



## REQUEST FOR EXPRESSIONS OF INTEREST (TRAINING SERVICES- INDIVIDUAL SELECTION)

Country: Kenya

Name of project: Emergency Locust Response Project (ELRP)

Project No.: P174546

Assignment Title: Training on Safe Pesticide Management & Disposal of Waste Containers

Contract Reference No: KE-ICPAC-2024-ICS-09

1. IGAD Climate Prediction and Applications Centre (ICPAC) has received financing from the World Bank towards the cost of the **Emergency Locust Response Project (ELRP)** and intends to apply part of the proceeds for consulting services.
2. The training services (“the Services”) include Support ICPAC in **Training IGAD Member States Plant Protection Experts on Safe Pesticide Management and Disposal of Waste Containers**. The assignment is expected to take Sixty (60) calendar days from the date of commencement.
3. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [www.icpac.net/tenders/](http://www.icpac.net/tenders/) , or can be obtained at the address given below.
4. The Services Contracts are expected to be for periods indicated in respective TORs.
5. IGAD Climate Prediction and Applications Centre (the “Client”) through the **Project Implementation Unit (PIU) of Emergency Locust Response Project (ELRP)** now invites eligible consulting individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Experience in similar assignments: experience in similar environment and professional qualification to perform the tasks. Interested individuals must provide information indicating that they are qualified to perform the services (**attach detailed curriculum vitae (CV), copies of documentary evidence of academic qualifications, professional**

**qualifications, and registration/licensing with professional bodies (as applicable).**

The shortlisting criteria

The selected trainer will have the following educational background and general and specific skills and experiences:

- I- Education (35%):** A minimum of a Master's Degree in agriculture, environmental science, or a related field.
- II- General Skills (30%):**
- a. **Interpersonal Skills (15%):** Building relationships and collaborating with diverse stakeholders within IGAD, while also understanding cultural subtle distinctions, is an essential criterion for the role.
  - b. **Teaching and Training Skills (30%):** The candidate should have sufficient experience in designing and delivering training programs, including creating engaging materials and employing various methodologies. Candidates will get the highest mark if they 6 years or above experience in teaching.
  - c. **Communication and Networking Skills (25%):** As effective communication, both written and verbal (10%), is crucial for smooth interaction with stakeholders, a consultant's ability to convey complex information clearly is essential. Similarly, Networking Skills (10%), which are required for establishing connections with relevant entities, are paramount for the efficient execution of pesticide management practices. Equally, the capability to evaluate the effectiveness of the training program (5%) and the consultant's aptitude to measure the impact of the initiative (3%) should be evident. The assessment of candidates' performance in this criterion will be determined by their curriculum vitae (CV), cover letter, and professional work experience.
  - d. **Analytical and Problem-Solving Skills (30%):** The ability to analyze specific needs and challenges of member states (20%), coupled with effective problem-solving skills (10%) related to pesticide management and waste disposal, is crucial for tailoring and implementing successful training programs. The assessment of candidates' performance in this criterion will be determined by their curriculum vitae (CV) and professional work experience.
- III- Specific Skills and Experiences (35%):**
- a. **Technical Competence (30%):** The candidate must demonstrate an understanding of plant protection principles, including pest identification, monitoring processes, and the application of control measures. It is also crucial to have comprehensive knowledge of Safe Pesticide Management, which involves expertise in handling, storing, and using pesticides safely to mitigate environmental and health risks. Waste Management Expertise is equally important, with a focus on proper disposal of waste containers, especially those used for pesticides, to prevent environmental pollution. A background in Environmental Science is advantageous as it allows the trainer to provide valuable insights into the potential environmental impact of pesticide use.

- b. Professional Experience and Training (35%):** A minimum of 6 years of professional experience in pest management is required, with a specific emphasis on environmental assessments and pesticide management. Experience in Capacity Building, particularly in designing and implementing programs in the agricultural sector, is considered beneficial. Practical Field Experience, which involves collaborating with farmers, agricultural extension services, or relevant agencies, enhances the consultant's credibility and deepens their understanding of real-world challenges.
- c. Regulatory Compliance (20%):** The candidate demonstrate familiarity with national and international regulations regarding pesticide use and waste disposal in order to ensure adherence and compliance with legal standards.
- d. Adaptability and Innovation (15%):** Collaboration and stakeholder engagement are vital for successful plant protection initiatives. It is necessary for a skilled trainer in this field to demonstrate their ability to collaborate with diverse stakeholders and foster cooperation among farmers, organizations, government agencies, and research institutions.

