

Terms of Reference (ToR)

Consultancy to Review and Update Vi Agroforestry's Sustainable Agriculture Land Management (SALM) Manual

1. Introduction & Background

Vi Agroforestry is a non-profit organization operating in Sweden, Kenya, Tanzania, and Uganda. The organization works with smallholder farmers and their organisations to fight climate change and poverty. Vi Agroforestry promotes sustainable agriculture and climate-smart practices to improve livelihoods for smallholder farmers through agroforestry and sustainable agricultural land management (SALM) to enhance resilience, combat climate change, conserve biodiversity and strengthened farmer organisations. Our **SALM Manual** is a core technical resource used by programme teams and partners to guide field implementation, capacity building, and quality assurance. Since its last update, several programme learnings, policy developments, new concepts and practices, innovations and approaches have emerged. We therefore seek a qualified consultant/firm to **review, update, and reformat the SALM Manual** to ensure it is practical, evidence informed, gender and youth responsive, and aligned with Vi Agroforestry's approaches (including safeguarding and ethical conduct).

2. Purpose of the Assignment

The primary objective is to **review, update and reformat** an implementation ready SALM Manual that is:

- **Aligned with Vi Agroforestry's mission and goals**
 - Consider and align with organisational strategy and other updates
 - Includes content with high integrity when it comes to environmental, socioeconomic and ethical impacts,
 - High level of inclusivity when it comes to methodology and language, gender and youth needs, and a right- based approach
- **Technically robust,**
 - Evaluate and integrate new, impactful and innovative methods/practices in sustainable agriculture from research, practice, local knowledge
 - Align methods/practices with food and nutrition security and improved livelihoods for smallholder farmer, pastoralists and other smallholder livestock keepers
 - Align methods/practices with climate change mitigation, adaptation and resilience and other environmental safeguards.
- **User friendly**
 - Supporting high-quality implementation by farmers, partner organisations and Vi Agroforestry field staff for both development and carbon project
 - Practically tailored to smallholders' contexts in East Africa,

3. Specific Objectives

1. **Review and update the SALM Manual content,**



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- a. Base the review on the current SALM Manual, Drylands Manual, recently developed guidelines for nutrition garden, ATC, Demos and Learning Centres and related Vi Agroforestry materials.
- b. Benchmark against current good practices in SALM as relevant to Vi Agroforestry's programmes and evaluate and integrate **new, impactful and innovative methods/practices** in sustainable agriculture from research, practice, local knowledge
- c. Since **agroforestry** is the core land use system for Vi Agroforestry, there needs to be an extra focus on agroforestry techniques with practical and relevant methods.
- d. Adjust reviewed methods to the geographic, environmental and socioeconomical context suitable for small holder agricultural systems in East Africa
- e. Consult with Vi Agroforestry's country programme teams, local government and representative partners/farmer organizations to capture field realities, capacity needs and preferred learning formats. This should build on (not replicate) a study already conducted by Vi Agroforestry, ensuring added value rather than repeated data collection

2. Reformat

- a. Consider and develop an updated format for the SALM manual where agroforestry is the overarching land use system to highlight the core approach of Vi Agroforestry and additional SALM methods are presented as methods within the agroforestry system. The aim is to put the emphasis on agroforestry and how SALM is either supporting or providing support to agroforestry land use systems.
- b. Provide a new structure and layout for the manual in the new format with a focus on being user friendly.
- c. Consider, assess and validate the most suitable formats for practical SALM capacity building e.g. step-by-step guidance, tools, checklists, Whatsapp, visuals etc.
- d. When possible, integrate direct links to crosscutting Vi Agroforestry priorities: environmental and climate impacts, socioeconomic and livelihood impacts, food and nutrition security impacts and so on.

3. Validate

- a. The draft shall be validated with stakeholders before its being finalize (editorially clean, ready for print/digital use).



4. Scope of Work

4.1 Inception & Initial Desk Review

- Review existing SALM Manual including the dryland manual, training packages, PMERL tools, relevant internal reports and studies and programme strategies.
- Agree on the annotated outline, methods, and workplan (Inception Report).

