

**Scope of Work (SOW)**

**for**

**Technical training on advanced agriculture techniques (****germination testing, seed production and storage, grafting, layering, budding, cutting, division, seedling/sapling production, etc.) for SAPLING staff**

**Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience and Gender Equity (SAPLING)**

**Helen Keller International**

**Cooperative Agreement No. AID-FFP-A-15-00010**

**Table of content:**

[1. Background: 3](#_Toc473977223)

[2. Objectives: 4](#_Toc473977224)

[3. Scope of the training/services: 4](#_Toc473977225)

[4. Deliverables: 4](#_Toc473977226)

[5. Time schedule: 5](#_Toc473977227)

[6. Publicity: 5](#_Toc473977229)

# Background:

USAID’s Office of Food for Peace (FFP) awarded HKI a five-year cooperative agreement to lead the Development Food Security Activity (DFSA), “Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience, and Gender Equity” (SAPLING) on September 30, 2015, with the overall goal of improving gender equitable food security, nutrition and resilience of vulnerable people within the Bandarban District of the Chittagong Hill Tracts (CHT). To achieve this objective, HKI is working in partnership with CRS, CARITAS Bangladesh, three local implementing partners, individuals, communities, institutions, traditional leaders and the Government of Bangladesh to affect enduring positive change in its program areas by addressing immediate needs while investing in the future of food security and resilience. This goal will be achieved by applying an integrated community development approach to interventions designed to increase household (HH) availability, access and utilization of nutritious foods, enhance maternal and child health and nutrition (MCHN), and improve resilience to shocks and stresses among families who are under constant threat of natural and human-induced disasters.

SAPLING is being implemented in the upazilas of Ruma, Bandarban Sadar, Lama, Thanchi and Rowangchari. The population is comprised of 12 ethnic groups including Bengali. Each group has its own language and culture.

Due to remoteness, hill people’s access to agricultural extension services and information about appropriate climate-smart practices is limited. As such, they are not being disseminated/applied as extensively as in other parts of the country. In addition to that, the impact of climate change has made the situation more complex. The natural resources including water and forest are being reduced day by day for various reasons. In such context, the hill people need options to cope with the changing circumstances. Land scarcity is also a major issue with SAPLING’s target population of poor and extreme poor producers restricted to only a small amount of land apart from their dwellings. Due to lack of required knowledge, skills and technologies, people are not able to make the land productive. The nutritional status of the hill people is also lower than the national average and among the population, with pregnant mothers and young children most negatively impacted.

Since the inception of the program, SAPLING has been working to improve productivity, income and resilience of the most vulnerable, having a broader objective of bringing nutritional wellbeing to the population in general and pregnant/lactating mothers, adolescent girls and children under five, in particular.

To achieve its objectives, SAPLING has formed approximately 2,700 para-level groups of over 46,000 poor and extreme poor members including all pregnant and lactating women with children under two (regardless of income status). Applying a community based approach, SAPLING facilitates “We can grow” sessions using homestead food production as a platform to facilitate discussions on ways families and individuals can overcome challenges to food security from disaster and WASH to income generation.

As part of the “We can grow” curriculum, SAPLING emphasizes **learning by doing** through both household gardening and the development of model gardens designed to promote climate smart agricultural practices. This garden is known as a “Learning Center” (LC) and is managed by a LC Leader responsible for motivating, educating and scaling up or sharing (some of) the LC’s outputs with her group. On average, groups have 20 members (mostly women) with one LC. Presently, SAPLING has approximately 2700 groups, each with an LC and leader.

As part of its fiscal year 2018 workplan, SAPLING has committed to providing advanced horticultural training to its LC leaders on germination testing, seed production and storage, vegetative propagation (grafting, layering, budding, cutting, division, etc.), seedling/sapling production and other relevant horticultural technologies. Once trained, each of the LC Leaders is responsible for training his/her group members in the techniques.

In this regard, SAPLING is intending to organize five batches of two-day TOT for roughly 100 of its staff (Technical Officers (TOs) and field facilitators) who will be responsible for providing ToT training to SAPLING’s remaining field facilitators, as well as hands’ on, learning by doing ToT in the mentioned subject areas for LC leaders who will then need to train their group members.

