



Terms of Reference for the consultancy to carry out a baseline survey in the six (6) selected NUCAFE farmer associations/ cooperatives in Kasese and Kabarole Districts



Background

NUCAFE is the national Umbrella association of the Coffee farmers in Uganda whose service portfolio hinges on farmer empowerment, membership capacity development, supporting coffee production and productivity, value addition (processing), promoting increased domestic coffee consumption, gender equity, coffee family businesses and policy advocacy. While fore fronting the rock of sustainability and farmer empowerment, the Farmer Ownership Model, NUCAFE in partnership with CIRAD has received funding from EU (European Union) to implement a new initiative that is geared towards generating sustainable wealth creation for improved livelihood and poverty alleviation in rural areas of Mount Rwenzori, through green economy enhancement and Sustainable Coffee Production (SCP) using the TC -Triple Certification model. An independent consultant is sought to undertake the action baseline survey in the 6 farmers' associations/cooperatives in the districts of Kasese and Kabarole to establish some key benchmark data upon which measurement of progress will be based before action activities are implemented.

Scope of the study:

This baseline will target and cover the MSMEs/associations operating via six (6) cooperatives/ associations involved in production and pre-processing. The consultant/ firm is expected to interface with a representative sample of the registered member associations/cooperatives/estates/associate as listed below.

1. **Kabonero Coffee Farmers Association**
2. **Karangura Coffee Farmers Association**
3. **Katebwa Coffee Farmers Association**
4. **Musasa Lowa Coffee Farmers Association**
5. **Bukonzo Joint Coffee Farmers Association**
6. **Bukonzo Organics Coffee Farmers Association**

Assignment

Consultant will carry out the following duties

Expected deliverables

The following will serve as key deliverables for the baseline process:

- Brief company profile
- Inception report
- Detailed baseline framework/design and implementation plan agreed upon with NUCAFE Management.
- Data collection tools
- A sampling framework

- Draft baseline report
- PowerPoint presentation of findings
- Final baseline report
- Three hard copies of the final report and a soft copy in CD-ROM to NUCAFE office

Period of the assignment

The Baseline is expected to be conducted within 23 workdays from the time of signing the contract with completion of all tasks in the assignment including the draft and final report. The consultant / firm is expected to propose a team that will ensure adherence to the deliverable dates below.

Supervision and management

NUCAFE will supervise the process and specifically, the consultant will report to the Executive Director. The consultant will be expected to work closely with the Deputy Executive Directors, M&E Officer and the Membership Sustainability Manager who will provide Technical direction throughout the process.

Expertise required:

- At least a post graduate degree in Social Sciences, Statistics, Development Studies or Economics with proven experience in qualitative and quantitative data collection and analysis
- Proven experience in conducting research.
- Experience in undertaking baseline survey of similar projects
- Well demonstrated ability in undertaking Certification schemes and processes
- 5years demonstrated experience in social research and/ or policy analysis
- Knowledge of the coffee policy environment/ value chain will be an added advantage
- Conversant with application of cross cutting themes like gender mainstreaming
- Good working knowledge of M&E systems
- Strong writing skills

Interested and eligible applicants can send copies of their CV, testimonials and a copy of a report of similar work, technical proposal and financial proposal to the address below:

The Executive Director NUCAFE, email procurement@nucafe.org A hard copy should be hand delivered to NUCAFE office, Coffee house, second floor, Suite 2.7 Plot 35, Jinja Road.

The deadline for submission **16th/2/2018, 5:30am**

CAREER OPPORTUNITY (RE-ADVERTISED)

Job title: M&E officer (1)

Type of Employment: Full time Work station: Namanve

Job role: The Monitoring & Evaluation (M&E) Officer will be responsible for guiding staff and associations in setting targets under NUCAFE's overall performance management system. The role occupant will also be required to provide field support during the implementation of projects most especially in the lines of collecting data, analyzing and preparation of quarterly and annual reports for both donors and other stakeholders. This position will support overall planning, monitoring and evaluating of progress at NUCAFE.

Job Title: Social Entrepreneurial Specialist (1)

Type of Employment: Full time Work Station: Namanve

Job role: The Social Entrepreneurship Specialist will provide overall guidance, technical expertise and capacity building on social entrepreneurship with keen focus on family business management and succession planning development to provide social protection or business security for youth, women and farmers in general. This also involves aggressive support to strengthen family businesses within NUCAFE's membership for sustainability, developing and supporting all initiatives that scale-up the social entrepreneurial participation of youth and women in the coffee value chain.

The staff will also lead preparation and development of a sustainable environmental management policy inline with NUCAFE's coffee value chain greening initiatives.

Job Title: Company Driver (2)

Type of Employment: Full time Work station: Namanve

Job role: To provide secure and timely driving services. Pickup coffee from associations, Deliver payment transfers to the bank and/or the suppliers, assists with postage and with pick up of office purchases and any other tasks required by Executive Director and HR & Administrative Manager. Perform occasional handyman jobs inside the Office. The driver should possess driving permit with classes; B and CM.

All interested applicants should visit our website: www.nucafe.org for more information about the organization and the jobs herein advertised, send their detailed resumes (together with a cover letter), copies of the relevant Academic documents, a capability statement, contact details of at least two (2) professional referees not later than close of business on **11th/02/2018** to the Human Resource Officer at: human.resource@nucafe.org or by hard copy at our Head Offices at Coffee House, Jinja Road 2nd floor Suite 2.7.