

CALL FOR CONSULTANCY

SUPPORT OF THE RWENZORI LSB ASSOCIATION REGISTRATION AND ESTABLISHMENT

1.0 GENERAL INTRODUCTION

The ISSD Plus project is a four year project running from 2016 to 2020 and operating five agro-ecological zones; East, South Western Highlands (Kigezi area), Western Highlands (Rwenzori area), South Western, Northern Zone and a presence in the West Nile zone. The project implements its activities through the Zonal Agricultural Research and Development institutes (ZARDIs) of National Agricultural Research Organisation (NARO). The ZARDIs involved in the project include; Buginyanya ZARDI for the East, Kachwekano ZARDI for the Kigezi area, Rwebitaba ZARDI for the Rwenzori area, Mbarara ZARDI for the South Western and Ngetta ZARDI for the North and West Nile zones.

Wageningen UR Uganda is searching for an experienced individual with vast experience in institutional development to support the process of local seed business association establishment in Rwenzori region. This apex body will coordinate play key roles of coordination and a number of service provision to LSBs.

2.0 BACKGROUND

Under the previous ISSD Uganda project that was implemented from 2012 to 2016, 109 LSBs were established; with 29 as pilot LSBs and supported directly by ISSD from 2012 while 80 LSBs were supported by out scaling partners from 2015 to date. Currently under the ISSD Plus project, over 260 LSBs are being supported in six zones of the project operation. The LSBs require that some of the activities such as requesting and procuring foundation seed and other inputs, quality assurance and participation in promotional events be coordinated. Once LSBs are able to do this, they will have some of the huddles in seed business development eased. Therefore the need to support LSBs in coming together to form an apex boy that can coordinate the mentioned critical activities in the QDS value chain og high impotance in sustain the QDS system.

In Rwenzori which is a new zone under ISSD Plus has 40 Local seed businesses and they fall in two categories; i.e Class C+ and C-. The LSBs still need great support to improve their seed business development stratetgies. In this zone, two approaches have been tried out; the umbrella body approach and the cluster model approach. However it was observed that the cluster model which was the preferred approach is so far not yielding results regardless of the numerous effort put in by the team in the zione. The two Area Coopertaive Enterprises

in both Kyenjojo and Kamwenge that were being groomed to be seed clusters in the zones still have a lot of politics and lack the needed structures. These two issues are quite difficult to solve in the limited time the project has till it ends. Thus, it was agreed during Q2 review that in this zone, the apex body approach be spearheaded rather than the cluster model which has not evolved naturally like in the East and Ankole zones. It is therefore against this background that the consultant is being recruited to offer support in registering and establishing this umbrella body to coordinate the critical activities in the QDS value chain in this zone.

3.0 OBJECTIVES OF THE ASSIGNMENT

The main purpose of this assignment is to have the association registered and established in Rwenzori region to support the coordination activities that support the QDS value chain.

Specific objectives

- Prepare for the meeting with the desired content and share the day's programme with the Agribusiness Coordinator
- Facilitate a meeting of LSB representatives to develop articles of association that are a requirement for registration.
- Support the registration of the association in the appropriate form of organisation as permitted by the laws of Uganda under the Uganda Registration Services Bureau.
- After the association has been registered, the consultant will support the association to create a bank account and Post Office number.
- Facilitate a training on leadership, governance and management for the selected Executive board committee board of the association. The training should focus on setting up performance measures for the executive board; member LSB motivation, fund management, Stakeholder analysis, effective communication and coordination, lobbying and advocacy and conflict management among others.
- Guide the executive board to develop a clear work plan that will guide the operations of the association

4.0 DELIVERABLES

The consultant will be required to deliver the following:

- Lead and facilitate a meeting of LSB representatives to develop the articles of association
- The consultant together with the interim executive board will review and finalise the articles of the association. The complete article of association
- The consultant will ensure that the association is registered at national level in the appropriate form following the laws that govern Uganda as a country.
- The consultant will ensure that the association has an appropriate post office number and bank account number
- A detailed report will be submitted to the Chief of Party ISSD Uganda not later than one week of completion of the assignment

5.0 TIMING AND DURATION

The consultancy will take twelve (12) working days to develop the articles of association, train the selected executive board, register the association and support the operationalisation of the association. Please note that this consultancy assignment is not continuous but will not exceed the 31st of September, 2019.

Work days	Task
Two (02) days	Preparation including programme design for the day with LSBs representative to develop the articles of association
Two (02) days	Facilitate training of the LSBs to contribute towards articles of association generation
One (01) days	Review and finalise the article of association
Four (04) days	Start and complete the process of registering the association under the appropriate form of organisation
Two (02) days	Train the selected executive board of the association
One (01) day	Report writing
Total	Twelve (12) days

6.0 REPORTING

The Consultant will report directly to the Chief of Party, Wageningen UR Uganda, Patrick Oyee, email: cop.issdplus@issduganda.org not later than one week after the above tasks have been completed. All reports are to be written in English. The Consultant will provide an electronic version of all the required deliverables. The reporting will be completed in form and substance acceptable to Wageningen UR Uganda.

7.0 CORE COMPETENCES (Qualification)

The Consultant outsourced for this assignment should have the following qualification and expertise;

- An Advance degree in Organisational Development/Law or related fields.
- He/she must be well versed with the law that govern company or organisation registration and operations within the country
- Proven experience, in handling and facilitating agribusiness trainings /workshops using practical tools and simple language that is understood by farmers.
- Strong written and oral communication skills, demonstrated ability of making effective presentations. Fluency in English language essential
- Adequate knowledge of the Uganda seed sector is highly required
- Knowledge of the Uganda agricultural sector especially the Seed sub-sector will be an added advantage
- References from similar assignments are a plus

How to apply

Interested firms or individuals should submit their profile/resume and financial proposal (quotation) in Uganda Shillings with three reference clients' email and telephone contacts to hr@issduganda.org by **Friday, 6th September 2019.**