



Call for Tenders (CfT)

RUATI/YEFFA/AGRA/2025/S/001

Conduct Training Needs Assessment (TNA) for youth in Agro-mechanization, Irrigation equipment and Post-harvest equipment.

Develop Training Curriculum for Agro-mechanization training, Irrigation equipment training and Post-harvest equipment training based on TNA results.

Disclaimer | RUATI reserves the right to determine the structure of the process, number of short-listed applicants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Synopsis of Call for Tenders:

a) Solicitation Reference No.	RUATI/YEFFA/AGRA/2025/S/001
b) Title of Consultancy	i. Conduct Training Needs Assessment (TNA) for youth in Agro-mechanization, Irrigation equipment and Post-harvest equipment. ii. Develop Training Curriculum for Agro-mechanization training, Irrigation equipment training and Post-harvest equipment training based on TNA results.
c) Eligibility	Open to Tanzania Nationals based in Tanzania only.
d) Location of the assignment	Tanzania
e) Type of Consultant	Individual Consultants

f) Issuing Office & Address	Rural and Urban Agricultural Technology Initiatives (RUATI, P. O. Box 616 Songea Ruvuma Tanzania, info@ruati.or.tz
g) Point of contact for clarifications and questions	RUATI, P. O. Box 616 Songea Ruvuma Tanzania, info@ruati.or.tz
h) Bid Submission	Manually via RUATI offices or electronically via the RUATI email info@ruati.or.tz CC. ruatii2018@gmail.com or website www.ruati.or.tz
i) Solicitation Issue Date	26 th November 2024
j) Deadline for submission of questions and clarifications	4 th December ,2025
k) Deadline for Answering questions and clarifications	4 th December,2025
l) Deadline for Submission of Proposals	5 th December 2025, at 16:00 Hours.
m) Selection method	Individual Based Selection Method

1.0 Introduction

Rural and Urban Agriculture Technology Initiatives (**RUATI**) invites qualified individuals to submit proposals for one of the following assignments;

- i. Conduct Training Needs Assessment (TNA) for youth in Agro-mechanization, Irrigation equipment and Post-harvest equipment.
- ii. Develop Training Curriculum for Agro-mechanization training, Irrigation equipment training and Post-harvest equipment training based on TNA results.

2.0 Background

Rural and Urban Agriculture Technology Initiatives (**RUATI**) is a Local Non-Governmental Organization, registered under the Non-Governmental Organization Act, of 2002. No.24 of 2002 with registration number 00NGO/0009585 and was officially registered and founded on 16th March 2018, dedicated to increasing households' incomes and improving livelihoods through interventions in Agriculture, Businesses and, cross-cutting issues (Gender, Youth, HIV/AIDS, Nutrition, and Environment). RUATI headquarters are in Songea, Ruvuma region.

RUATI is implementing a **Youth Entrepreneurship for the Future of Food and Agriculture (YEFFA) programme** together with other three Implementing Partners under the supervision of AGRA which is funded by Master Card Foundation. RUATI is implementing a project; Enhancing Access to Agro Mechanization Services for Young Farmers in Southern and Eastern Zones of Tanzania: Empowering them With Agro Mechanization Skills and Linking to Equipment Owners or Businesses.

3.0 The purpose of Consultancy:

A. Training Needs Assessment (TNA)

The purpose of this consultancy is to conduct a survey that shall involve different people; youth, agro-businesses, training institutions and farmers with the aim of determining suitable tailor made courses for youth in agro-mechanization, irrigation equipment and post-harvest equipment. The output from the TNA must cover but not limited to enabling youth operate various machines and equipment in agro-mechanization, irrigation equipment and post-harvest equipment; enable youth to repair and maintain various agricultural machines and equipment, fabricate small agricultural equipment such as push weeders and the like in the field of agro-mechanization, irrigation and post-harvest technologies.

The TNA report must lead to the development of three tailor made courses curriculums; Agro-mechanization, Irrigation equipment and post-harvest equipment.

B. Training Curriculums Development

Based on the TNA report, the Consultant shall be obliged to develop three curriculums for; agro-mechanization training, irrigation equipment training and post-harvest equipment training. Therefore, the report for this consultancy will be three training curriculums in the specified specializations.

4.0 Bidding Instructions

- The complete bidding process shall be done manually or online (e-tendering).
- Bidding document is available in **AJIRAYAKO.CO.TZ Portal**, Social media and RUATI website (www.ruati.or.tz) from 04.00 PM on the 26th November 2025 to 15:00 Hours on the 5th December 2025.
- The bids must be submitted in hard copies at our office or in electronic format on info@ruati.or.tz not later than 16.00 Hours on the 5th December 2025.

5.0 Scope of Work:

A. Training Needs Assessment (TNA)

A survey for training needs Assessment should cover at least 150 respondents through questionnaire and Focus Groups Discussions.

