



CONSULTANCY OPPORTUNITY

Terms of Reference (ToR): Mushroom Production Training and Mushroom Cultivation Hut Construction

1. Background

Southern Tanzania Elephant Program (STEP) is seeking to engage a qualified and experienced mushroom production specialist to deliver practical training on mushroom cultivation and construct two mushroom cultivation huts, one in the Kilombero Valley and one in Iringa Rural District. The activity forms part of STEP's livelihoods program, which aims to diversify household incomes through sustainable and environmentally friendly enterprises that strengthen community resilience and provide alternative income-generating opportunities.

2. Objective

To build the capacity of community members to establish and manage profitable mushroom enterprises through practical training and the construction of simple, locally appropriate mushroom production huts. The approach should emphasise simple, locally appropriate and replicable production methods, using materials and inputs that can reasonably be accessed by rural households.

3. Scope of Work

The successful consultant/service provider will be responsible for:

- i. Developing and delivering practical, hands-on training in mushroom production for around 40 community members.
- ii. Training participants on:
 - a. Introduction to mushroom farming and enterprise development.
 - b. Selection of suitable mushroom species, taking into account local climatic conditions, availability of inputs and market demand.
 - c. Selection and preparation of growing substrates.
 - d. Mushroom spawn handling and inoculation.
 - e. Construction and management of mushroom growing bags.
 - f. Environmental management (temperature, humidity and hygiene).

- g. Pest and disease prevention and management.
- h. Harvesting, handling, storage and marketing of mushrooms.

Training should be substantially practical. Participants should have the opportunity to undertake key production activities themselves, where feasible. The consultant should propose the most appropriate mushroom species for the project locations in their technical proposal. STEP anticipates that oyster mushroom production may be appropriate, but selection will be agreed with STEP based on technical suitability, local conditions, availability of inputs and market opportunities.

- iii. Constructing simple mushroom huts using locally available materials in selected project villages. The huts should be:
 - a. Suitable for local climatic conditions.
 - b. Use locally available and affordable materials as much as possible.
 - c. Provide appropriate ventilation, shading and humidity management.
 - d. Allow for effective hygiene and sanitation.
 - e. Include appropriate shelving, racks or other systems for managing growing bags, where required.
 - f. Provide adequate drainage and protection from rain and other environmental risks.
 - g. Be designed to be simple enough for community members to replicate using locally available materials.
 - h. Be appropriate for the proposed production method and scale.

The consultant should include the proposed hut design and estimated production capacity and required materials in the technical proposal.

- iv. Providing STEP with recommendations for sustaining mushroom production following the training.
- v. Submitting a brief completion report summarizing activities conducted, participants trained, demonstration huts constructed, challenges encountered and recommendations.

4. Deliverables

The consultant will deliver:

- i. Practical mushroom production training for around 40 community members, including copies of training materials.
- ii. Construction of two mushroom cultivation huts in agreed project locations with community members
- iii. Final activity report, including participant lists and photographic documentation.

5. Qualifications and Experience

The consultant/service provider should demonstrate:

- i. Proven experience in commercial or community-based mushroom production.
- ii. Proven experience delivering practical mushroom production training.
- iii. Demonstrated experience constructing simple mushroom production huts or growing structures.
- iv. Strong facilitation and adult training skills.
- v. Experience working with rural communities and farmer groups.
- vi. Ability to communicate effectively in Kiswahili.
- vii. Previous experience working with NGOs or community development projects will be an added advantage.

6. Timeline

The assignment is expected to take place during **mid-September 2026**, with the exact schedule to be agreed upon with STEP. The consultant should be available to undertake both the construction of the huts and delivery of the training during this period. A detailed work schedule should be included in the technical proposal.

7. Proposal Requirements

Interested consultants or firms should submit:

- i. A technical proposal describing their understanding of the assignment and proposed approach.
 - a. Proposed technical and training approach.
 - b. Proposed mushroom species and justification.
 - c. Proposed design and specifications for the mushroom huts.
 - d. Proposed work plan and timeline.
- ii. A financial proposal, including all professional fees, itemized hut construction costs, materials and any other associated costs. The indicative budget for this assignment is approximately TZS 8,000,000. Bidders should provide a detailed and itemised financial proposal, demonstrating value for money and clearly identifying all costs associated with delivering the assignment
- iii. Company profile or CV(s) of the lead trainer.
- iv. Evidence of previous similar assignments (including references where available).
- v. Proposed work plan and timeline.
- vi. Business registration documents (for firms) or relevant identification and tax registration details (for individual consultants).

8. Safeguarding Statement

- i. STEP is fully committed to safeguarding and promoting the welfare of children, young people and adults at risk. STEP has zero tolerance for any form of abuse, exploitation or neglect.
- ii. The engagement of the successful consultant/service provider will be subject to compliance with STEP's Safeguarding Policy and Code of Conduct, including any applicable vetting, reference checks and safeguarding requirements. The consultant/service provider will be expected to maintain appropriate professional conduct and report any safeguarding or protection concerns in accordance with STEP's procedures.

9. Submission

Interested service providers should submit both technical and financial proposals no later than **28th August 2026** to applications@stzelephants.or.tz. Please use email subject: **Mushroom Production Training and Hut Construction**. Questions should be directed to the same email address.

Only shortlisted applicants will be contacted.

STEP reserves the right to accept or reject any proposal without assigning any reason and is not bound to award the contract to the lowest-priced bidder.