

Request for Proposal

Title of the assignment: Technical Vocational Education and Training for Livestock Technician

Period of the contract: August 2023 – June 2024

Location: Oyo state, Osun state, Ogun state, and Kwara state, Nigeria

TABLE OF CONTENTS

| | |
|---|---|
| 1. Background | 2 |
| 2. General Description | 2 |
| 3. General Objective | 3 |
| 4. Scope of Service | 3 |
| 5. The Request: Proposal | 5 |
| 6. Qualification of Service Providers | 6 |
| 7. Pricing | 6 |
| 8. Selection of Service Provider(s) | 7 |
| 9. Post Training Requirement | 7 |

1. BACKGROUND

The mass exodus of skilled professionals from Nigeria to overseas has constantly increased staff attrition rate for many organizations across different sectors of the economy. Thus, widening the gap between the numbers of available skilled workers in the labour market and the numbers needed for the industries to function optimally. In addition to this is the pre-existing mismatch between the skilled manpower required and that which is currently available.

Technical Vocational Education and Training (TVET) system has proven to be a mechanism capable of closing existing skill gap sustainably. The development of the National Skills Qualification Framework (NSQF) as a recognized alternative route to the conventional educational system which focuses on acquiring industry needed skills in real work environments is gradually creating a national reorientation towards skills training. This approach will ultimately ensure the availability and accessibility of skilled labor, and reduce unemployment due to lack of skill, and the number of out-of-school children in Nigeria.

The Agricultural Training Centre (ATC) is an initiative of selected agribusinesses and other stakeholders of the Nigerian agricultural sector that is focused on providing demand-driven, value-based, and technical trainings for the sector. The ATC currently operates under the **Microfinance Learning and Development Centre (MLDC)**, which was initially established to provide capacity-building interventions for the Nigerian Microfinance sector. The MLDC is a strategic project implementation partner for the AFOS Foundation in Nigeria.

AFOS Foundation, a German NGO, as part of its agricultural project, aims to improve the efficiency of local agricultural value chains, increase food production, and create a skilled workforce within the industry, thereby improving the incomes of farmers, micro and small enterprises (MSEs) and established agribusinesses.

This will be done by partnering with other stakeholders to deliver tailored agricultural Technical Vocational Education and Training (TVET) in line with the National Skills Qualification Framework (NSQF) being implemented by the National Board for Technical Education (NBTE). One of the core programs of AFOS Foundation in this regard is the Technical Vocational Education and Training of Poultry Quality Technician (Poultry Quality Control Assistant) for the purpose of the National Skill Qualification (NSQ) Level 3 Award.

2. GENERAL DESCRIPTION

Chi Farms Limited, TUNS Farms, Big Dutchman, Dayntee Farms, Obasanjo Farms, and Animal Care Consults, in partnership with AFOS Foundation and the Agriculture Training Centre through the Microfinance Learning and Development Centre seek to build the competency of up to thirty (30) unskilled labors (casual workers).

3. GENERAL OBJECTIVES

This Technical Vocational Education and Training program targets the systematic enhancement of the technical qualification and competency of the unskilled workforce and achieve a nationally recognized qualification. The main components of the program are the building and expansion of technical competency required to carry out job functions efficiently and effectively in real-time. The National Skill Qualification (NSQ) seeks to bring a structured approach and standardization of competency development; hence the award of National Skills Qualification Level 3 will ensure a successful transition from being unskilled to skilled and recognized.

4. SCOPE OF SERVICE

To achieve its overall program objectives, Chi Farms Limited, TUNS Farms, Big Dutchman, Dayntee Farms, Obasanjo Farms, and Animal Care Consults, in partnership with AFOS Foundation and the Agriculture Training Centre through the Microfinance Learning and Development Centre seek the services of training provider(s) to facilitate:

1. A Refresher course and training of trainers (ToT) in line with global best didactic practices for a period of 5 days.
2. Classroom training of trainees, in line with the NSQ Level 3 National Occupational Standard (NOS) for Poultry Quality Control Assistant, covering a ten (10) month period.