*Candidates who score 70% or above will be shortlisted.*

- 6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" First Published July 2016 and revised Fifth Edition September 2023, ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
- 7. The trainer will be selected in accordance with the Individual Consultant Selection method set out in the World Bank Procurement Regulations.
- 8. Further information can be obtained at the address below from 0900 to 1400 hours East African Time (EAT) from Monday to Friday excluding public holidays.
- 9. Expressions of interest must be sent via email to [Procurement@icpac.net](mailto:Procurement@icpac.net) by **13 May 2024 at 1100 hours EAT**, quote the Assignment title and Contract No. in the subject row.

IGAD Climate Prediction and Applications Centre  
Attn: Procurement Unit  
IGAD Climate Prediction and Applications Centre- **ICPAC**  
Ngong Town Kibiko A Road, Near KIHBT  
T +254 - 020-3514426/ 0704470615  
E-mail: [Procurement@icpac.net](mailto:Procurement@icpac.net)



**IGAD Climate Prediction and Application Centre  
(ICPAC)**

**Emergency Locust Response Project (ELRP)**

Project ID Number: P174546

Project Implementation Unit: IGAD Food Security, Nutrition and Resilience  
Analysis Hub (IFRAH)

**Terms of References**

**for**

**Terms of References: Training Services for Safe Pesticide Management and  
Disposal of Waste Containers**

**Client**

IGAD Climate Prediction and Applications Centre (ICPAC)  
Ngong Town Kibiko A Road, Near KIHBT  
P.O.Box 10304-00100,  
Nairobi, Kenya

## **1. Introduction**

In the dynamic and critical arena of plant protection, it is crucial to adopt robust pest monitoring and surveillance systems. The intricate balance between enhancing agricultural output and safeguarding ecosystems requires the deployment of innovative and sustainable pest management solutions. This is particularly important when dealing with transboundary pests, which can easily cross national borders and pose significant risks to agricultural productivity, food security, and environmental integrity within the IGAD (Intergovernmental Authority on Development) region. It is of paramount importance to address and mitigate the impacts of these pests for numerous reasons.

Transboundary pests have the potential to devastate crops, leading to significant economic losses, reducing farmers' income, and potentially disrupting the economic stability of affected nations. This situation introduces a layer of vulnerability into the region's food supply chains, which are already facing challenges that compromise food security, such as climate change, conflict, and a lack of technological innovation.

Moreover, although adopting comprehensive pest management strategies can reinforce the region's ability to protect its food resources and ensure that the population has access to adequate, safe, and nutritious food, the inappropriate use of pesticides and other chemicals can cause severe environmental damage. This includes soil and water contamination, as well as adverse effects on non-target organisms, such as beneficial insects and wildlife.

However, the nature of transboundary pests requires a unified approach that goes beyond the capabilities of individual nations. In this context, IGAD plays a crucial role in promoting regional cooperation and coordination in pest management. The exchange of information regarding pest outbreaks, collaborative monitoring and surveillance efforts, and joint research initiatives on pest control techniques are essential for effective pest management. Such collective action can significantly improve readiness, response capabilities, and access to shared expertise and resources.

Therefore, with financial support from the World Bank's Emergency Locust Response Project (ELRP), IGAD is seeking a proficient trainer. This professional will be responsible for enhancing the capabilities of plant protection and environmental health experts from IGAD member states through specialized training in "Safe Pesticide Management and Disposal of Waste Containers." This initiative emphasizes the commitment to not only addressing immediate pest control needs but also advancing sustainable and environmentally friendly pest management practices across the region. This emphasizes the need for safe pesticide management and the proper disposal of waste containers, which are essential for ensuring sustainable agricultural practices and protecting the environment.

## **2. Objective**

The primary objective of this training initiative is to enhance environmental sustainability and agricultural productivity in the IGAD region. This will be achieved by improving the technical skills of approximately 28-35 professionals from the member states in the areas of plant protection and the safe management of pesticides. To accomplish this, the initiative will

prioritize the strengthening of knowledge, capacity building, and regional collaboration. Specific objectives include proposing strict regulatory frameworks, promoting Integrated Pest Management (IPM) strategies, enhancing the safe disposal and recycling of pesticide containers, advancing research and innovation in pest control, and facilitating cooperation and information sharing among member states. By implementing these strategies, IGAD aims to enhance food security in the region and contribute to its long-term prosperity and well-being.

