



Terms of Reference for Development and Delivery of a Training of Trainers (ToT) on Agroecological and Agroforestry Practices.

1. Background

HEKS/EPER, in coordination with iGravity (<https://www.igravity.net/>), and MEACCE is supporting smallholder farmers in Mbale – Mt Elgon Region (Uganda) to enhance agroecological practices, improve food security, and increase resilience to climate change. The initiative, which is a component of the project “MEACCE - Improving the food security and resilience of Ugandan coffee farmers”, funded by SSNUP (Smallholder Safety Net Upscaling Programme), focuses on sustainable production within coffee plantations; integrating intercropping; kitchen gardening techniques, and improving post-harvest handling for better quality products. To scale up these practices, HEKS/EPER seeks to hire a qualified consultant(s) or consulting firm to develop a comprehensive Training of Trainers (ToT) curriculum and provide technical backstopping throughout the capacity-building process.

2. Organizations Coordinating and overseeing the Assignment.

a. HEKS/EPER.

HEKS/EPER (Swiss Church Aid) is an aid organization founded in 1946 by the Federation of Swiss Protestant Churches to champion the cause of a more humane and just world and life in dignity. HEKS/EPER operates towards more equitable, peaceful, resilient societies to facilitate systemic change in land and natural resources governance to overcome social, political and economic discrimination. HEKS/EPER has been operational in Uganda since 2018 and is part of the broader HEKS/EPER presence in the region, including South Sudan. The Uganda Country Office is located in Muyenga, Kampala.

b. MEACCE.

The Mount Elgon Agroforestry Coffee Cooperative Enterprise (MEACCE <https://mtelgoncoffee.com/>) is a farmer-owned cooperative representing 3,832 smallholder coffee farmers in Eastern Uganda. The cooperative's mission is to enhance the livelihoods of its members by promoting sustainable coffee farming while ensuring environmental protection and food security. MEACCE is committed to fair trade and organic certification, which enables its members to receive premium pricing for their coffee exports, primarily to Europe.

c. iGravity

iGravity is Swiss advisory and investment firm driving impact through innovative finance and entrepreneurship. Since 2017, iGravity has partnered with public, philanthropic, and financial investors to design innovative financing solutions, empower high-impact enterprises, and create unique investment opportunities that generate both financial returns and meaningful social and environmental change. iGravity has offices in Zurich (Switzerland), Milan (Italy), Kampala (Uganda), and Nairobi (Kenya)

3. Overall Objective and Impact

The assignment aims to enhance food security and resilience among smallholder coffee farmers registered with MEACCE in Eastern Uganda. This will be achieved through improved post-harvest handling and value addition for food crops, and the promotion of agroforestry practices. The intervention directly contributes to strengthening the safety nets of farming households engaged in the coffee value chain.

4. Purpose and Scope of the Consultancy

The purpose of the consultancy is to strengthen agroecological practices and climate-resilient livelihoods among smallholder coffee farmers in Eastern Uganda, particularly those registered under MEACCE.

The consultancy will focus on three core areas: improving food crop preservation and value addition, promoting agroforestry practices within coffee farming systems, and enhancing farmer knowledge through participatory learning approaches.

Specifically, the consultant(s) will:

- Lead the design and delivery of capacity-building activities for Community Knowledge Workers (CKWs), equipping them with practical skills in post-harvest handling, preservation, and food processing techniques for crops such as matooke, beans, and vegetables. These interventions aim to reduce post-harvest losses, enhance food availability during lean seasons, and improve household incomes.
- Support the integration and expansion of agroforestry systems within coffee production landscapes, including the promotion of fodder indigenous trees, soil conservation measures, and complementary supporting activities (e.g. beekeeping). These practices are essential for improving soil health, mitigating erosion risks in landslide-prone areas of Mt. Elgon, and increasing the ecological and economic resilience of farming systems.
- Facilitate the implementation of Farmer Field Schools (FFS) as platforms for experiential learning, peer exchange, and practical demonstration of sustainable farming practices, thereby strengthening knowledge dissemination and adoption at the community level.
- Ensure that the outcomes from this consultancy will inform project adjustments and scale-up strategies. They will also contribute to refining technical content, optimizing MEACCE's delivery model, and strengthening linkages with farmer cooperatives.

5. Duration and Geographical Scope

The consultancy will run over a period of 20 weeks through a phased approach, from the date of the contract signing. Implementation will take place in Mbale and the Mt. Elgon region, with field activities at various farmers' training sites.

