 

Terms of Reference:

**Internship Support**

# Background

Climate change projections for East Africa show an increase in temperatures and a higher occurrence of climatic shocks (droughts and floods). This coupled with the expected exponential increase in human population currently averaging 3% in Tanzania and Uganda, and 2.5% in Kenya, poses a serious threat to the future development of the three East African economies.

SNV Netherlands Development Organisation is the lead implementing party for the Climate Resilient Agribusiness for Tomorrow (CRAFT) Project in Kenya, Tanzania and Uganda. This five-year project, with funding from the Netherlands Ministry of Foreign Affairs, is implemented in partnership with Wageningen University and Environmental Research, CGIAR’s Research Program on Climate Change, Agriculture and Food Security (CCAFS), Agriterra, and Rabo Partnerships. The consortium offers a strong platform to not only manage and coordinate a robust climate smart agriculture project, but also provide targeted technical assistance, business facilitation, as well as research and knowledge management support.

The project uses an Inclusive Business development approach to support the international and Dutch efforts on climate change and sustainable production in arable farming. The project, through its Climate Innovation and Investment Facility, will leverage €10 million in private sector investments, and will work with and through the private sector and support public sector partners in creating an institutional environment for wide-scale adoption of climate smart agricultural practices and technologies.

Objective of the engagement

CRAFT project seeks to engage with an organization to support its six-month internship program. The interns will be stationed at business champion premises as well as at SNV offices in Kampala, Lira and Fort Portal.

This will therefore involve at least 50% time in the field where interns are placed.

# Scope of work

* Support onboarding process for the interns.
* Pre-placement training to prepare the interns with work force readiness skills.
* On job coaching and mentoring support. Coordinate with the technical supervisors of the interns around: How to work with the interns.
* Performance tracking. Coordinate work assignments, performance, and other relevant issues with the technical supervisors.
* Definition of the agreed milestones
* Performance management, supervisory support including reporting and feedback management.
* Support the technical supervisors around: How to work with the interns, target setting, and overall coordination.
* Organise periodic training session around the specific content themes, BC financing, climate change impact on agribusiness, value-based business management, gender equality and social inclusion.
* Mid and end term evaluation of interns’ performance.
* Support the interns with documenting their learnings and prepare one case study of the whole exercise.
* Liaison between operations team and interns around their logistical support
* Organise an end of assignment learning event

# Duration of the assignment

Seven months, although the internship is for six months. This gives time for initial preparation and final report submission.

# Deliverables and time schedule

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| --- | --- | --- |
| **#** | **Milestone (Deliverable)** | **Period** |
| 1. | Inception report | 1 Week after signing contract |
| 2. | Mid-term report | After three months |
| 3. | Final report | In the seventh month |

# Reporting

The successful offeror shall report to the CRAFT Uganda Project Manager or his/her designate.

Required qualifications

* + A legal entity
  + A strong track record in conducting similar activities in Uganda.
  + Excellent knowledge and skills in managing internship program.
  + Appropriate staff to manage the internship.
  + Excellent skills in youth empowerment, with strong women empowerment focus

# Selection criteria

|  |  |  |
| --- | --- | --- |
|  | 1. **Criteria** | **Maximum score** |
| 1 | **Relevant experience** | 20 |
| 2 | **Technical Proposal** – demonstrating  -a clear understanding of the assignment (methodology and approach to be used)  -a viable and appropriate methodology, and  -a realistic operational plan (including with proposed timeline) | 40 |
| 3 | **Team composition** – Qualifications and relevant experience of the key personnel (CVs) | 25 |
| 4 | **Financial Proposal** – A realistic breakdown of all costs required to deliver the assignment that demonstrates value for money (including clear units/unit costs, separating professional fees, from operational fees such as per diems, hotels, transport, and other reimbursable costs). SNV may explore an option of coordinating the logistics involved. | 15 |
|  | **TOTAL** | 100 |

How to apply

Kindly apply by submitting electronic copies of the above required documents through email; [ugandatenders@snv.org](mailto:ugandatenders@snv.org) by September 2, **2021.**