### **3. Scope of Work**

The selected consultant (trainer) will be responsible for

The consultant (trainer) will have the responsibility of conducting a comprehensive examination and enhancing pesticide management and (container) waste disposal systems across the member states of the Intergovernmental Authority on Development (IGAD). The scope of work includes the following key activities:

- a. Analyzing the current policies, regulatory frameworks, and operational practices governing pesticide use and waste containers management within IGAD nations. This involves evaluating existing guidelines, practices, and procedures to identify gaps, inefficiencies, or areas requiring updates to meet international standards and best practices.
- b. Designing and implementing a structured needs assessment process, which may involve surveys and interactive workshops. The objective is to actively engage plant protection and environmental health specialists from across the IGAD region, gathering valuable insights and identifying specific training needs, challenges, and opportunities for improvement in pesticide management practices.
- c. Developing a comprehensive training curriculum based on the insights and data collected from the needs assessment. The curriculum should address the identified needs of plant protection professionals within IGAD member states and cover essential topics related to modern, safe, and effective pesticide management and disposal techniques.
- d. Facilitating and delivering the training sessions through digital platforms or traditional in-person methods, depending on logistical considerations and the preferences of the participating member states. The sessions will be interactive, engaging participants to ensure maximum understanding, retention, and practical application of the knowledge shared.
- e. Providing expert advice and support in the creation of standardized operating procedures (SOPs) for the safe management of pesticides and the disposal of their containers. This includes providing templates, best practice examples, and technical assistance to ensure that the SOPs are practical, effective, and aligned with international environmental and health safety standards.

- f. Compiling and presenting a detailed report that summarizes the findings from the needs assessment, evaluates the effectiveness of the training sessions, and outlines key observations and recommendations. This report will serve as a roadmap for IGAD member states, offering strategic guidance for ongoing and future initiatives aimed at strengthening capacity in pesticide management and environmental protection.

#### 4. Duration

The training program is expected to be conducted over a period of sixty (60) calendar days, commencing from the date the contract is signed. This estimated timeframe should be considered an indication only and that consultants shall be free to propose their own estimates.

#### 5. Deliverables

Table 1, below, illustrates the deliverables of the initiatives together with the estimated timeframe and the format reporting.

**Table 1: Deliverables of the Initiative**

<b>Deliverables/Report</b>	<b>Timeline for submission of report after contract commencement (day)</b>	<b>Number and format of reports presentation</b>
<b>Inception Report:</b> The report outlines a training program with a brief introduction, and objectives. It specifies training goals, tasks, coverage, participants, methodology, module breakdowns, audience, prerequisites, materials, logistics, timeline, monitoring, evaluation, and risk assessment. The report also includes stakeholder engagement and communication plans, concluding with a commitment to achieving program objectives.	10	Electronic copies of the report to IFRAH Coordinator and ICPAC director.
<b>Needs Assessment Report:</b> A comprehensive document detailing the specific needs and challenges related to safe pesticide management and waste container disposal within IGAD member states.	30	Presentation in a meeting and electronic copies to IFRAH Coordinator and ICPAC director.
<b>Training Program Materials:</b> Development of a detailed curriculum tailored to the identified needs, including training modules, presentations, handouts, and reference materials.	40	Electronic copy of the training materials to the ICPAC director and IFRAH Coordinator.
<b>Potential Trainees:</b> The trainer collaborates with IGAD member states to identify potential trainees, ensuring selection of individuals best suited for pest monitoring training. This strategic engagement enhances countries' technical capabilities in utilizing traps and pheromones for effective pest management.	40	Electronic copy of the list of trainees to the ICPAC director and IFRAH Coordinator.
<b>Pre- and Post-Training Assessment Tools and Report:</b> Creating assessments before and after	Pre-training assessment (45), post-training assessment (60)	Electronic copy of the list of trainees to the

