**DRAFT**

**Terms of Reference for Service Provision**

**QuantumGIS training and backstopping**

**March 2014-June 2014**

(Service Provision under LIMAS Component 1.4)

# Background

**Lindi and Mtwara Agribusiness Support project ‘LIMAS’** is a bilateral development project, funded jointly by the Governments of Tanzania and Finland. The project is implemented in accordance with the development policies of the two Governments, MKUKUTA in Tanzania and Finnish Development Policy, which both target at poverty eradication and include gender equity, sustainable use of natural resources, adaptation and resilience to climate change and reducing of inequalities and as central cross-cutting objectives. LIMAS is supporting socially, environmentally and economically sustainable agribusiness development. LIMAS is being implemented in Newala and Liwale Districts mainly, in Mtwara and Lindi regions respectively.

* **The overall objective** of LIMAS is to contribute to economic development of Liwale and Newala Districts through agriculture and forestry production, processing and marketing enterprises.
* **The purpose** of LIMAS is to generate increased income for rural population in Newala and Liwale through exploiting viable and sustainable opportunities for competitive agribusiness.

**The LIMAS activities centre on the following:**

* Building viable market linkages for better market access, economy of scale and profitability;
* Strengthening skills and knowledge in business planning and the requirements in order for men and women to efficiently participate in the supply chain;
* Increasing productivity and production in agriculture and forestry in order to respond to market demands and improve competitiveness, whilst also building capacity for climate change adaptation;
* Securing tenurial rights to land and forests as well as other production resources;
* Sharing information and creating awareness on the necessary prerequisite and success factors for agribusiness to grow.

LIMAS has three components: (1)Business and rural development environment and foundation,(2) Sustainable agricultural production, processing and marketing, and (3) Sustainable forestry and beekeeping production, processing and marketing.Newala and Liwale District Coun**c**ils are in charge of the major part of activities under Component 1, while the other two components are managed by other service providers and the project Technical Assistance (TA) team.

LIMAS is being implemented by Newala and Liwale District Councils, farmers and farmer groups, rural community groups, forest users, individual entrepreneurs and private companies. Service providers – consultants, companies or organizations - are contracted for specific assignments as per needs. NIRAS Finland Ltd has been contracted by the Ministry for Foreign Affairs of Finland to coordinate and manage the use of Finnish funds for Project activities.

# Rationale

# As a part of supporting the establishment of sustainable forestry practices in Liwale District LIMAS has supported Liwale District Council in land use planning. Liwale District has a Participatory Land Use Planning (PLUM) team, which forms two sub teams who complete the two week long land use planning process in two villages simultaneously. The sub-teams have now completed in total 10 land use planning processes supported by LIMAS. Both sub teams need to be able to create draft maps during land use planning process in the villages and final versions for District Full Council (and further NLUPC) after the approval in Village Assembly.

# Since all GIS capable PLUM team members have recently been transferred outside Liwale, there is a need for training new GIS capable members for PLUM team. At the same time a decision was made to shift from ArcGIS to Quantum GIS for it is an open source software and, thus, more sustainable option for the continuation of land use planning in Liwale in the future.

# LIMAS is looking for a training service provider to improve Liwale district PLUM team’s capacity to complete GIS related tasks in land use planning using Quantum GIS.

# Objectives of the assignment

# At the end of this assignment Liwale District PLUM team knows how to use Quantum GIS in every step of Land Use Planning process and has enough skills in GIS to complete land use planning process without technical GIS support from outside. Maps made by PLUM team are informative, correct, and follow NLUPC requirements.

# Methodology

# PART 1 Intensive QGIS training in Liwale Town: Learning-by-doing-method approach with practical examples are used in the course with duration of 5 working days. The training material supports learning during the intensive course and serves as a basic manual in the future.

# PART 2 On-the-job-training in village, Liwale District: During the actual land use planning process in the selected village with duration of about three weeks. PLUM team members generate the GPS data, produce all maps and necessary “point-of-interest” information. The trainer/technician has mentoring/backstopping role. A basic “field guide” on the GIS tasks during land use planning will be prepared under the supervision of trainer/technician.

* **PART 3 Remote backstopping:** This part is optional and it will be provided if requested and need emerges. The need will be communicated by PLUM team to consultant and LIMAS.

# The main tasks of the assignment

# PART 1 Intensive QGIS training Intensive QGIS training for one week (5 working days) in Liwale town for max 10 participants. After this training, trainees have basic knowledge on how to use QGIS (e.g. insert and extract GPS points and tracks, create basic shape files, utilize available remote sensing data in map drawing, calculate areas for polygons, produce final output map). Trainees also know the right format for saving and sharing files. Consultant will see that every member has a QGIS on his/her computer in addition to basic data (roads, rivers, boundary data). After the training a quick assessment on the skills learned will be organized by the consultant to see the progress of trainees. The assessment will also be a basis for finding new GIS-capable members for PLUM team.

# PART 2 On-the-job-training in village

# On-the-job-training in village at the time of land use planning process for 3 weeks (exact timetable of field work is still to be confirmed) directly after the intensive course. Max 6 trainees, with assistance from trainer and/or technician, complete the GIS tasks needed in the course of land use planning process. The final outputs are the ‘existing land use map’ and ‘land use plan map’ and coordinate information needed for the reports. Maps and coordinate data for the villages where LUP has been completed earlier (10 villages) are checked and finalized during these three weeks with the help from the trainer/technician. Also practical guide for GIS tasks in LUP will be compiled during the field training.

