

## Terms of Reference

### Evaluating phytosanitary capacity to improve the plant health system in Nigeria

#### BACKGROUND

1.1. Nigeria is very strategic in the African continent especially the West African sub-region in international trade. The Nigeria Agricultural Quarantine Service (NAQS), Nigeria's NPPO, is facing challenges in strengthening the national phytosanitary system due to budgetary and other resource constraints. These have resulted to the inability or persistent challenges in accessing markets for agricultural produce due to deficiencies in systems for managing phytosanitary concerns that hamper phytosanitary services delivery.

1.2. The Phytosanitary Capacity Evaluation (PCE) tool was applied in Nigeria in the early 1980s making it extremely necessary to carry out an updated assessment of the country's phytosanitary system and its alignment with the world's best phytosanitary practices. The application of the PCE tool will result in objective identification of gaps in the present phytosanitary system in Nigeria and would enable the government to factor national phytosanitary planning into the country's development plans.

1.3. In October 2021, the STDF Working Group approved a project preparation grant (PPG) focused on supporting the application of PCE tool in Nigeria. The PPG was requested by Nigeria through its NPPO, the Nigeria Agricultural Quarantine Service (NAQS) in collaboration with the International Institute of Tropical Agriculture (IITA).

1.4. NAQS is the regulatory agency under the Federal Ministry of Agriculture and Rural Development saddled with the responsibility of prevention of introduction, spread, and establishment of foreign/exotic pests and diseases of plant/plant products, animal/animal products and aquatic resources products into and out of the country. It also enhances the safe export and import of agricultural commodities through inspection, laboratory diagnosis, treatment, and certification to ensure compliance with international standards.

1.5. IITA is a non-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. It works with various partners across sub-Saharan Africa to improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity.

1.6. This PPG would apply the Phytosanitary Capacity Evaluation (PCE) tool developed by International Plant Protection Convention (IPPC) to evaluate Nigeria's phytosanitary capabilities and objectively identify gaps in the present phytosanitary system. The IPPC PCE tool serves as a diagnostic tool for the NPPO to gauge the capacity gap between the current situation and what is needed to meet the requirements of the IPPC and its ISPMs.

1.7. The PCE includes a logical framework tool that can be used to generate a strategic framework for enhancing the phytosanitary system in a country and is aligned with the Phytosanitary Capacity Building Strategy of the IPPC to:

- ✓ Identify gaps in the phytosanitary system which need to be addressed
- ✓ Conduct stakeholders' analysis and keep track of stakeholders that are relevant in the phytosanitary system of the country
- ✓ Conduct a problem analysis to identify the root cause of the gaps identified
- ✓ Conduct and document strengths, weaknesses, opportunities, and threats facing the NPPO in managing an effective phytosanitary system

- ✓ Assist in the development of a strategy to address key weakness identified.

1.8. In addition, findings of the PCE will be used to formulate a project proposal that would help the country address gaps identified, improve its national phytosanitary system and facilitate safe trade.

1.9. The PPG provides the opportunity to apply the PCE in a hybrid model between the NAQS, IITA and an IPPC trained virtual PCE Facilitator that could be leveraged by the IPPC Secretariat and other interested parties, to scaleup uptake of the PCE tool, build national expertise on the use of the PCE Tool and expand its partnership in Nigeria and the West African region.

1.10. This PPG is a relevant and timely initiative that meets the strategic aim of the STDF in assisting developing countries to enhance their capacity to analyse and implement international sanitary and phytosanitary standards to improve their human, animal and plant health situation and participate in trade. It is believed that the technical support this project will provide to Nigeria's NPPO and by extension to the Inter African Phytosanitary Council (IAPSC) will reinforce strategy adoption and implementation of ISPMs at national, regional, and continental levels and lay the foundation for increased agricultural development and trade of safe food products within Africa and beyond the continent.

1.11. In approving this application, the STDF Working Group made a number of valuable recommendations to improve the PPG delivery. These included: (i) the virtual involvement of an accredited PCE facilitator to conduct the PCE, under the guidance and with support on the ground from IITA; (ii) involvement of the IPPC contact point/national PCE coordinator; and (iii) a further clarification of roles and responsibilities of those involved in conducting the PCE. The Working Group also decided to increase the STDF contribution to US\$50,000 to accommodate the involvement of the PCE facilitator by IITA.

