

CALL FOR EXPRESSIONS OF INTEREST FROM SURVEY CONSULTANTS TO CARRY OUT ACCESS TO SEED HOUSEHOLD SURVEY IN UGANDA

1. Background

1.1. About the Integrated Seed Sector Development Plus (ISSD Plus) Project

The Integrated Seed Sector Development (ISSD) Plus Project is a four-year project coordinated by Wageningen Centre for Development Innovation (WCIDI), Wageningen University & Research, and funded by the Embassy of the Kingdom of the Netherlands, Kampala. The project is implemented by Wageningen UR Uganda (WUU) in collaboration with the National Agricultural Research Organisation (NARO) for public varieties and food crops; and with the private sector for vegetable seed.

The programme aims to strengthen the development of a vibrant, pluralistic and market-oriented seed sector that is able to address key challenges that hamper the seed sector development in Uganda. ISSD Plus project has four components: a) promotion of uptake of quality seed, b) enhancing the Quality Declared Seed system through supporting Local Seed Businesses; c) addressing bottlenecks in early generation seed (EGS) and creating an enabling environment for the seed sector; and d) promoting the use of advanced vegetable varieties.

1.2 Project context

In Uganda, there are two co-existing seed systems through seed and planting materials are available to farmers, namely formal and informal system. The formal system is regulated by government and contributes about 15% of the total seed supply. The remaining 85% of is supplied by the informal system that is unregulated and depends mainly on farm-saved seed from previous harvest.

To bridge the gap between in formal and informal seed supply systems, the government introduced Quality Declared Seed (QDS) and it is produced by trained farmer groups. QDS requires minimum field inspection and certification standards for variety purity and germination as stipulated in QDS regulations. This meets the needs of smallholder farmers and is a basis for future certified seed market development. Together with the Ministry of Agriculture Animal Industries and Fisheries (MAAIF) and the National Agricultural Research Organization (NARO), the Integrated Seed Sector Development (ISSD) Uganda project, funded by the Embassy of the Kingdom of Netherlands (EKN) is empowering skilled and market-oriented farmer groups through a Local Seed Business (LSB) model to produce and market QDS. Since 2012, the ISSD project has supported over 264 LSBs in 59 districts across Uganda. Up to 260,000 households are expected to benefit from the project through increased productivity and income.

2. Scope of the assignment

2.1 objective of the call

The purpose of the call is to assess the contribution of LSBs to the seed sector. The focus will be on assessing the accessibility, availability, affordability and quality of six QDS crops to smallholder farmers in the project areas. This study follows a baseline survey conducted in 2016 and 2017 to assess access to by smallholder farmers in the project areas. All the households interviewed in the baseline survey will be interviewed in this assessment.

It is with this background that Wageningen UR Uganda is searching for a qualified and experienced survey company to conduct an Access Household survey amongst 3,600 smallholder farming households in Kigezi, Ankole, Rwenzori, Eastern, West Nile, Northern regions in Uganda.

2.2 Description of tasks

Roles and responsibilities of ISSD Plus project

- a) Support in developing and pre-test questionnaire
- b) Provide the seed technical training and explanation on questionnaire during enumerator training
- c) Provide the list of households with selected sub-counties / parishes to be covered
- d) Provide venue for validation meeting for study findings
- e) Provide contact person for database development to liaise with to digitise the questionnaire
- f) Provide server host services for survey data

Roles and responsibilities contracted firm

- a. Recruit and train qualified and experienced enumerators and other relevant staff/functions with high ethical research standards
- b. Make sure all data collection tools are available in time
- c. Training of enumerators and provide content training on how to conduct surveys, ethics, quality control, etc.
- d. Liaise with Database developer to digitize the survey data collection tool
- e. Translate questionnaire in local languages and pre-test appropriate translation
- f. Maintain high standards during the survey
- g. Provide field reports and regular updates on progress and challenges faced
- h. Prepare all documents and other requirements that field teams will require to execute their duties and avail them with the right materials
- i. Submit a survey report within the agreed timeline
- j. Develop a detailed methodology and process for the assessment to be captured in the inception report; budget and work plan;
- k. Manage and implement data collection, analysis and reporting;
- l. Present findings, conclusions and recommendations in a validation workshop

2.3 Timeline and duration of assignment

The survey study is expected to run in the months of **May-June, 2020** and should be conducted within 40 days

2.4 Deliverables and reporting

The consultant will deliver the following reports and materials

1. Detailed training plan before the start of the training
2. Detailed implementation plan (work plan) at the start of the assignment in order to carry out the assignment smoothly and within the agreed upon timeframe of 40 days
3. Training report
4. Clean data set in original format and converted into STATA.
5. 1st Draft survey report
6. Conduct a validation meeting with ISSD on study findings
7. Submit final survey report

The consultant will report directly to Chief of Party, Wageningen UR Uganda, and liaise on a daily basis with the Agricultural Economist, to provide an update on data collection.

3. Minimum criteria for implementation of assignment

The consultant needs to consider the following while preparing technical and financial proposal:

1. Enumerators should be diploma or undergraduates with an education background in agriculture and previous experience in data collection for at least three different agricultural surveys.
2. Selection of enumerators should also depend on language spoken basing on the regions of ISSD influence Ankole, Kigezi, Rwenzori, West Nile, Northern and Eastern.
3. Data collection needs to be done in such a way that it can withstand scientific rigor. The consultant is responsible for providing rigorous quality checks of enumerators on a daily basis.
4. The proposal needs to include all costs related to the data collection into ODK
5. The proposal should be based on the geographical coverage of the study.

4. Eligibility criteria

The Consultant outsourced for this assignment should have the following:

- a) Be a legally recognized consultant in Uganda, which has demonstrated a sound operational record of accomplishment of at least 3 years of operational activities in Uganda.
- b) Track record of at least 5 years of data collection, data entry, data analysis and reporting of which at least 3 large household surveys in the field of agriculture, especially in seed sector
- c) No legal processes ongoing; director not convicted / court case
- d) Good facilitation skills using a number of participatory methods in training
- e) Experienced in use of real time data collection software like Open data Kit (ODK)
- f) Fluency in English language is essential
- g) Evidence of similar or related work done
- h) Knowledge of the Uganda Seed sub-sector will be an added advantage

5. Proposal submission

5.1. Technical proposal

The technical proposal should include:

- a) Showing understanding of the assignment
- b) Methodology of the assignment
- c) Work plan
- d) Training plan for the enumerators

5.2 Financial proposal

The financial proposal should be presented in Ugandan Shillings and be inclusive of all taxes and government levies.

The proposal should have an itemised detailed budget using the following headings:

- Personnel cost
- Training costs
- Travel costs
- Stationary
- Supervision costs

5.3 Supporting documents

Submission of recommendation letters is an added advantage

5.4 Submission of bidding documents

How to apply

Interested firms or individuals should submit their technical and financial proposal with three reference clients' email and telephone contacts to hr@issduganda.org not later than Friday 22nd May, 2020.