# PART 3 Remote backstopping service until the end of June, optional

Remote backstopping will be provided for the district PLUM team by the trainer/technician for max 2 days/completed village, in total maximum 8 days. The need for this support comes from PLUM team to consultant and LIMAS and will be provided and invoiced only if requested.

# Reporting

# Report of the intensive training

* + List of trained people and assessment on their skills
  + Covered topics
  + Findings and recommendations
  + Training material attached

# The draft report for intensive training and on-the-job-training in English will be presented to LIMAS at the latest a week after finishing the on-the-job-training.

* + Trained people and assessment on their skills
  + Covered topics
  + Findings and recommendations
  + Estimation on the need of support in the future
  + Basic guide for GIS in land use planning will be prepared during the three-week process and shared as a part of the report.

# The draft final report including the possible backstopping needs will be presented to LIMAS at the end of the assignment (end of June 2014)

* + Emerged backstopping needs, how they were attended to
  + Findings and recommendations
  + Estimation on the need of support in the future

# After receiving the comments from LIMAS the Consultant will prepare a final report of the assignment, corresponding to this Terms of Reference to be delivered not later than 7 work days after the presentation.

# The modes and schedule of reporting will be included in the technical proposal by the Consultant. The contract will stipulate the penalties in case the agreed delivery deadlines for draft and final reports are not adhered to unless special circumstances justify delays.

# Work plan and time schedule

# Part 1 and part 2 take all together 1 month in Liwale out of which one week in Liwale town and 3 weeks in the village (very basic accommodation to be agreed with the district PLUM team during the first week of training, camping gear might be needed).

* The assignment will start one week before land use planning start and then continue in the village for three weeks. Expected starting date is the Monday of third week of March, but this will be confirmed closer to the date, for it depends on when the team is ready to start LUP process.

# Required expertise and qualifications

# Minimum requirements PART 1 – One trainer with

* + At least 3 years of professional experience in QGIS;
  + At least 3 years of experience in training people;
  + Some experience in training new QGIS users with very low computing skills as a starting point ;
  + Demonstrated ability to work independently and have good communication skills.
* Minimum requirements PART 2 – One trainer with
  + At least 1 year of professional experience in QGIS
  + Some experience in training new QGIS users with very low computing skills as a starting point ;
  + Capacity for field work and very basic accommodation
  + Demonstrated ability to work independently and have good communication skills.
* Minimum requirements PART 3 – One trainer with
  + At least 1 year of professional experience in QGIS
  + Some experience in training new QGIS users with very low computing skills as a starting point ;
  + Demonstrated ability to work independently and have good communication skills.

# Advantages: knowledge on land use planning and map requirements in NLUPC;

# Language skills: Fluent Kiswahili and capability to communicate and write reports in English.

# Cost sharing

The costs of the following items will be covered by LIMAS:

* Trainer fee or alternatively tuition fee for participants
* Trainers’ per diem (GoT rates: Liwale 30,000-65,000tsh, village 25,000-45,000tsh depending on the salary scale) and transportation to Liwale and back. Please include in the financial proposal.
* Field transport Liwale-village-Liwale will the same transport, that is used for land use planning;
* Training venue, projector, 5 GPSs

The trainer is expected to cover the following personal costs:

* Costs of Internet services.
* Use of own computer.
* Insurance and tax obligations.
* Any other costs not covered by the LIMAS.

Participants will bring their own computers.

# Proposal submission

Training service provider is requested to submit the following documents for LIMAS approval:

1. **Financial proposal**

* Part 1: tuition fee for trainees (max 10 persons) OR trainer fee/day (5 days). Other costs: DSA, transport, stationary (hand-outs etc.).
* Part 2: tuition fee for trainees (max 6, max 3 weeks) OR trainer’s field facilitation fee per day (max 21 days), other costs: see above.
* Part 3: distance training fee per day (max 8 days) + other costs: see above

1. **Technical proposal**

* Methodology, schedule and curriculum for part 1 and part 2.
* Reporting modes and schedule
* CV(’s) of the trainer(s) based on the requirements set in this ToR
* Other relevant information.

Proposals for the assignment should be submitted **no later than Wednesday 26th February 2014**.

Proposals should be forwarded to:

By email to: [je.ak@limas.or.tz](mailto:je.ak@limas.or.tz) with cc to [cta@limas.or.tz](mailto:cts@limas.or.tz).

Or

By regular mail to:

LIMAS

CTA

P.O. Box 113

Mtwara

For more information of the assignment contact Anna Kahkola, email [je.ak@limas.or.tz](mailto:je.ak@limas.or.tz), tel 0785 584 454.

# LIMAS supervision

The contracted service provider will be accountable to the LIMAS staff Anna Kahkola (0785 584 454, je.ak(a)limas.or.tz) and Hamza Nkumulwah (0789 973 311, fub(a)limas.or.tz) and Chief Technical Advisor (cta(a)limas.or.tz). For planning and implementing field work the contracted service provider will liaise with Anna Kahkola and Hamza Nkumulwa. For the possible backstopping needs service provider will be contacted directly by trainees, but requests will be cc’d to Anna Kahkola and Hamza Nkumulwa.