The questionnaires and Focus Group discussion templates must be designed to capture relevant information that will lead to training needs for youth in agro-mechanization, irrigation equipment and post-harvest equipment.

B. Training Curriculums Development

The developed curriculums must take on board the training time frame of 2 - 4 weeks per course. Also, the training curriculums must take into consideration the diverse knowledge of participating youth.

6.0 Duration of assignment

All the assignments will take **TWO WEEKS**

7.0 Expected Deliverables from the assignments:

- i. **Survey Report:** including respondents' categories and recommendations for training needs on Agro-mechanization, irrigation equipment and post-harvest equipment.
- ii. A survey involving questionnaires and Focus groups discussions covering at least 150 respondents as an attachment to the survey report.
- iii. Three curriculum documents; one in agro-mechanization training, the other on irrigation equipment training and the third on post-harvest equipment training.

8.0 Qualifications and Experience

Minimum Academic Requirements:

Master's degree or higher in Engineering, Technical training, or related fields.

Professional Experience:

- At least 5 years of experience in Vocational training or administration, preferably within Tanzania.
- Proven experience supporting multi-sector initiatives or corridor-based development strategies.
- Familiarity with Tanzania's agricultural mechanization, irrigation and post-harvest status.
- Experience in engaging with smallholder farmers and especially youth.

Competencies:

- Excellent writing and presentation skills.
- Fluent in English; working knowledge of Swahili is desirable.

9.0 Evaluation Criteria

a) Mandatory Requirements:-

- i) Cover letter for expression of interest and understanding of the assignment.
- ii) Detailed Curriculum Vitae includes at least 2 referees.
- iii) Copy of academic certificate(s)

b) Technical Evaluation Criteria Summary

Interested individuals shall be evaluated against the following technical evaluation criteria: -

i. General Qualifications (20%)

- i) General Educational background of the consultant, including relevant degrees or certifications.

- ii) Specialized training that enhances the consultant's ability to perform the assignment.
 - iii) General Experience and overall professional experience of the consultant, including years in the field and broad expertise.
- ii. **Recent Experience in Similar Assignments (40%)**
 - i) The consultant's past experience matches the solicitation requirements, including similar projects in scope, complexity, and objectives.
 - ii) Depth and relevance of references, emphasizing that strong ones should detail the scope and scale of past assignments similar to the current project.
- iii. **Consultant's Approach and Work Plan (30%)**
 - i) Consultant's proposed approach and their understanding of the assignment.
 - ii) Practicality, detail, and timeline of the proposed work plan.
- iv. **Relevant Experience in the Region (10%)**
 - i) The consultant's ability to communicate effectively in local language(s) for interacting with stakeholders.
 - ii) The consultant's familiarity with local culture, governance, and administrative structures.

NB: Only the candidate with the best technical proposal equal or above 75% shall be considered for financial negotiations.

10.0 Proposal Submission Requirements for individuals

10.1 Technical Proposal

- Cover letter
- CVs of the consultant clearly indicating relevant experiences
- Academic certificates
- Proposed Approach and Work Plan

10.2 Financial Proposal

- Financial submission letter
- Detailed cost breakdown (including fees, taxes, etc.)
- Payment schedule based on deliverables or milestones.

11.0 Submission Requirements

Both technical and financial proposals must be submitted in separate sealed envelopes/electronically and must include the following:

11.1 Technical Proposal:

- i. Individual Profile and relevant certifications.
- ii. Understanding of the TOR and the proposed methodology for executing the work.
- iii. Detailed work plan and timeline.
- iv. Evidence of similar past projects (At least one, with references).
- v. Registration and tax clearance certificates.

11.2 Financial Proposal:

- vi. A detailed budget breakdown in USD, covering all activities as per the scope of work.

12.0 Submission Instructions

Interested and qualified Consultants should submit one (1) original and two (2) copies of both the Technical and Financial Proposals in separate sealed envelopes, clearly marked “Technical Proposal – RUATI/YEFA/AGRA/001/2025” and “Financial Proposal – RUATI/YEFA/AGRA/001/2025” and for those submitting their proposals electronically should name technical and financial proposals as well.

The submissions should be delivered to the address below no later than **5th December 2025, at 16:00 Hours East African Time.**

The Chairperson,
Tender Board,
Rural and Urban Agricultural Technology Initiatives (RUATI),
Mpambalyoto Street,
P.O. Box 616
Songea, Tanzania.

NB:

- Proposals received after the deadline will be rejected.
- RUATI is not bound to accept the lowest-priced proposal.
- Canvassing will lead to automatic disqualification.
- For any clarifications, please contact us through info@ruati.or.tz/
ruatii2018@gmail.com or 0742111936 or 0760111942



P. Msemwa

Executive Director,
Rural and Urban Agricultural Technology Initiatives (RUATI).