4.2 SALM Manual Review, Update and reformat Suggested content (to be confirmed at inception):

- **Review:**
 - Review of Vi Agroforestry internal documents related to the SALM manual (including but not limited to original manual, dryland manual, recently developed guidelines for nutrition garden, ATC, Demos and Learning Centres)
 - Review of external literature (research, reports, practical guides/handbooks/manuals), including but not limited to
 - Methods included in the SALM manual – review for innovation, updates, learnings,
 - Additional methods not currently included in the SALM manual related to Vi Agroforestry's goals
 - Interviews with key informants from
 - Vi Agroforestry programme technical staff,
 - Partner organisations and selected farmer groups
 - District/county level government
 - External thematic experts - agriculture/natural resources (virtual or in-person as feasible).
 - Review of implementation tools and training packages such as:
 - Implementation tools – for example calendars, field checklists, plot layout sketches, simple cost/benefit examples, minimum standards & quality indicators.
 - Training package – for example short slide deck, session plans, participant handouts, quick reference/job
- **Update content**
 - Updates to current content (reviewed SALM manual)
 - Inclusion of additional methods (new methods from the review)
 - Adjust content for local context
 - Inclusion of impact chapter
 - Chapter on climate adaptation and resilience Climate resilient practices that are adaptable in the different agroecological zones



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- Chapter on climate mitigation (relevance to Vi Agroforestry carbon projects – what is special and how can other projects increase climate mitigation)
- Chapter on increased biodiversity – biodiversity in general and agroforestry specific agrobiodiversity
- Chapter on improved livelihoods – increased yield, value chains, food and nutrition security
- Section on gender & youth inclusion: decision making, labour/time, access to resources/services.
- Section on learning, record keeping, experience, evaluation of results and dissemination of knowledge in the local context
- Section on legal and institutional framework – impact on SALM & agroforestry
- **Reformat**
 - Agroforestry as main land use
 - SALM methods as relevant
 - Addition of impact chapters
 - Suggestion and examples of implementation tools
 - Training package:
 - Annexes: glossary, templates, list of references made.

4.3 Validation & Finalization

- Facilitate a virtual/physical validation workshop with Vi Agroforestry staff/partners.
- Incorporate feedback and submit Final Manual (print ready PDF + editable source files), plus training resources and an Implementation Quick Guide (≤10 pages).

5. Deliverables

1. Inception Report (methods, detailed workplan, annotated outline)
2. Stakeholder Consultation Notes (summary)
3. List of review documents
4. Draft SALM Manual
5. Validation Workshop Slide deck & Report (feedback and how addressed)
6. Final SALM Manual (professionally done) in:
 - PDF (print ready) and Word & PowerPoint sources
 - All graphics/illustrations in editable formats
 - Quick Implementation Guide



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- Annexes (checklists, job aids, templates, minimum standards)
- Reference list

6. Duration

The assignment is expected to take 30–45 working days from contract signature, including consultations, drafting, validation, and finalization. A detailed schedule will be agreed at inception.

7. Required Expertise

- Advanced degree in Agroforestry, Agronomy, Natural Resource Management, or related field.
- At least 10 years hands on experience with SALM/CSA in smallholder systems in East Africa including drylands agroforestry.
- Demonstrable experience authoring technical manuals/training packages.
- Strong facilitation skills; excellent technical writing and layout sense.
- Proven integration of safeguarding/ECCR-Biodiversity, gender/youth, and do no harm in field guidance.
- Ability to produce clear visuals (diagrams, field sketches, infographics) and practical tools.
- Experience developing technical documents, training materials and organising and providing training.
- Excellent knowledge and experience in agroecology, sustainable agriculture and land management, biodiversity and food sovereignty. Minimum 10 years of professional experience in relevant topics.
- Solid knowledge of urban/semi-urban agricultural methods like hydroponics, vegetable gardens, roof-top gardens.

8. Management and Reporting

- The consultant will report to Vi Agroforestry's Regional ECCR Advisor and work closely with country technical teams.
- Regular check-ins: inception, mid-draft, pre-validation, and finalization.
- The consultant should arrange for their logistics where necessary.

9. Ethics, ECCR & Biodiversity & Safeguarding

- The consultant must adhere to Vi Agroforestry's Code of Conduct, safeguarding, anti-corruption, and data protection standards.
- Any primary data collection must secure informed consent and protect personal data and dignity.
- Any identified safeguarding concerns must be reported via Vi Agroforestry's established channels.

10. Intellectual Property & Data

- All outputs (manual, graphics, tools, data) are **Vi Agroforestry's property**.



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- The consultant may not publish or use materials without prior written approval.

11. Application Process

Interested consultants/firms should submit:

1. **Technical Proposal** (≤ 15 pages): understanding, methodology, workplan, team roles, risk & QA plan, and **ECCR +Biodiversity/gender integration** approach.
2. **Financial Proposal**: itemized, in [KES], indicating tax/VAT status.
3. **CV(s)** of key personnel.
4. **Two or three samples** of similar manuals/training materials authored.
5. **References** (at least three).

Submissions will be done through email with the subject heading as:

**‘EXPRESSION OF INTEREST TO CONDUCT A ‘CONSULTANCY TO REVIEW AND
UPDATE VI AGROFORESTRY’S SUSTAINABLE AGRICULTURE LAND
MANAGEMENT (SALM) MANUAL’**

Send Technical and Financial proposals to the procurement.roea@viagroforestry.org
Submission deadline: **17th April, 2026**