training to assess participant knowledge and learning achievements		ICPAC director and IFRAH Coordinator.
<b>Training Sessions:</b> Execution of training sessions, conducted either virtually or in-person, as per the program design. Recorded versions of the training sessions for future reference and use by IGAD member states will also be delivered.	50	Presentation in a meeting and electronic copy (report) to the ICPAC director and IFRAH Coordinator
<b>Training Report:</b> After completing the training program, a comprehensive report will be compiled, summarizing the curriculum, materials, and delivery. It will encompass participant feedback, highlighting successes and areas for improvement. The trainer will offer valuable recommendations for future initiatives, contributing to ongoing training program enhancement.	55	Providing training sessions
<b>Guidance Document:</b> A set of standard operating procedures (SOPs) for safe pesticide management and disposal of waste containers, adaptable to the specific contexts of IGAD member states. Best practice guidelines for enhancing pesticide storage, handling, and disposal operations.	55	Presentation in a meeting and 1 electronic copy (report) to the supervisor, and additional copies to the ICPAC director and IFRAH Coordinator
<b>Final Comprehensive Report:</b> A detailed report summarizing the needs assessment findings, training delivery process, participant feedback, and measurable learning outcomes. Recommendations for ongoing capacity building, policy development, and implementation strategies for sustainable pesticide management practices.	60	One electronic copy to the supervisor, and additional copies to the ICPAC director and IFRAH Coordinator.

## 6. Payment Schedule

The payment schedules suggested for a successful contract performance will be discussed and negotiated with the chosen trainer, and the details can be found in the table presented as Table 2 below.

**Table 2: Proposed payment schedule**

S/No.	Deliverables	Timelines after contract commencement	Percentage of the contract amount
1.	Submission and Acceptance of Training Materials, Including Presentations, Handouts, and Practical Exercises	20 days	15 percent
2.	Conducting Training Workshop	50 days	50 percent
3.	Submission and Acceptance of final report	60 Days	35 percent



## 7. Obligations of IGAD

**Providing Access to Information:** The IGAD is obligated to provide the trainer with access to all relevant information.

**Facilitating Stakeholder Engagement:** The IGAD should facilitate communication and collaboration between the consultant and relevant stakeholders, including regulatory bodies, government agencies, research institutions, and industry representatives in IGAD member countries.

**Facilitating Field Visit:** The IGAD should facilitate the consultant to visit areas deemed necessary for tasks outlined in this document.

**Ensuring Timely Responses:** The IGAD is responsible for responding to queries and requests for clarification from the consultant in a timely manner to ensure the smooth progress of the consultancy.

**The Collaborative Decision-Making:** The IGAD should actively participate in collaborative decision-making processes, especially concerning the development of tailored capacity-enhancing materials and the implementation of recommendations. This involves providing input, feedback, and approvals as needed.

**Allocating Resources:** The IGAD is responsible for allocating necessary resources, including personnel and budgetary support, to facilitate the successful execution of the training, as outlined in the negotiated budget.

**Supporting Organizing Workshops:** The IGAD should support the organization of training workshops, including logistical arrangements, participant invitations, and any other requirements to ensure the effective conduct of the workshops.

**Reviewing and Approving Deliverables:** The IGAD is tasked with reviewing and approving key deliverables, such as the inception report, detailed assessment report, training materials, workshop reports, and the final training report, ensuring they align with the organization's goals and standards.

**Ensuring Compliance:** The IGAD should ensure that the consultancy activities comply with relevant IGAD policies, procedures, and ethical standards.

## 8. Obligations of the Trainer

**Conducting Thorough Assessment:** The trainer is responsible for conducting an objective examination of drone regulatory frameworks, administrative processes, and capacities within each IGAD country, identifying strengths, weaknesses, gaps, and areas for improvement.

**Developing Tailored Materials:** The trainer is obligated to develop comprehensive and tailored capacity-enhancing materials, including training modules, presentations, handouts, case studies, and practical exercises, addressing the specific needs and challenges of IGAD countries.

**Organizing Training Workshops:** The trainer is responsible for organizing and conducting training workshops, facilitating dynamic discussions, group exercises, and experience-sharing sessions to enhance the skills and knowledge of relevant stakeholders.

**Producing Timely Report:** The trainer is required to produce detailed and comprehensive reports, including an inception report, assessment report, training materials, workshop reports, and a final training report. These reports should present findings, insights, and actionable recommendations.

