



**EXPRESSION OF INTEREST
FOR
EMPANELMENT OF INDIVIDUAL CONSULTANTS AS BUSINESS
COACHES & TECHNICAL EXPERTS
UNDER
Investment in Argo-ecology Value Chain Project (IAVCP)**

DATE OF RELEASE: 20/10/2023



Investments in Agroecology Value Chains Project (IAVCP)

Empanelment of Individual Consultants as Business Coaches & Technical Experts

ACCESS Development Services

Expression of Interest

October 10, 2023

1. About ACCESS Development Services

ACCESS Development Services, a livelihood support organization head quartered at New Delhi, was founded in 2006 with support from DFID (Govt. of UK). The programming strategy of ACCESS involves building “Inclusive Value Chains” and helping the primary producers to accrue higher benefits of the value chain dynamics. ACCESS focuses its efforts in the under-served regions of the country, working with vulnerable communities like tribal, minority groups, small and marginal farmers, etc. working across both farm and non-farm livelihoods. Our core focus is also working towards women economic empowerment across our projects.

Within the farm-based livelihoods programme strategy, ACCESS works to enhance incomes of small holder farmers, integrating climate resilient agriculture practices, and promoting and building capacities of Farmer Producer Organizations. ACCESS has promoted over 185 FPOs across six states and is supporting another 100 FPOs through technical advisory and market linkage facilitation.

ACCESS has operations in 11 states, viz., Odisha, Madhya Pradesh, Assam, Maharashtra, Gujarat, Rajasthan, West Bengal, National Capital Region, Andhra Pradesh, Telangana, Uttar Pradesh, through ongoing 34 projects. The organization has impacted the livelihoods of 410,000 households including vulnerable communities like tribal, minority groups, excluded groups, women, small and marginal farmers, artisans and weavers.

Under an ambitious programme awarded by International Fund for Agricultural Development (IFAD), ACCESS is managing a Fund for supporting enterprises working on Agroecology Value Chains under its Investment in Agroecology Value Chains Project (IAVCP).

2. Investments in Agroecology Value Chains Project (IAVCP)

Investments in Agroecology Value Chains Project (IAVCP) is an IFAD funded programme that focuses on identifying viable business opportunities linked to agroecology clusters and value chains, providing investment support for integrated agroecology production systems, and offering grants to Micro and Small Enterprises (MSEs) and Producer Organization Enterprises (POE) working in agroecology value chains to support their business growth and expansion.

It aims to promote integrated sustainable production systems through grants, technical assistance and ecosystem support for MSEs and POEs. The objective is to improve their businesses, enhance their agroecological outcomes, and provide tangible benefits to small producers in the value chain. The following three aspects distinguish the IAVCP from traditional value chain investment programmes and critical for a project's suitability for investment.

Aspect # 1: Integration of Agroecological Principles

Aspect # 2: Impact on Small Holder Farmers/Small & Marginal Producers

Aspect # 3: Sustainability & Financial Viability of the Business

Focus states: Meghalaya, Nagaland, Mizoram, Assam, Odisha, Uttarakhand, Maharashtra, Rajasthan, Madhya Pradesh, and Chhattisgarh.

3. Scope of Work

ACCESS Development Services is releasing this Expression of Interest (EoI) to empanel individual Consultants in two categories – (i) as Business Coaches to provide technical support to shortlisted applicants and grant recipients and (ii) Technical Experts to support the Fund Manager team in grant management process.

(i) Business Coaches

1. *Pre-grant coaching* - Support assigned applicants in developing their full proposal and business plans for IVACP grant according to the prescribed format and template through a consultative process. Coaches will work closely with the applicant's team through emails and virtual/in-person meetings to help in developing the project strategy, refining business plans and hand-holding for drafting of the proposal.
2. *TA to grantees* - Provide technical assistance and expert advice to assigned selected grantees to address specific gaps in their capacities, strategic direction, and know-how based on an agreed Terms of Reference (TOR), and hand holding their growth process. These could be in the areas of technology integration, marketing, product development, business planning, business management supply chain management, branding and packaging, financial management, risk management, marketing, technology adoption and integration, access to finance, and technical advisory support in line with agroecology principles and practices.
3. TA to grantees will be delivered through expert guidance on specific areas, on-site visits, linkages/introductions to relevant stakeholders, support in negotiations, documentation etc., regular calls/meetings with the grantee, training workshops/sessions for grantee staff, and any means as agreed and as per identified need.

(ii) Technical Experts

Support the ACCESS Fund Manager team with technical expertise in various aspects of evaluating grant applications and monitoring progress of grantees. As part of this, the empanelled technical experts may be

assigned one or more of the following responsibilities for a one or more applicants/grantees through single/multiple contracts:

1. **Review and evaluation of grant applications:** Screen and review proposals and business plans for the grants with respect to their alignment with project objectives, technical soundness, and financial feasibility using the pre-decided evaluation metrics as documented in the Grant Fund Implementation Manual.
2. **Due diligence of shortlisted applicants:** Conduct on-site and off-site due diligence of short-listed applicants as per due diligence check lists and framework laid out in the Grant Fund Implementation Manual.
3. **Monitoring of grantees:** Conduct monitoring of assigned grantees through on-site visits to and off-site review of documents etc. for monitoring of progress on business plan, verification of technical aspects of integration of agroecological principles in product/process, verification of technology/equipment/infrastructure, and other relevant aspects as defined in the TOR.
4. **Technical backstopping:** Provide technical advice and support to the Fund Manager team on specific aspects related to agri and allied value chains including in processing/value addition, measurement of agroecological impact, access to markets for sustainable food systems, and other as per requirement and identified from time to time.