Table 1.1 – Suggested Refresher Course and ToT

| S/N | Course Title | Duration(Days) |
|-----------|---|----------------|
| 1. | Basics in Vocational Education | |
| | <ul style="list-style-type: none"> • Company values, employee status, responsibilities, general demands • General targets and pictures of training profile “livestock technician” • Reflection on individual trainer personality, characteristics, and experience (strengths and weaknesses, group feedback, needs assessment) | |
| 2. | Didactics | |
| | <ul style="list-style-type: none"> • Theory of learning: (visual, auditive, active in writing, exercising, practicing, watching, reflecting) • Deduction of adequate methodology: introduction and practice in presentation, moderation (group regulation), simulation, exercises, role plays, etc. • Social competence, e.g. handling conflict, resistance, and personal issues • Motivation of trainees | |
| 3. | Training design | |
| | <ul style="list-style-type: none"> • Planning and preparation of training lessons • Combination of training content, method, training target, and dedicated time (draft of timetables). • Change of methods and training context to keep up attention | |
| 4. | Knowledge and Skill development | |
| | <ul style="list-style-type: none"> • Quality Management in Poultry production • Quality Management in Broiler processing • Food Safety and Hazard Analysis Critical Control Point (HACCP) | |
| 5. | Familiarization with courseware, training equipment, important plant spots / production procedures: | |
| | <ul style="list-style-type: none"> • As per actual courseware and site conditions | |
| 6. | Specific update in relevant work regulations, e.g.: | |
| | <ul style="list-style-type: none"> • Health and safety • Work time schedule.... • Liabilities, copy rights • Record keeping and data management | |
| 7. | Familiarization with National Occupational Standards (NOS), National Skills Qualification Framework (NSQF), including NSQ Assessment Methods | |
| | | |
| | Total Training Days | 5 |

Table 1.2 – Trainees Curriculum

| S/N | Course Title | Duration(days) |
|--|---|----------------|
| NOS Mandatory Units | | |
| 1 | Health, Safety, and Environment | 5 |
| 2 | Communication in the Work Environment | |
| 3 | Teamwork | |
| 4 | Quality Control in Poultry Production (Brooding and Rearing) | 5 |
| 5 | Quality Control in Poultry Production (Broilers and Layers) | 5 |
| 6 | Quality Control in Feed and Feed Milling | 5 |
| 7 | Quality Control in Broiler Processing | 5 |
| Pre-requisites and Additional Units | | |
| 8 | Introduction to Animal Husbandry (Poultry and Aquaculture) | 5 |
| 9 | Introduction to Measurement, Regulation, and Calibration | 5 |
| 10 | Compliance with legal and regulatory bodies/aspects of biosecurity , vaccinations, personal hygiene, cross-infection / audits, certifications, standards, risk management, emergency management, health and safety management, ... | 5 |
| 11 | Record Keeping, data management, economics (quality vs costs, triangle of time – cost - quality), | 5 |
| 12 | People Management | 5 |
| Total Training Days | | 50 |

5. THE REQUEST: PROPOSAL

We therefore request that interested service providers submit a detailed proposal for the above-listed training(s) in the areas of their competence. The proposal should include the CAC registration status of the Company, evidence of NBTE accreditation to offer assessors training, a profile of the proposed facilitators for the selected training(s) reflecting their competence, the Company’s profile, and proposed cost for the training(s).

The Provider is required to structure the costing along the two (2) highlighted training areas in Tables 1.1 and 1.2 above. The competence of providers will be evaluated independently on the two (2) training areas. The Training provider shall submit a detailed proposal that captures the scope of this request, which will be reviewed, discussed, and finalized.

