Engagement of Professional Agricultural Extension Experts for Strengthening SenzAgro’s Technical Capacity

# Background

SenzAgro is committed to delivering state-of-the-art agricultural technology solutions, empowering farmers to enhance productivity and adopt precision farming techniques. As part of its mission to improve service quality and support farmers in adopting the latest agronomic practices, SenzAgro aims to strengthen its technical capacity. This will involve setting industry standards, developing operational procedures, providing advanced training, and connecting farmers to continuous agronomic advisories.

In collaboration with agricultural extension experts, SenzAgro will ensure that the services offered align with regional agricultural requirements and national guidelines. This initiative will contribute to long-term agricultural sustainability and productivity improvements for the farmers engaged with the SenzAgro platform.

# Objective

To engage professional and experienced agricultural extension experts to strengthen SenzAgro’s technical capacity, enabling the company to:

* Set industry standards in line with agricultural norms.
* Establish and document operational procedures.
* Provide comprehensive training to farmers.
* Connect farmers to ongoing agronomic advisories.

# Scope of Work

## Setting Standards

* Collaborate with agricultural extension experts to set standards that align with sector norms and regulations as prescribed by the Department of Agriculture.
* Ensure the standards reflect best practices tailored to the crops and agricultural practices relevant to the region.

## Establishing Operational Procedures

* Develop detailed operational procedures based on the established standards.
* Ensure that the procedures address critical aspects of farming, such as planting schedules, irrigation management, pest control, and post-harvest handling.

## Training and Capacity Building

* Conduct training programs to upgrade the knowledge and skills of the SenzAgro team, especially in the Crop Agronomy Section.
* Focus on the adoption of the newly developed standards and operational procedures, ensuring practical application on the ground.
* Deliver hands-on sessions for farmers to enable the integration of these practices into their daily operations.

## Improving Agronomic Advisories

* Provide improvements for the SenzAgro Crop Agronomy section.
* Improve the capacity of the SenzAgro team to help them connect farmers with the SenzAgro Crop Agronomy section for ongoing support on crop management, weather patterns, pest control, and best farming practices.
* Ensure the advisories are region-specific, timely, and actionable.

## Validation with the Department of Agriculture

* Collaborate with the Department of Agriculture, preferably at Gannoruwa, Kandy, to validate the established standards and procedures.
* Improve SenzAgro's readiness to obtain necessary approvals and certifications in compliance with local agricultural regulations confirming adherence to established standards.

# Deliverables

* A comprehensive report detailing the standards and operational procedures developed in consultation with agricultural experts.
* Deliver training programs on the new standards and procedures to SenzAgro staff members.
* A comprehensive procedure of "delivering agronomic advisories to farmers based on region-specific, season-specific and crop-specific details" for SenzAgro staff membes.
* Recommend approaches and channels to deliver agronomic advisories based on modern agriculture technology such as weather stations, IoT-based sensors, etc.
* A detailed plan for practical implementation of tailoring and disseminating context-specific agronomical advisories.
* Provide analysis and recommendations for the SenzAgro Crop agronomy section.
* Provide guidance and roadmap to enhance SenzAgro's readiness level to obtain necessary approvals and certifications in compliance with local agricultural regulations (from the Department of Agriculture) confirming adherence to established standards.

# Timeline

The engagement is expected to last between 8 to 15 weeks, with all deliverables completed by 20th February 2025.

# Team Composition

* Lead Agricultural Extension Expert: Responsible for setting and validating agricultural standards.
* Training and Development Coordinator: Oversees the design and delivery of training programs to enhance farmers’ skills.
* Agronomic Advisory Coordinator: Manages the advisory system that connects farmers to agronomic experts.

# Required Skills and Qualifications

* Extensive experience in agricultural extension services, with a proven track record of developing and implementing standards aligned with Department of Agriculture guidelines.
* Strong experience in designing and delivering training programs for farmers and rural communities.
* Familiarity with regional agricultural challenges and experience in managing agronomic advisory systems.