## 2 OBJECTIVE OF THE PPG

2.1. The purpose of the PPG is to apply the Phytosanitary Capacity Evaluation (PCE) tool<sup>1</sup> developed by International Plant Protection Convention (IPPC) to evaluate Nigeria's phytosanitary capabilities and objectively identify gaps in the present phytosanitary system. It would be conducted throughout the six zonal offices of Plant Quarantine Department in Nigeria.

2.2. It would deliver a training workshop for selected NAQS staff as PCE in-house facilitators. The in-house trainees at NAQS will be built with the capacity to utilize the PCE tool to self-assess their capacity in the future and apply PCE tools in NAQS phytosanitary activities. This is a step to sustain Nigeria's NPPO capacity to self-utilize the PCE in the future.

2.3. Findings and recommendations from the PCE will be used to prepare a project proposal for consideration by other donors, and possibly also the STDF. It is expected that the phytosanitary priorities that will be identified through the PCE may have environmental benefits, and this will be explored further during the PCE and at the project formulation stage. Similar, complementary with other initiatives and donors supporting Nigeria in related areas will be explored at the project formulation stage.<sup>2</sup>

2.4. The PCE Tool would generate a snapshot of Nigeria's phytosanitary capacity at the time of its application and provide a framework for rational strategic planning. The PCE would also allow Nigeria prioritize activities/resources to fill capacity gaps and enhance the effectiveness of the overall phytosanitary system. Strategic plans/project proposal developed through the PCE would also provide the basis for dialogue with donors of development aid including the STDF and thus improve the likelihood of access to further funding.

## 3 IMPLEMENTATION OF THE PPG

3.1. The PPG will be implemented in two parts: **Part 1: Application of the Phytosanitary Capacity Evaluation (PCE) tool to evaluate Nigeria's phytosanitary capabilities.** The PCE

<sup>1</sup> [Phytosanitary Capacity Evaluation \(PCE\) - International Plant Protection Convention \(ippc.int\)](http://ippc.int)

<sup>2</sup> COLEACP does related work on food safety / phytosanitary assessments and capacity development and is currently working on evaluating national phytosanitary capacity.

Tool will be applied according to the steps laid out by the IPPC, [see PCE website here](#). In addition to the activities that would be carried out in the PCE application, IITA would plan and deliver a training workshop for selected NAQS staff as PCE in-house facilitators; and systematically compile all relevant information (available in English) collected for inclusion in the STDF Virtual Library.

**3.2. Part 2: Development of a proposal for a project that improves the national phytosanitary system in Nigeria and facilitates safe trade.**

- i. Consult stakeholders (private sector, donors) with an interest in improved phytosanitary capacity to identify possible support (financial, other) for the resulting project. Depending on possible interest and opportunities to obtain financing (or co-financing) from donors, the project proposal may be written in the format / template of one of these donors. While it is possible that the project proposal developed under this PPG may be submitted to the STDF for consideration,<sup>3</sup> in view of the increasing demand for STDF funding, and limited resources in the STDF Trust Fund, it is expected that IITA and the consultant engaged in this PPG will actively explore funding opportunities that may be available from other donors.
- ii. Based on the consultations and PCE application, prepare a proposal for a project that engages relevant public and private sector stakeholders in Nigeria to improve the national phytosanitary system in the country and facilitates safe trade. The project proposal should:
  - o Clearly identify and map out linkages, synergies, and complementarities to related activities and projects in Nigeria, supported by the government, donors, and development partners.
  - o Take account of, and build on, what has worked in phytosanitary capacity building interventions to date and learn from other relevant experiences.
  - o Clearly elaborate the purpose, expected outcomes, outputs and activities of the proposed project, based on a coherent theory of change and logical framework. The logical framework should include indicators to measure performance, sources of verification and key assumptions.
  - o Clearly identify the roles and responsibilities of all concerned public and private stakeholders and outline a practical mechanism for project implementation and management.
  - o Include a detailed estimate of the budget required to implement the project and, where possible, identify possible donors and/or private sector support for the resulting project.
  - o Consider cross-cutting issues related to gender and environmental aspects affecting the value chain.
  - o Include a detailed work plan and timetable for project implementation.
  - o Identify and assess the possible risks and challenges faced in the proposed project, as well as risk mitigation strategies to ensure its success and sustainability.