Proposed Timeline:

Period	Activities	Responsible	Comments
Weeks 1–2	Contract signing, kick-off meetings, and production of the Inception Report/detailed workplan	HEKS/EPER	Inception report approved by Project Team ¹
Weeks 3–4	Desk review/field visit, and identification of training and support needs	Consultants, MEACCE	
Weeks 5–6	Design of training modules	Consultants	Approval by Project Team
Weeks 7–15	Training	Consultants, MEACCE	
Weeks 16–18	Field phase: coaching/follow-up of trained farmers' groups	Consultants, MEACCE	To be implemented in phases once the CKWs have completed the farmers training.
Weeks 18-19	Draft report production	Consultants	
Weeks 19-20	Feedback on the draft report and Finalization of the report	Consultants and Project Team	Final report approved by Project Team

¹ HEKS/EPER; MEACCE; iGravity

6. Specific Tasks.

The assignment aims to build the capacity of 12 Community Knowledge Workers (CKWs) to train approximately 1,200 smallholder farmers through Farmer Field Schools (FFS) on climate-smart and agroecological practices. The consultant/firm will undertake the following:

a) Curriculum Development;

- Design a context-specific Training of Trainers (ToT) curriculum grounded in best practices and a localized needs assessment.
- Cover key thematic areas, including:
 - Agroecological production principles
 - Intercropping systems (e.g., matoke, beans, household/kitchen gardens)
 - Post-harvest handling: harvesting, grading, storage, and preservation techniques
 - Agroforestry integration in coffee-based farming systems including tree nursery management, multiplication methodology and sustainable land use; seedling sourcing and propagation; on-farm tree planting; survival rate assessments of planted trees, etc.
- Ensure the curriculum reflects local agroecological conditions, gender and inclusion dimensions, and market-oriented approaches.

b) Delivery of Training of Trainers (ToT)

- Conduct a participatory and experiential ToT for the 12 CKWs using demonstration plots and FFS methodologies.
- Apply adult-learning principles, practical sessions, and visual aids to enhance knowledge retention and skills transfer.
- Promote gender equity, youth engagement, and environmental sustainability throughout the training process.

c) Technical Support and Quality Assurance

- Provide ongoing coaching and technical backstopping to CKWs as they deliver step-down training to approximately 1,200 smallholder farmers (~100 per CKW).
- Monitor and assess the effectiveness and quality of the farmer trainings.
- Recommend adjustments to ensure relevance, inclusivity, and sustainability of the learning process.
- Conduct field visits for technical coaching and quality assurance.
- Document implementation progress, lessons learned, and adaptive recommendations.

7. Methodology

The consultant(s) will submit a detailed Start-Up/Inception Report outlining the final methodology.

Core components shall include:

- a) Field-based needs assessment to identify knowledge gaps and adapt training content.
- b) Delivery of both group-based capacity building and one-on-one coaching for lead farmers.
- c) Facilitation of farmer exchange visits to promote peer learning and local innovation.
- d) Use of structured monitoring tools and feedback loops for quality assurance.
- e) Implementation of targeted strategies to engage women-headed households and vulnerable groups in training activities.

8. Deliverables

- a) Inception Report within a week from signing the contract;
- b) Curriculum for the ToT Training;



- c) Training conducted and report;
- d) Field Assessment conducted and Reports;
- e) End of the Consultancy Final Technical Report and Recommendations.

9. Profile of the Consultant

The consultant(s) or firm must have:

- a) Advanced degree in agronomy, agroecology, or related fields.
- b) Proven experience in curriculum development and facilitation of ToT in agricultural contexts.
- c) Familiarity with Farmer Field School (FFS) methodologies.
- d) Experience in participatory approaches and working with community-based actors.
- e) Strong understanding of climate-smart and agroecological farming.
- f) Excellent communication, reporting, and intercultural facilitation skills.

10. Reporting and Coordination

The consultant(s) will report to the General Manager of MEACCE and the HEKS/EPER Country Director. The assignment will be coordinated directly with the MEACCE Technical Team and other partners including iGravity. All deliverables must be approved by HEKS/EPER, MEACCE and iGravity (i.e. Project Team).

11. Application Requirements

Interested consultants are invited to submit their applications with the following;

- a) A technical proposal outlining understanding of the assignment, methodology, and work plan.
- b) Financial proposal (inclusive of all taxes and logistical costs).
- c) CV(s) of lead consultant and team members.
- d) Samples of relevant previous work.
- e) At least 2–3 references or recommendation letters
- f) Applications must be submitted to ugandaprocurement@heks-eper.org by the 16th of July 2025 4pm CoB.

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ToR Approved on the 02nd of July 2025 by:

Davide Naggi
HEKS/EPER Country Director