SAPLING is searching for a firm/individual/institute capable of developing and conducting the requested training. The master training module will need to be adapted into several more simplified versions for the easy understanding and implementation of the ToT by actors with various levels of knowledge on horticulture and education in general, namely:

* One comprehensive ToT module with appropriate reference material is needed to train the 100 SAPLING staff who will become SAPLING’s master horticultural trainers.
* The master trainers will be responsible for training the remaining (approximately) 200 field facilitators. To do so they will need an appropriate module which is highly practical but also has some academic reference material.
* The master trainers, with help of the remaining field facilitators, will then need to train the 2,700 LC leaders. The LC leaders are producers with relatively low levels of education. Therefore, this module should place heavy emphasis on visual content and learning while doing. Most, if not all, of the training should take place at the LC.
* The LC leader with help from her assigned field facilitator, will then need to train her group members. To do so she will need a hands on module which has pictures demonstrating what to do when and how to do it (with little or no written text).

# Objectives:

The objectives of the training are as follows:

* Provide enhanced skills and capacity to SAPLING staff through practical training on seed production and storage, germination testing and vegetative propagation methods.
* Train SAPLING staff on these techniques using common varieties of vegetables such as tomato, eggplant, pigeon pea, broccoli, leafy vegetables, fruit trees, e.g., papaya and jackfruit, and other trees, e.g., moringa and neem, and/or plants found most useful for poor households living in Bandarban District of the Chittagong Hill Tracts.
* Provide ToT training with established modules to ensure full understanding of SAPLING staff on how to cultivate vegetables and trees through various propagation techniques, emphasizing how to produce and preserving seeds, conduct germination tests, and carryout vegetative propagation methods including cuttings and grafting, as well as how to teach these techniques.
* Provide practical training on appropriate tools and materials to be used for skills development of Field Facilitators, LC leaders and producers.
* Provide pre- and post-testing of all trainees, including results and recommendations in final report.

Provide modifiable electronic copies of all necessary training modules and training materials.

# Scope of the training/services:

The consultant/institution will work with SAPLING technical team to determine the training package, tools, techniques and the issues of practical demonstration. The major topics of the training are germination testing, seed production and storage, vegetative propagation (grafting, layering, budding, cutting, division, etc.), tree seedling/sapling production and other relevant horticultural technologies which are best suited for the topography and changing climate. The consultant will provide trainer of trainer (TOT) training to approximately 100 SALING staff in four batches considering that this ToT is ultimately intended for LC leaders and producer group members from the rural areas and have little experience and knowledge on the said topics.

The four batches of two-day, TOT trainings will be accomplished within two weeks – with four, two-day trainings per batch of approximately twenty-five staff each, equating to roughly 100 Master Trainers trained.

The consultant/firm/institution will undertake the following activities regarding the training.

* Preparation of a comprehensive training plan giving emphasis on requirements of recipients.
* Prepare and submit separate detail outline, curriculum, and customized modules for the various levels of recipients as described earlier.
* Make the practical ground and others materials and tools ready for practical demonstration during the ToT for SAPLING’s master trainers.
* Provide a detailed list of training logistics required and evaluation materials to be purchased by SAPLING.
* Provide a complete resource pack of materials for the trainees.
* Take all other necessary steps/works for ensuring training quality.
* Prepare and submit a final report on overall training program, with recommendations and findings.

# Deliverables:

The Consultant/Training Management Firm/Institute will be responsible for the following deliverables:

* Present a training plan to SAPLING for approval within three days after notified of award.
* Present a copy of all training modules with appropriate materials within one week of notification of award.
* Conduct training program for approximately 100 SAPLING staff (4 batches)
* Conduct pre- and post-test of trainees along with result report as per USAID guidelines.
* Provide pre and post tests for the intended ToT recipients (other FFs and LC leaders) to be applied by the master trainers.
* Provide an editable electronic copy of all training modules and supporting materials.
* Provide a list of materials and equipment needed for all subsequent batches of trainings (TOTs and participants).
* Prepare a training report on the assignment which should include information covered, as well as identified areas of improvement based on observations during the training, all training materials (annexed) and post-test results.

# Time schedule:

SAPLING will award the consulting services contract by the 2nd **week of May 2018**, with expectation of the following:

* Contract period is for four weeks.
* The four batches of training are expected to be completed by May 25, 2018.
* All deliverables outlined in section 4 of this SOW must be completed by May 31.
1. Publicity:

Service provider will take prior consent from SAPLING to publish any report/document in news/journal related to this work and, if approved, will be required to follow SAPLING’s marking and branding guidelines.