

TERMS OF REFERENCE FOR AGRICULTURAL INPUTS, SEEDS, VEGETABLE SEED, TREE AND FRUIT SEEDLINGS

1.0 OVERVIEW OF THIS ACTIVITY:

TPO Uganda in partnership with DCA and with funding from FRECECO is implementing a 2 year project titled "Adapting to Climate Change through Women-led Initiatives". The project aims to Empower 200 women as change agents for climate resilience in the Amudat district.

Karamoja is a region in Uganda that is deeply traditional and affected by ongoing crises. Communities continue to face numerous challenges, including food shortage and insecurity due to harsh climatic conditions, which put vulnerable groups, including women and girls, at heightened risk. The Welt hunger Hilfe (2025) report indicates that the proportion of women and girls in Karamoja reporting gender-based violence (GBV) has remained high, with 40% of women experiencing psychological violence, 25% experiencing physical violence and 10% of women and girls facing sexual violence.

The society is predominantly patriarchal, with men holding most of the decision-making power both within households and in the community. The key concerns related to gender inequality include household (HH) leadership decision-making power and lack of male engagement in health and nutrition programming. Involving men in nutrition programmes has proven key for improving nutrition outcomes, at the same time as it promotes gender equality and positive family dynamics through joint decision-making and household resource allocation.

This proposed project aims to enhance women's resilience at HH level through the promotion of Perma gardening as a driver for household food security, increased income, and adaptation to climate change. Similarly, the project aims to increase women's voice and participation in household decision making processes through mainstreaming the rights-based approaches. The Survivor and Community Led Response (SCLR) approach provides an opportunity for empowering women-led groups with strong elements of self-help or social safety nets, and mutual support in building community resilience and preparedness for multi-hazard emergencies.

2.0 KEY OBJECTIVES OF ACTIVITY:

- To promote drought resilience and agro-ecosystem regeneration for increased food security through women-led Perma Garden approach at household level in Amudat district.
- To strengthen women's safe participation in decision making processes at the household and community level for community resilience and preparedness for multi-hazard emergencies in Amudat District.

3.0 STAKEHOLDER'S ENGAGEMENT:

TPO Uganda, together with key stakeholders from Amudat District (Production department) will conduct a post distribution monitoring to all households that received the inputs.

To implement these activities, TPO Uganda will procure a service provider to supply agricultural inputs, seeds, vegetables and tree and fruit seedlings to Amudat field office.

4.0 DELIVARABLES FOR DISTRIBUTION OF AGRICULTURAL INPUTS, SEED AND SEEDLINGS

- Conduct a germination test to determine the viability percentage of the seeds of vegetables.
- The service provider is required to present samples at the field office for verification prior to the delivery of agricultural inputs.
- Transport 3,500 tree seedlings and 4,500 fruit seedlings to Achorichor (Adai village), and an additional 3,500 tree seedlings and 4,500 fruit seedlings to Loporokoch Sub-County in Kotiti village. All seeds and agricultural inputs, including farm tools, will be delivered to the Amudat Field Office.

NOTE: Upon delivery, all agricultural inputs particularly fruit seedlings, tree seedlings, and seeds will be verified by a NARO specialist, the District Production Officer, and Sub-County Extension staff to ensure that all seedlings and seeds are indigenous varieties before approval and acceptance.

5.0 BILLS OF QUANTITIES:

GUIDE FOR BILLS OF QUANTITIES FOR AGRICULTURAL INPUTS:

BILL NO. 1 GEMINATION TEST			
ITEM	DESCRIPTION	UNIT	QTY
1	We intend to pick seeds of vegetables to test for a germination test using germination Paper / Paper Towels for viability test and germinability prior to delivery.	Seed	100
BILL NO.: AGRICULTURAL FARM TOOLS			
2	Hoes (Hand hoe with handle)	Pcs	100
3	Forked hoes (Digging fork)	Pcs	100
4	Spades (digging/ garden spade)	Pcs	100
5	DPC Polythene paper	Rolls	6
6	Watering cans	Pcs	100
7	Knapsack sprayers	pics	50
8	Wheelbarrow's	pics	15
BILL NO.: 3 SEEDS			
ITEM	DESCRIPTION (All indigenous)	UNIT	QTY
7	Maize (Yellow and White indigenous maize)	kgs	200

	100 kgs white 100 kgs yellow		
8	Beans (Mottled/speckled beans)	kgs	200
9	Soya beans	kgs	200
10	Ground nuts	Kgs	200
11	Snow peas	kgs	100
12	Cowpeas	kgs	100
13	Pigeon peas	kgs	100
BILL NO: 4 VEGETABLE SEEDS			
14	Sukuma wiki (Green Georgia southern)	kgs	10
15	Onions (red creole)	kgs	10
16	Green pepper (California wonder)	kgs	10
17	Egg plants (black beauty)	Kgs	10
18	Tomatoes ((Rio Grande))	kgs	10
19	Spinach (Fordhook Giant)	kgs	10
20	Carrots ((Nantes))	kgs	10
21	Cabbage (Gloria F1)	Kgs	10
BILL NO: 5 TREE SEEDLINGS (All indigenous varieties)			
ITEM	DESCRIPTION	UNIT	QTY
22	Ever green tree	pcs	1000
23	Neem	pcs	1000
24	Pine trees	pcs	1000
25	Eucalyptus	pcs	1000
26	Wood seedlings	pcs	1000
27	Teak tree	pcs	1000
28	Moringa	pcs	1000
BILL NO: 6 FRUIT SEEDLINGS (All indigenous varieties)			
29	Oranges	pcs	1000
30	Pawpaw	pcs	1000
31	Pine apples	pcs	1000
32	Lemon	pcs	1000
33	Jack fruit	pcs	1000
34	Passion fruit	pcs	1000
35	Guavas	pcs	1000
36	Mangoes	pcs	1000
37	Avocados	pcs	1000
38	Banana suckers	pcs	1000
39	Potato vines	bags	30
40	Cassava cuttings	bags	30

6.0 ROLES OF TPO UGANDA:

- Collaborate closely with district and sub-county extension staff to ensure the timely purchase and distribution of agricultural inputs.
- Conduct regular post-distribution monitoring and supervision of all inputs delivered at household level.
- Ensure compliance with technical standards, environmental safeguards, and community engagement protocols throughout the process.
- Document progress, challenges, and lessons learned to strengthen accountability and inform future programming.

Budget: As part of the proposal submission, the service provider is required to provide a detailed budget breakdown for each listed input. The budget must be inclusive of Value Added Tax (VAT) at 18%. A 6% WHT will be deducted as guided by URA.

7.0 PAYMENT SCHEDULE:

Milestone payments will be paid upon delivery of the agricultural inputs to the field office and areas of operation.

8.0 TIMELINE:

The tentative implementation timeline will be as follows

Activity	Timeline
Share the Terms of Reference	March 4, 2026
Advertisement	5 to 20 th March 2026
Evaluation analysis	23 rd to 27 th March 2026
Awarding of the LPO to a successful service provider	30 th to 31 st March 2026
Germination test for vegetable seeds	1 st to 6 th April 2026
Delivery of the tree and fruit seedlings to Achorichor and Loroo sub county	10 th April 2026
Delivery of the agricultural inputs (farm tools and seeds to Amudat field office	13 th April 2026