4. Qualification & Experience

The Consultant must be professionally qualified as MBA/ MBA- Rural Management/ PG in Rural Development/ MBA- Finance/ Marketing/ Masters in Agriculture or Allied / Food Processing/ Food Technology/ Social Work/ Ecology/ Environment or equivalent.

The Consultant must have experience of 8 years or more in the areas of agri/allied value chains, supporting livelihoods of small producers/small holder farmers, and a sound technical understanding of sustainable/agro ecological based production systems. Experience in one or more areas outlined below are expected:

- Preparation/ evaluation of business proposals in areas of Agriculture or Agriculture based Value Chain Projects, preparation of strategic business plans with financial projections, review and evaluation of project proposals, budget analysis and review of financial statements etc.
- Promoting/supporting Producer Collectives (Farmer Producer Organizations or other forms of agri and allied Producer Organizations)
- Learning and capacity building workshops for POEs/ MSEs
- Experience in one or more relevant technical areas – Agri business management, supply chain management, post-harvest management, value addition, processing, Agri marketing, Agri-technology, organic certification and other relevant areas

5. Deliverables

Business Coach

1. Proof of Completed Proposal for the applicant (for pre-grant coaching)

2. TA to Grantees

- a. Minutes of meetings/sessions grantees
- b. Report of Workshop/ trainings
- c. Periodic report covering details of support provided to the Grantee and the progress made by Grantee on key milestones with respect to the identified areas of improvement in prescribed format)

Technical Expert

1. Completed deliverable as outlined in the assigned and agreed TOR
2. Assignment completion report (if applicable)

6. Period of Empanelment

Empanelment of business coaches and technical experts will be initially for a period of One (01) year with scope of extension in the next year subject to the performance and requirement in the project.

Specific time commitment of empanelled consultant will depend on profile of consultant and project requirements.

7. Evaluation criteria

The application will be evaluated based on the credential of applicant on educational qualification including relevant technical qualification, nature and years of experience and technical credentials.

S. No	Criteria	Scores	Supporting Documents Required.
1.	Consultant's Qualification as per section 5 above. Consultant matching criteria – 30 marks or 0	30	Certificate supporting qualification
2.	Experience of at least 8 years as per section 06 above <ul style="list-style-type: none">• 08 years of experience- 10 marks• Additional 02 marks for every additional year of experience to a maximum of 30 marks	30	Experience Certificate/ Job Description/ Any other document certifying the experience
3.	Relevant Assignments <ul style="list-style-type: none">• Up to 05 Assignments- 15 marks• 05 marks for every additional assignment to a maximum of 40 marks	40	List of Projects/ Assignments supporting claim.
		100	
Qualifying Score for shortlisting- 60			

Detailed Curriculum Vitae (CV) of consultant to be provided in as per the given Template (Form II)

8. Submission of EOI

The EOI can be submitted by email at javcp@accessdev.org

Format for EOI Response

FORM I: COVERING LETTER

[Date]

To,
The Team Leader (IAVCP Fund Manager)
ACCESS Development Services
22, Hauz Khas Village, New Delhi-110016

Ref: Empanelment as Technical Expert/Business Coach

Dear Sir/ Madam,

Having examined the Expression of Interest (EOI), I/we, the undersigned, hereby submits response for selection as Individual Consultant to provide above services to ACCESS Development Services (ACCESS). We attach hereto the response as required by the EOI.

The contact's detail is

Name:

Address:

Mobile/ Phone:

Email:

I confirm that the information contained in this response or any part thereof, including its exhibits and other documents is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the organization in its short-listing process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short-listing process, I am liable to be dismissed from the selection process or termination of the contract during the project, if selected.

I agree for unconditional acceptance of all the terms and conditions set out in the EOI document.

(Signature)

(Name)

Form II: Curriculum Vitae Template

1. First Name:

2. Date of Birth:

3. Profession:

Nationality:

4. Educational/ Professional Qualification Details

Name of Institute/ University, Location	Year	Qualification (Degrees/Diploma; Full-time/ Part-time)	Area of Specialization

5. Membership of Professional Associations:

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6. Any Relevant Trainings/ Workshop Attended.

Trainings/ Workshop	Year	Organization/ Institutions

7. Countries of Work Experience:

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8. Languages:

9. Employment Record:

From:

Employer:

Position Held:

Summary:

From:
Employer:
Position Held:
Summary:

From:
Employer:
Position Held:
Summary:

From:
Employer:
Position Held:
Summary:

From:
Employer:
Position Held:
Summary:

10. Work undertaken that best illustrates the related work (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project:
Year:
Location:
Client:
Main Project Features:
Positions held:
Activities performed:

Name of assignment or project:
Year:
Location:
Client:
Main Project Features:
Positions held:
Activities performed:

Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	

11. Experience of working agri/agri allied value chains (Provide list of value chains with in-depth experience and understanding)

Declaration

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the ADS in the above-mentioned EOI. I further declare that I am able and willing to work:

- a. for the period(s) foreseen in the specific terms of reference attached to the above referenced EOI for the position for which my CV has been sought in the offer of the consultant and
- b. within the implementation period of the specific contract.

(Signature with Date)

(Name)