---

<sup>3</sup> In this case, the proposal should be submitted in the STDF format available at: [http://www.standardsfacility.org/sites/default/files/PGApplicationForm\\_en.doc](http://www.standardsfacility.org/sites/default/files/PGApplicationForm_en.doc)

- iii. Obtain letters of support for the resulting project proposal from key public and private sector stakeholders. As appropriate, these letters should include a clear expression of support for the proposed project and demonstrate clear commitment to take actions needed to ensure the success and sustainability of the project.
- iv. Discuss the draft proposal with relevant stakeholders and review and finalize the project document based on feedback received from NAQS, IITA, the STDF Secretariat and any other relevant stakeholders.

## 4 DESCRIPTION OF TASKS

### 4.1 IITA

4.1. Over the course of PPG implementation, the International Institute of Tropical Agriculture (IITA) will be the implementing agency and undertakes to carry out the following tasks:

- Sub-contract the services of an IPPC accredited PCE Facilitator.<sup>4</sup> The international expert (s) will be selected by IITA, in consultation with NAQS and the STDF Secretariat.
- Work in close collaboration with government authorities, notably those involved in the phytosanitary area in Nigeria, and in particular, the co-applicants to this PPG i.e., the Nigerian Agricultural Quarantine Services (NAQS),
- Manage coordination among all relevant stakeholders in the project (e.g., international expert, IPPC contact point/national PCE coordinator, Federal Ministry of Agriculture and Rural Development of Nigeria, private sector, development partners (COLEACP), etc.), and coordinate with the STDF Secretariat and provide relevant documentation if requested.
- Implement the proposed activities in sections 2 & 3 above, taking into account comments from the STDF Working Group, provided at its October 2021 meeting,<sup>5</sup> notably to virtually involve an IPPC trained PCE Facilitator to support the application of the PCE Tool.
- Plan and deliver a training workshop for selected NAQS staff as PCE in-house facilitators.
- Consult with and take account of the inputs by the international expert; facilitate the participation of the international expert in the PPG implementation, including involving the international expert in consultations with key stakeholders and in the development of the training content for the training workshop and project proposal.
- Prepare the final project proposal for funding<sup>6</sup> and take responsibility for all deliverables of this PPG.<sup>7</sup>
- Take overall responsibility to work with the co-applicants, international expert, and other relevant stakeholders in developing and finalizing the project proposal.
- Consult national authorities, bilateral donors, and development partners to explore opportunities to leverage funds for the implementation of the project to be developed through this PPG.
- Project preparation activities will take place in Nigeria. IITA will be in charge of managing logistical arrangements for project preparation activities and coordinating field work.

---

<sup>4</sup> Accredited facilitators are trained experts who have implemented PCEs in the past and can implement PCE's on their own. A list of PCE accredited facilitators will be provided by the IPPC Secretariat.

<sup>5</sup> Outlined in section 1 above.

<sup>6</sup> As defined in section 3 above.

<sup>7</sup> As defined in section 5 below.

- Update the STDF Secretariat regularly on progress made in implementation of the PPG, any challenges encountered, and solutions identified.
- Financial and technical reporting to the STDF.

#### 4.2 INTERNATIONAL PCE FACILITATOR

4.2. The role of the international expert shall include the following:

- Work virtually to apply the PCE Tool with on the ground support and supervision from IITA.
- Conduct in-depth consultations with IITA, NAQS and other key stakeholders on actions to be undertaken within the project; take account of existing documentation and tools.
- Provide inputs to the training workshop (including content and delivery) for selected NAQS staff as PCE in-house facilitators, and other activities of the PPG as required.
- Make available the PCE Tool to IITA and NAQS for the implementation of this PPG.
- Develop a PCE report.
- Provide inputs for the final project proposal.

#### 4.3 NIGERIA AGRICULTURAL QUARANTINE SERVICE (NAQS)

4.3. NAQS will provide the following support to implementation of the PPG:

- Liaison with relevant national stakeholders including government authorities, private sector, academia, donors, development partners, etc. This will include identification of relevant persons to be consulted and engaged in implementation of activities under the PPG.
- Provision of NAQS staff to be actively involved in the PCE evaluation including the in-house training.
- Support for the organization of PCE stakeholder workshops and other meetings. This will include preparation of agendas, distribution of invitations and logistics, preparation and distribution of a document outlining the project concept, etc.
- Provision of other necessary support (including assistance with interpretation and/or translation as required) to enable the International Consultant to successfully deliver on his/her Terms of Reference.
- Technical review and feedback of the draft PCE report, draft project document, etc.

