

TERMS OF REFERENCE

Establishment of a multi-seed processing plant- Preliminary works

I. Consultancy Information

Title: Establishment of a multi-seed processing plant- Initiation Stage: project charter and development plan

Reports to: Chief Executive Officer

Duty Station: Chikumbi area of Chisamba district

Duration of Assignment: 6-8 consultancy effective weeks

II. Background Information

Stewards Globe Limited T/A Afriseed is an emerging seed company producing improved seed varieties cereals and legumes distributed under the AFRISEED brand. The Company's vision is to become the leading producer and distributor of improved and climate adaptable seed varieties in the face of climate change and contribute to smallholder productivity.

To contribute to Zambia's food security, the company seeks to improve its production potential by increasing the number of farmers under its out-grower scheme and expand its seed processing capacity to ensure steady supply of quality seed that would enhance access to seed and agricultural productivity by small-scale farmers.

Therefore, Stewards Globe is seeking proposals from qualified firms to develop a project charter and development plan for the establishment of a 10 -12 tonnes/hr multi-seed processing plant on Subdivision "A" of Farm Number 715 in Chikumbi Area, located in Chisamba District of Zambia. The stated location is approximately 40 kilometers from the Central Business District of Lusaka.

III. Objectives of Assignment

Project Goal and Objective

The goal is to set up a multi-seed processing plant in Chisamba.

Specific Objectives

- To develop a Project charter that clearly outlines the scope, stakeholders, resources, and risks associated to the establishment of a multi-seed processing plant
- To develop a detailed Project Development Plan for the establishment of a multi-seed processing plant

IV. Scope of work

The scope of this assignment will involve the following;

- Clearly state the goals and objectives of the multi-seed processing plant including but not limited to setting intake/processing capacities for different crops aligned to the seed production calendar, and post-harvest seed quality parameters.
- Engineering services for the Stage 1 – Initiation Phase: Inception and Project Charter.
- Assist the Client in developing the Project Development Document, Business Objective Letter, and Project Objective Letter:
- Establish Project Development Document (PDD),
- Determine inputs and outputs for Business Objective Letter (BOL),
- Determine Inputs and Outputs for Project Objective Letter (POL),
- Establish Basis of Design (BOD),
- Establish Technology Concept Study (TCS),
- Conduct Preliminary site evaluation
- Determine and establish inputs and outputs for the Business Objective Letter (BOL) and Project Objective Letter (POL)
- Develop Preliminary process design
- Develop preliminary project timeline
- Conduct evaluation to determine local firms that could be engaged in the execution of the project and provide maintenance services

Reporting Format

The final report to be submitted will be a comprehensive account of the whole of the Consultancy and will include the final Project Charter, Project Design Documents, and Base of Design for all technology, disciplines, and processes.

V. Expected Outputs and Duration of the Assignment

1. An accepted inception report that includes the proposed approach for the assignment, a description of the process, the methodology, and the implementation schedule. (Within a week of contract signing)
2. Final Project Charter fieldwork findings submitted (Within 3 weeks of contract signing)
3. Draft Project Development Document, including recommendations submitted. (Within 5 weeks of contract signing)
4. Final agreed Project charter and Project Development Document, including recommendations submitted. (Within 8 weeks of contract signing)

IX. Qualifications

The following are the minimum qualifications and experience requirements:

The firm should have the following minimum qualifications and experience

- Must be specialized in either Civil, Agricultural or Mechanical Engineering
- Submit references of similar works performed in the last 7 years with reference letters for each of the consultancies.
- Demonstrate financial capacity and have sufficient workforce to undertake the assignment.
- Must be registered with the Engineering Institute of Zambia or equivalent.

The team should comprise a team of experts in Architecture, Mechanical engineering or Agricultural engineering, Electrical engineering, Agronomy, Civil engineering, etc and the lead consultant should possess the following qualifications.

- At least a university degree in either mechanical, civil, or agricultural engineering, and any other relevant related qualification.
- A minimum of 7 years post-graduate relevant experience in the field.
- Experience in conducting feasibility studies that evaluate the technical, financial, and operational aspects of seed processing plants
- Demonstrate understanding of design, and operation of processing plants and contract management experience.
- Excellent computer skills in CAD, Word, Microsoft Project Excel, and any other engineering design-related software
- Knowledge of seed production and processing
- Excellent writing skills and communication skills
- Experience in managing engineering projects.
- Ability and experience to deliver quality reports within the given time.

Evaluation Criteria

The lowest-priced quotation among technically responsive offers shall be considered.