

Scope of Work (SOW)

Training of Trainers (TOT) for Digital Data Collection, sustainability and Traceability

Project: LIFFT Cashew Project

Donor: United States Department of Agriculture (USDA)

Implementer: Shelter For Life International (SFLI)

Coverage: Senegal, The Gambia, Guinea-Bissau

Background

As the LIFFT Cashew Project, supported by USDA, transitions to its final stages of work, the efforts of data collection and documentation of cashew supply chain, from harvest to final sales, will be handed over to cashew cooperatives and federations. To ensure that transparency and traceability continue beyond donor support phase of the project, digital tools will be used to record information throughout the value-chain, from farm gate to the final sale. Therefore, a Training of Trainers (TOT) approach will build local capacity to maintain reliable and independent data entry after project close-out.

Objective

To train selected individuals to collect relevant data and enter it into the ERP system properly and in a timely manner, ensuring accurate and reliable product traceability.

Scope of Work

Master Trainers will be trained to (Number of Master Trainers will be provided by bidders):

- Collect and enter cashew volume data from cooperative members
- Ensure data is entered as soon as aggregation occurs
- Train members of designated cashew national federations, associations, and cooperatives on the data-entry process in three countries (Senegal, Gambia and Guinea Bissau).
- Support consistent adoption of digital practices at cooperative level

Training Approach

- ERP Preparation: Configure digital workflow and access roles
- Master Trainer Sessions: Hands-on guidance using real aggregation data
- Field Rollout: Master Trainers cascade training to cooperatives
- Coaching and Monitoring: Support during initial implementation to validate usage

Expected Outcomes and Deliverables

Primary Expected Outcome:

- Trained designated individuals at cashew associations, cooperatives, and Federation members must be able to enter cashew data correctly and on time.
- Trained individuals are prepared to train other relevant and designated successors.

Deliverables:

- Master Trainers trained and capable of cascading training
- Master trainers train other designated individuals in use of software and as trainers to others.
- Members of three (3) national cashew federations (one in each country) and all of 24 cashew farmer cooperatives and associations are accurately trained on entering required cashew supply chain data and information in ERP
- Timely data entry as soon as collection occurs
- System synchronization with administrator-managed records
- User Guides and SOPs provided in English, French, and local languages

Application process

- The offers must include:
- Registration certificate
- TAX identification number
- Bank Account
- Budget must include all the training associated expenses including service fee plus (also should include the expenses for venue, transportation, food for participants, accommodation for trainees and trainers).

Offers must be submitted this email: lifftcashewinfo@shelter.org. Subject of the email is: “**SFL/Project #5022**”. Deadline for submitting the offers is **November 7, 2025**. Late Bids shall be rejected.

SFL/LIFFT Cashew Project reserves the right to accept or reject any Bids, to cancel the procurement process, and reject all Bids at any time prior to award of the Contract, without obligation to inform the affected Bidder/s of the ground for SFL/LIFFT Cashew Project action.

If you need any clarification regarding the technical part, please contact murodbek@shelter.org