### 5 DELIVERABLES

5.1. As the implementing organization, IITA shall deliver the following key outputs:

- a **short PPG report** containing a description of activities undertaken for the PPG, the results achieved, and the key stakeholders (including contact details) who were actively involved and/or consulted. Relevant documents and reports (related to phytosanitary capacity, etc.) consulted and or identified during work under the PPG should be provided to the STDF Secretariat for inclusion in the STDF Virtual Library.

- a **PCE report** that analyses the existing phytosanitary system, objectively identifies gaps, and proffers recommendations to address gaps identified and,
- a detailed **proposal** for a project focused on improving the national phytosanitary system in Nigeria. This project would be
  - ✓ formulated on the basis of the PCE findings and recommendations
  - ✓ would engage relevant public and private sector stakeholders in Nigeria to bring about a robust Plant Health system that would reduce pest risks and contribute to better livelihoods, enhance trade and biodiversity preservation in Nigeria.
  - ✓ follow the STDF format (available at: <http://www.standardsfacility.org/project-grants>) or in the format required by a donor identified as a potential source of funding (subject to confirmation from the STDF Secretariat).

## 6 BUDGET AND TIME FRAME

6.1. STDF cannot fund the participation of persons working in the implementing agency or relevant government agencies in the implementation of this PPG.

6.2. The STDF will cover expenses up to **US\$50,000** related to the implementation of this PPG including the development of a final project proposal for funding, as estimated in the table below\*

6.3. The planned starting date is 1 July 2022 with expected completion by 30 June 2023.

Item	Description of inputs required (No. of days, up to)	Budget (US\$, Lump-sum estimate)
<b>A. PCE Application</b>		
PCE Facilitator fees	a) Remote work <b>40</b> days - up to 300\$/day	12,000
Stakeholder workshops and meetings: consultations with NAQS Zonal offices (6 Nos), major Quarantine stations and other consultations in the application of the PCE Tool	b) Expenses related to organization of workshops, meetings*	15,000
<b>Sub total</b>		<b>27,000</b>
<b>B. Training workshop for selected NAQS staff as PCE in-house facilitators</b>	Expenses related to organization of training*	10,000
<b>Sub total</b>		<b>10,000</b>
<b>C. Project document</b>		
Coordination costs	Expenses related to project drafting and finalization ( <b>6</b> days - up to 250\$/day)	1,500
<b>Sub total</b>		<b>1,500</b>
<b>D. Other in-country expenses</b>		
	Local in-country transportation	

<b>Other in-country operating expenses</b>	(where needed) and any other operational costs (telephone etc.)*	6,000
<b>Sub total</b>		<b>6,000</b>
<b>Total (A+B+C+D)</b>		<b>44,500</b>
Overhead Costs @12%		5,340
<b>Total STDF Contribution</b>		<b>49,840</b>
In-kind contribution from IITA (staff time, training and financial)		9,600
<b>Overall Total including in-kind</b>		<b>59,440</b>

\* Reimbursed based on receipts and actual expenses.

Profile for the International Consultant: PCE Facilitator

### Qualifications/Requirements

- IPPC Trained and or accredited PCE Facilitator<sup>8</sup>
- Master's degree in agronomy, biology, plant pathology/physiology, crop protection, entomology, or a related subject.
- Approximately seven years of experience working in the phytosanitary area, including knowledge and expertise in the requirements to implement International Standards Phytosanitary Measures (ISPMs) and technical issues related to market access.
- Knowledge and experience with phytosanitary capacity building projects in developing countries including the West African region, including experience in providing guidance and support to National Plant Protection Organizations (NPPOs).
- Expertise in the development and formulation of projects in developing/transition countries, including experience in mobilizing resources.
- Ability to work with diverse private and public sector stakeholders in a multicultural setting and to provide inputs under time pressure.
- Excellent analytical and communication skills (including English language writing skills).

---

<sup>8</sup> This qualification is a core requirement for this role