# Budget

The financial proposal should be updated in the format defined in [**Annexure 2**](#js8swgc7edoa)**.**

# Reporting

Progress reports will be submitted at regular intervals, providing updates on the development and implementation of standards, the delivery of training programs, and the effectiveness of the advisory system. The final report will include certification from the Department of Agriculture.

# Evaluation Criteria

Proposals will be evaluated based on the following criteria:

* Experience and Expertise (40%)
  + Proven expertise in agricultural extension services.
  + Demonstrated experience in setting agricultural standards and procedures in compliance with national or regional norms.
  + Experience in providing training to farmers and rural communities.
  + Familiarity with local agricultural practices and the ability to provide region-specific advisories.
* Technical Approach (30%)
  + Detailed approach to setting standards and operational procedures.
  + Clarity and feasibility of the training and capacity-building programs.
  + The proposed system for connecting farmers to agronomic advisories, including its sustainability and effectiveness.
* Work Plan and Timeline (20%)
  + A comprehensive and realistic work plan that outlines the key activities and timelines.
  + Ability to meet project deadlines and deliver on milestones.
* Budget Proposal (10%)
  + Cost-effectiveness of the proposal in relation to the scope of work.
  + Detailed budget breakdown, including resource allocation for each task.

# Annexures

**Annexure 1**

| 1. Name of the assignment | Engagement of Professional Agricultural Extension Experts for Strengthening SenzAgro’s Technical Capacity |
| --- | --- |
| 1. Method of selection | Direct Contract |
| 1. SenzAgro officer in charge | Mr. Miller Rajendran  Address: SenzAgro Solutions, No.09 Mary’s Road, Colombo 04, Sri Lanka  Telephone: +94750395802  Email: miller@senzmate.com |
| 1. Type of contract | Time-based contract |
| 1. Contents of proposal | The Proposal shall comprise the documents and forms listed below:   1. Price Quotation for the Service 2. Curriculum Vitae of the persons assigned 3. Detailed Approach Plan Proposal |
| 1. Proposal submission deadline | Date: 04th November 2024  Time: 05.00 PM (IST) |
| 1. Proposal submission address | Email to the above-mentioned in 3. |
| 1. Expected date for the negotiations | 07h November 2024 |
| 1. Expected date for the commencement of services | 10th November 2024 |
| 1. Taxes | The SenzAgro evaluation of the Price Quotation shall include taxes and duties in Sri Lanka. |

**Annexure 2: Form of Price Quotation**

To: Mr. Miller Rajendran

Engagement of Professional Agricultural Extension Experts for Strengthening SenzAgro’s Technical Capacity

Dear Sir:

We, the undersigned, offer to provide the contract services for “Engagement of Professional Agricultural Extension Experts for Strengthening SenzAgro’s Technical Capacity” in accordance with your Request for Quotation dated 30th October 2024.

The Price offered by this quotation is LKR ●●●(●●●), including all indirect local taxes.

| Remuneration | | | | | |
| --- | --- | --- | --- | --- | --- |
| No. | Name | Position | Person-month Remuneration Rate | Time input in person/month | Cost |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| Total of Remuneration | | | | |  |

| Reimbursable items | | | | | |
| --- | --- | --- | --- | --- | --- |
| No. | Type of Reimbursable expenses | Unit | Unit Cost | Quantity | Cost |
| 1 | {e.g., national air travel} | {Trip} |  |  |  |
| 2 |  |  |  |  |  |
| Total of Reimbursable Items | | | | |  |

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Annexure 3: Form of Curriculum Vitae**

| Position Title | {e.g., Financial Analyzer} |
| --- | --- |
| Name of Expert: | {Insert full name} |
| Date of Birth: | {Insert day/month/year} |
| Country of Citizenship / Residence | {Insert name of country} |

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

Employment record relevant to the assignment:

*{Starting with the present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

| Period | Employing organization and your title/position.  Contact info for references | Country | Summary of activities performed relevant to the Assignment |
| --- | --- | --- | --- |
| {e.g., May 2005-present] | {e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister} |  |  |
|  |  |  |  |
|  |  |  |  |

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Expert’s contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by SenzAgro.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)