

**Notice of Expression of Interest to Conduct Capacity Needs Assessment for Coffee Farmer Organisations in Uganda (UCDA/CONS/22-23/00007)**

1. The Uganda Coffee Development Authority has allocated/received funds from Government of Uganda to be used for the acquisition of the consultancy services described below.
2. The Entity now invites eligible consultancy firms to submit sealed expressions of interest for conducting capacity needs assessment for coffee farmer organisations in Uganda.
3. Interested consultancy firms should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
4. The short listing criteria will include:
  - I. Eligibility documentation**
    - a) A copy of certification of registration with Authority(PPDA) or Valid trading license 2022 & certificate of incorporation or equivalent
    - b) A signed statement indicating that the consultancy firm doesn't have a conflict of interest in the subject matter of procurement
    - c) A copy of memorandum & articles of association or equivalent
    - d) A copy of registered powers of attorney or equivalent
    - e) A signed statement indicating the consultancy firm is not insolvent, in receivership, bankrupt or being wound up
    - f) A signed statement indicating the bidder is not suspended by relevant Authority, PPDA in Uganda or debarred to participate in any procurement by any authority in Uganda.
    - g) The consultancy firm is registered to pay taxes in Uganda where the business is located in form of TIN certificate.
    - h) Documents evidencing completion of similar contracts in nature in form of contracts or equivalent.

## 2. Experience & Qualifications of Lead Consultant

| No | Position        | Experience & Qualifications   |
|----|-----------------|---|
| 1  | Lead consultant | <p><b>a) <u>Qualifications:</u></b><br/>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 management, business modelling and structuring</li> <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> </ol> |

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|--|--|--|
|  |  | <ol style="list-style-type: none"> <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> |
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5. Interested eligible consultancy firms may obtain further information at the address given below from Monday **8:30am - 17:00hours**, except on public holidays.

6. Sealed Expressions of Interest must be delivered to the address below at or before.  
**23<sup>rd</sup> August, 2022 by 11:00 Am EAT.**

The Head Procurement and Disposal Unit (PDU)  
Uganda Coffee Development Authority  
Room 2.3 Second Floor Plot 35, Coffee House  
Jinja Road, Kampala  
P.O. Box 7267 Kampala, Uganda

**Or electronically to: [pdu@ugandacoffee.go.ug](mailto:pdu@ugandacoffee.go.ug)**

The notice of expression of interest is available at the Entity's website at [www.ugandacoffee.go.ug](http://www.ugandacoffee.go.ug) and at [www.ppda.go.ug](http://www.ppda.go.ug)

7. The planned Procurement schedule (Subject to changes) is as follows:

| <b>Activity</b>                                       | <b>Date</b>  |
|---|--|
| a. Publication of Notice of Expression of Interest    | 2 <sup>nd</sup> August 2022  |
| b. Closing date for receipt of Expression of Interest | 23 <sup>rd</sup> August 2022 11:00 Am EAT                            |
| c. Evaluation of Expressions of Interest              | 15 working days from closing date                                    |
| d. Display of shortlist                               | 5 Working days from approval of shortlist by the Contracts Committee |

Signature:

Name: **Dr. Emmanuel Iyamulemye Niyibigira**

**Managing Director**