The training provider is expected to develop and deliver the course curriculum in line with the National Occupational Standard (NOS), and requirements of government regulators such as the Nigeria Institute of Animal Science (NIAS), National Board for Technical Education (NBTE), National Agency for Food and Drug

Administration and Control (NAFDAC) etc., other specified learning outcome(s), and globally accepted standards for such courses. In addition, they are also expected to provide a course manual (training materials) to all participants. The training should cater to two (2) different categories of participants based on the highlighted curriculums:

1. TVET In-Plant Trainer: This category is made up of a maximum of thirty (30) participants with technical competency in quality assurance/quality control and proven industry experience.
2. TVET Trainees: Unskilled and semi-skilled labour currently employed by partnering agribusiness industry with no formal background in poultry production and poultry quality control/quality assurance. Also made up of a maximum (30) participant.

Should the training provider have a standard training center with a good ambience, including state-of-the-art facilities, the proposal should include this. The Clients (TGI/Chi Farms, TUNS Farms, Big Dutchman, Dayntee Farms, Animal Care Consults, Obasanjo Farms, and AFOS Foundation) will provide the refreshments for the trainings.

These periodic trainings are to commence in August 2023 to June 2024 over an eleven (11) months period based on an agreed schedule. The proposed dates for the trainings will be agreed upon with the service (training) provider(s) before the commencement of the contract.

6. QUALIFICATION OF SERVICE PROVIDERS

Service providers are asked to:

- Provide evidence about their expertise in the delivery of technical/vocational trainings and the knowledge field of the livestock (poultry) industry (with a focus on low-incometrainees)
- Give a brief outline of experiences. It will be beneficial to indicate references explaining the scope, duration, and efficiency of previous similar systems.
- Explain underlying expertise for the execution.
- Introduce the team that will carry out the assignment and their expertise.
- Any additional information on the quality of the services that will be provided is beneficial.

7. PRICING

It will be assumed that the indicated prices are valid until the indicated end of the project. The pricing should be in Naira and should be inclusive of VAT.

NB: AFOS is an International Non-Governmental Organization following its Cooperation Agreement with the Federal Republic of Nigeria and registration with the Corporate Affairs Commission by which status benefits from zero-rated VAT on goods purchased for humanitarian donor-funded projects as provided in VAT Act Part III (3).

8. SELECTION OF SERVICE PROVIDER(S)

The selection of service providers will take place in December 2021. Service providers need to be looked at as valuable and reliable partners. AFOS Foundation administers German public funds and is therefore asked to realize its projects in a cost-effective way. AFOS Foundation attaches a high value to quality and compliance, and the stakeholders will consider the following in the evaluation:

- Strategic Partnership – We are looking for a service provider who understands the dynamics of non-government organizations, and who will understand AFOS's vision and thus provide a guide towards achieving our aims with this project.
- Deep Industry Knowledge – Considering our focus on the Nigerian agricultural sector, we expect to work with service providers with considerable experience in competency development in the agricultural sector especially in training delivery and Food Safety/Quality consultancy.

9. POST- TRAINING REQUIREMENTS

I. OUTPUTS

- Participants' written and practical assessment.
- Training evaluation report.
- Periodic progress/status report during the contract period.
- Copies of materials/modules used for training.
- Certificate of participation for each participant.

II. TRAINING REPORT

The training report should be done in MS Word and submitted not more than a week after the training session is delivered. The overall report should at the least follow the suggested format:

- Title page - Name of the country, date, name of authors.
- Executive Summary - Provide a summary of the training, findings, and conclusions (should not exceed 1 page).
- Profile of responsible persons/team - Present the main facilitator.
- Methodology - Describe the methods used to implement the training including the various scenarios during this process.
- Findings - Participant assessment, training evaluation, key challenges/issues identified, and suggested initiatives/projects.
- Recommendations –required responses to be made by the programme to further improve the competency levels.
- Conclusion

Please Revert to the AFOS website to apply or click on the attached [link](#)