**Engaging with Stakeholders:** The trainer should actively engage with IGAD member countries' regulatory bodies and other stakeholders, seeking input, feedback, and collaboration to ensure the effectiveness and relevance of capacity-building initiatives.

**Adhering to Timeline and methodology:** Adhering to the agreed-upon timeline and methodology, the trainer is responsible for managing the consultancy activities efficiently and effectively, keeping the IGAD informed of progress and seeking clarification when necessary.

**Maintaining Confidentiality:** The trainer must treat all information obtained during the consultancy as confidential, seeking written consent from IGAD before disclosing any sensitive information.

**Ensuring Compliance and Quality:** The trainer is responsible for ensuring that all training activities comply with relevant international, regional, and national regulations and standards. The trainer should also maintain high-quality standards in the development of materials and the execution of the training workshop.

## 9. Management and accountability of the assignment

The trainer will report to the IGAD Food security, Nutrition, and Resilience analysis Hub (IFRAH) coordinator ([abdi.fidar@igad.int](mailto:abdi.fidar@igad.int)), providing regular updates on progress and seeking clarification on requirements when necessary.

## 10. Monitoring and Evaluation Framework

The monitoring and evaluation (M&E) framework for the training initiative is designed to ensure effective implementation, measure outcomes, and provide insights for continuous improvement. The framework is intended to (a) facilitate assessing the effectiveness of the training in enhancing the technical skills of plant protection professionals, (b) evaluate the impact of the training, and (c) measure the degree of alignment with ecologically sustainable transboundary pest control methods.

### Key Indicators

- I- **Skill Enhancement:** This will be measured by (a) evaluating the percentage of increase in participants' knowledge of pest behavior, trap deployment, and pheromone usage, and (b) the number of participants demonstrating proficiency in practical exercises.
- II- **Adoption of techniques:** This will be assessed through (a) the percentage of participants incorporating traps and pheromones in their pest control strategies post-training, and (b) the number of successful case studies shared by participants post-training.
- III- **Alignment with Sustainable Practices:** The indicator will be assessed by (a) the degree of reduction in the use of broad-spectrum chemical pesticides post-training, (b) number of participants implementing IPM strategies in their work, and (c) number of monitoring operations in which traps and pheromones are applied.

## **Data Sources**

- Pre and post-training assessments.
- Participant feedback during and after the training.
- Post-training reports and case studies from participants.
- Monitoring reports from IGAD member countries on pest control practices.

## **Evaluation Methodology**

- I- Baseline Assessment: A pre-training assessment will be conducted to establish the baseline knowledge and practices of participants. Similarly, data collection will be undertaken on current pest control methods employed in IGAD member countries.
- II- Formative Evaluation: Continuous monitoring will be undertaken during the training program to identify challenges and areas for improvement. In addition, regular feedback sessions will be conducted with participants to address immediate concerns and adapt training delivery.
- III- Summative Evaluation: Post-training assessment will be conducted to measure the knowledge gain and skill development of participants, analyzing post-training reports, seeking feedback from relevant stakeholders (on the impact of the training on pest control practices, and case studies submitted by participants).

## **Reporting and Documentation**

- I- Regular Updates: In addition to the milestone reports, progress reports will be submitted to the IFRAH Coordinator on a regular basis, preferably monthly. However, if any unexpected challenges arise during the training, an immediate report will be provided for prompt resolution.
- II- Final Reports
  - Inception Report (Day 10): Overview of the training program with detailed plans and objectives.
  - Training Workshop Report (Day 55): Comprehensive summary of the entire training program, including participant feedback and recommendations.
  - Final Report (Day 60): A consolidated report highlighting key findings, recommendations, and the overall impact of the training.

## 11. Application Process

Expressions of interest must be sent by **13 May 2024 at 1100hours EAT**. Send application by email to: [Procurement@icpac.net](mailto:Procurement@icpac.net) (Hard copies will not be accepted) **The bid should have the Assignment title and Contract Reference No. in the subject row.**

### **Address:**

IGAD Climate Prediction and Applications Centre  
Attn: Procurement Unit  
IGAD Climate Prediction and Applications Centre- **ICPAC**  
Ngong Town Kibiko A Road, Near KIHBT  
**T** +254 0203514426/ 0704470615  
E-mail: [Procurement@icpac.net](mailto:Procurement@icpac.net)