - processors and traders and community-based service providers including women and youth, to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change. The Program has four broad components namely: (i) Infrastructure Development and Management of Agro-Industrial Hubs (AIHs) (ii) Agricultural Productivity, Production, Market Linkages and Value Addition in SAPZ Catchment Areas (iii) Policy & Institutional Development Support and (iv) Program Coordination and Management.

1.4 The International Fund for Agricultural Development (IFAD) has provided a start-up fund for which the National Program Coordination Office (NPCO) intends to apply part of the proceeds towards the engagement of a short term consultant for the development of Program Implementation Manual (PIM) for the SAPZ Program. The PIM document is expected to articulate program implementation and fiduciary arrangements, roles, responsibilities, procedures and other relevant issues to guide the delivery of SAPZ

The National Program Coordination Office therefore requires the services of a consultant to develop the implementation manual for SAPZ that will provide strategic guidance and information on the program implementation. Note that this Project Implementation Manual (PIM) shall focus on IFAD procedure in line with the Project Design Report (PDR), and Financing Agreement while drawing inspiration from the PIMs of the existing FGN/IFAD projects.

## **2. Objectives of the Assignment**

2.1 The objective of the assignment is to develop an implementation manual that will provide a guidance for the smooth implementation of SAPZ program in Nigeria as well as standardize procedures and processes in the implementation of the program, focusing on IFAD procedures in line with the Project Design Report (PDR), and Financing Agreement while drawing inspiration from the PIMs of the existing FGN/IFAD projects.

### **3.0 Mandatory Methodology for the production of PIM**

3.1 In preparing the PIM, the Consultant will:

- Understudy relevant IFAD program documents like Project Design Report (PDR) and Financial Agreement as well as IFAD Procurement Regulation Handbook etc as the springboard for the development of the PIM.
- Undertake a desk review of existing FGN/IFAD projects such as the Value Chain Development Programme (VCDP) and Livelihood Improvement Family Enterprise in the Niger-Delta (LIFE-ND).
- Consult with IFAD and NPCO as well as the participating states on relevant issues that will add great value to the PIM
- Organise a workshop physically to present the draft report to harness inputs from the National Coordinating Office, participating states and the funders.

### **4.0 Scope of work**

4.1 The Program Implementation Manual (PIM) shall include but not limited to the following topics.

i. Introduction: This topic is expected to cover the background of the program, the purpose and objective of the Program Implementation Manual, specific and overall Program Objectives

ii. Program Description: It is a strategic topic expected to throw more light on the details of the program including the geographical coverage of the program, the target group, goals, the phase arrangement, program scope, Intervention strategy, program components, costing, financing plan, program benefits, program beneficiaries and closing date.

iii. Program Implementation Arrangement: The topic should focus on Institutional Arrangement, Program Coordination, Program Implementation, Program Oversight, Planning and Implementation of Program Activities, Public Private Partnership model, Role of the development partners, during implementation and Special Purpose Vehicles for Hub Management.

iv. Fiduciary Arrangement. This topic shall deal with the financial and procurement arrangements of the funders. It should elaborate on the objectives of Financial Management System, strategy to addressing Weak Areas, Planning and Budgeting, Fund Flows and Disbursement Arrangements, Disbursement Methods, Counterpart Funding issues, Monthly or quarterly Replenishment Applications, Disbursement by Category, Internal Control and Auditing, Financial Reporting. Under the Procurement, it should address the different procurement requirements and policies, Procurement methods and threshold, procurement procedures and reporting requirements, Procurement review requirements as well as enhancement of procurement capacity.

v. Safeguard Policy Issues (Environmental and Social safeguards): SAPZ is a category 1 or A program and more mitigating aspects are expected to be covered in order to put in place requisite safeguard mechanisms. This should include Potential long term-impacts, project location relevant to the Safeguard

Analysis, Measures to be taken to address safeguard issues, Safeguard Policy position with particular reference to the IFAD SECAP Policy.

vi. Planning, Monitoring and Evaluation and Knowledge management and Communication: This topic should contain introduction, PDO Level Indicators, Intermediate Results Indicators, Monitoring and Evaluation Strategy, Monitoring and Evaluation Templates, Learning, Knowledge Management and communication

vii. Others: These should include development of Programme Implementation Plan, Value Chain Analysis and business cases for priority value chains, Organization Chart, Terms of Reference for recruitment of Programme Personnel, Flow of Funds and Governance, Annual Work Plan and Budget Format, Monitoring & Evaluation Indicators, and Programme Supervision Plan, capacity building need and any other documents including relevant annexes deemed necessary to add great value to the Manual.

## **5.0 Expertise Required**

5.1 The consultant required for the preparation of the PIM should have

- i. Minimum of Master's degree in Agriculture, Agricultural Economics, Agricultural Engineering or other relevant discipline. A Ph.D degree would be an added advantage
- ii. Minimum of 10 years of relevant professional experience in the agricultural related sector including at least eight years of experience in large capital project development and implementation work experience with development finance institutions (DFIs).
- iii. Experience in preparation of PIM for Development Bank Projects
- iv. Sound English and communication skills (both verbal and written) with proven report writing skills.
- v. In depth knowledge of financial management, procurement, environmental and social safeguard, Monitoring & Evaluation etc with work experience in the Nigeria landscape.
- vi. Strong competence in development partner policies and procedures pertaining to procurement, disbursement and environmental and social safeguards.
- vii. Versatile in the use of computer applications and software.

## **6.0 Consultancy Fees**

6.1 The consultancy on the preparation of the PIM will be awarded on a lump sum basis using the **Individual Consultant Selection method** of procurement. The consultancy service is estimated at a total duration of two man months.

## **7.0 Deliverables**

7.1 The assignment has the following expected deliverables:

- i. **Inception Report:** The consultant is required to submit for approval by NPCO an inception report detailing the schedule or work plan for delivery of project deliverables with detailed information of documentation to be reviewed and planned stakeholder engagements. The inception report should be a maximum of 10 pages and should be submitted one week after commencement of the contract.
- ii. **Draft Final Report:** The consultant is required to deliver a draft final report in English approximately four weeks from the beginning of the contract. The draft report will be reviewed by NPCO and SPIUs before submission to the Bank for comments. This will be followed by

a validation workshop for both the National office, PSIUs including representatives of the funders and adoption of the document for use as implementation manual for SAPZ focusing on IFAD Procedures.

- iii. **Final Program Implementation Manual:** The Consultant shall submit a final professionally printed PIM to the NPCO within a week after the validation workshop.

## **8.0 Payment Schedule:**

- Submission of Inception Report 25%
- Submission of Draft Report 45%
- Submission of Final Acceptable Report 30%.

## **9.0 Duration**

9.1 It is expected that this consultancy service shall be for a period of **60 days** within which the consultant shall accomplish all the tasks including submission of final report to the Client.

**Note: This work will not be certified as complete until it is acceptable to the NPCO, SPIUs and IFAD.**

## **10.0 Consultant's Obligation**

10.1 The Consultant shall be fully responsible for all the finalization of the documents acceptable to the project and its funders.

## **11.0 Client's Inputs**

11.1 The client shall provide to the consultant project implementation manuals of existing FGN/IFAD projects such as the Value Chain Development Programme (VCDP) and Livelihood Improvement Family Enterprise in the Niger-Delta (LIFE-ND) and any other documents that may be requested for the purpose of this assignment. The client shall also be responsible for organizing the validation workshop.

## **12.0 Report Submission**

11.1 The final version of the Program Implementation Manual should be submitted in both soft and hard copies. The consultant is expected to submit ten (10) copies of the final version accompanied with a soft copy to the address below:

**The National Program Coordinator,  
Special Agro-Industrial Processing Zone (SAPZ) Program**