

**REGISTRATION OF ADVISERS FOR THE PROVISION OF
ADVISORY SERVICE RELATED TO BUSINESS DEVELOPMENT
IN AGRICULTURE**

MAFA/AGR 36/2024

MINISTRY FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

**Rural Affairs Department
Agriculture Research & Innovation Hub, Ingiered Road, Luqa LQA 3300**

Tel: 21804981/2/4

Email: agricconnect.mafa@gov.mt

PURPOSE

The Ministry for Agriculture, Fisheries and Animal Rights (MAFA) is inviting applications for the provision of advisory services related to business development in agriculture.

BACKGROUND

AgriConnect is the only FAS recognised in Malta to offer a range of services designed to assist farmers and livestock breeders in overcoming operational obstacles and technical issues. The aim is to foster collaboration, knowledge exchange, good agricultural practices together with innovative technologies to enhance agricultural productivity, sustainability, and preservation. All this is accomplished within established requirements of the Common Agricultural Policy (CAP) and European Union regulations. AgriConnect aids farmers and breeders in meeting these stringent requirements and standards by offering free advice, personal assistance, and customised guidance by its competent and trained staff.

AgriConnect is in the process of extending its services to the existing ones by offering the necessary support to farmers to improve their business. A key element is the development of a Business Plan and/or Process and Systems Review that assesses the current situation of the applicant and projects scenarios on how to improve the output of the farmer.

In doing so, AgriConnect is recognising Consultancy Service Providers who are equipped to offer advisory services to farmers related to one or more of the below:

- modernisation,
- strengthening competitiveness,
- sectoral integration,
- market orientation and promotion of entrepreneurship and innovation
- economic and environmental performance of the agricultural holding including competitiveness aspects.

This may include advice for the development of short supply chains, organic farming, the saving of sustainable energy, energy efficiency and the production and use of renewable energy for agriculture, increasing biodiversity or biodiversity performance and health aspects of animal husbandry

Engagement of The Selected Business Provider

Upon the recognition of the service provider, AgriConnect clients will have the possibility to engage any of the registered service providers to provide them with the advice required. Given that the development of a business plan involves the dissemination of sensitive data, farmers will have the possibility to choose the service provider from the list of the approved service providers. In doing so that farmer will be signing a declaration expressing the preference of the service provider.

Records will be maintained for ten years from the date on which the last individual aid will be granted under this scheme.

The farmer will also be given the possibility to select a secondary preference in case the service provider would not be able to offer the service to the farmer. Should the farmer not express a preference, the farmer will be assigned a service provider based on a rotation system.

Provision of Service

Each expert identified in the application form will be listed as an expert offering services on behalf of AgriConnect. This means that, for all intents and purposes, the farmer will, always, be considered as an AgriConnect client and thus the reports linked with the advice will have to be drafted using AgriConnect letterheads and should bear the signature of both the experts working on the document and the endorsement of an AgriConnect officer, confirming that the Business Plan and/or Process and Systems Review has been compiled according to the criteria established in the document.

The delivery of the advice shall be limited to one advice service, which shall consist of providing advice in the form of a business plan as described in the guidance form.

The service provider will be required to meet at least three times with the client:

1. At the initiation of the process
2. To discuss the first draft
3. To finalize and present the final business plan.

All dates should be communicated to AgriConnect and upon finalization the farmer shall endorse the business plan which will be sent to the AgriConnect.

Selection Criteria

Participating Consultancy Service Providers should meet all the below criteria:

1. In possession of a recognized MQF Level 7 in Agriculture or Rural Sciences or appropriate and relevant comparable professional qualification.
2. In possession of a recognized MQF Level 7 in Business Administration, accounting or appropriate and relevant comparable professional qualification.

The service provider should submit proof that both experts listed in point 2 and 3 have a long-standing relationship with the applicant and/or are directly engaged with the applicant.

Service Required

The filling up of the relevant application form and the development of Business Reports or Process and Systems Review shall include the following:

Business Report

1. Executive Summary
2. Business History, Vision & Objectives
3. Business Environment
 - PESTEL Analysis (or Similar)

Process and Systems Review

1. Executive Summary
 - Overview of current farm management processes and systems.
 - Identification of key inefficiencies, challenges, and opportunities.

4. Business Concept

- including Current Products;
- Opportunity Gap;
- New Offering Proposals

5. Business Model Canvas (or Similar) Including amongst others:

- Core strategy
- Commercial Networks
- Resources required
- Revenue Streams
- Channels of Distribution

6. Management and Organisation

- Including Organigram (or similar)

7. Risk Assessment

- A Simple Risk Register outlining the main Operational
- Financial risks
- Strategic risks
- the respective mitigation measures)

8. Project Feasibility Research

- Market Analysis & Competition
- Target Market/s
- Industry's potential
- Investment required
- Competitors List
- SWOT Analysis (similar)
- Expected Outcomes & Impacts

9. Investment Proposal

- Description of the needed investment
- Technical specifications for each specific investment
- Description of what is available on the market

- Summary of review goals, methodology, and expected outcomes.
- Highlight potential financial and operational benefits.

2. Process and Systems Analysis

- Benchmarking with Best Practices
- Detailed description of current farm operations.
- Identification of existing systems and challenges.
- Establishment of a baseline performance measurement.

3. Evaluation

- In-depth analysis of current performance metrics.
- Mapping and analysis of key farm processes.
- Identification of process inefficiencies and bottlenecks.

4. Findings and Recommendations

- Development of tailored recommendations for process optimization.
- Suggestions for technology integration to enhance productivity.to enhance
- Farm Management Improvement.
- Identification of training needs for farm staff/owners.
- Proposals for improving animal health

5. Financial Projections

- Cost analysis: Evaluating input costs and identifying areas for reduction.
- Revenue analysis: Projecting income based on production increases and market trends

- Identification of which suppliers offer the required investment and the price range for each investment
- From the options considered, those that meet targets and requirements of the applicant should be identified.

10. Financial Plan, Budgets & Supporting Information

- Financial Statements (Profit & Loss Account and Balance Sheet) for the last financial year
- Financial Projections (Profit & Loss, Balance Sheet, Cashflow Projections) for the 3 years.

Financing

This assignment is 100% locally funded.

Duration of Assignment

This assignment will be valid for 2 years. Applicants will be able to reapply at the end of the term.

Remuneration

The service provider will be paid at a maximum rate of €5000.00 per advice per farmer in the form of a voucher that is awarded to the farmer, which in turn will be redeemed for cash by the service provider. The scheme covers the cost of the advice that is then delivered conjointly in the form of a business plan.

The amount limited to €5000.00 per advice per farmer will be paid to the service provider upon presentation of the voucher and the delivery of the endorsed Business Plan.

SUBMISSION OF APPLICATIONS

Applications in relation to advisory services are to be submitted in English or Maltese. They must be either:

- hand submitted in a sealed envelope clearly marked with the reference number: **MAFA/AGR 36/2024** between 8:00 a.m. till 12:00 p.m. [noon] excluding Saturday and Sunday at

Rural Affairs Department,
Agriculture Research & Innovation Hub, Ingiered
Road,
Luqa, LQA 3300

or

- sent via email on agriconnect.mafa@gov.mt with the reference number: **MAFA/AGR 36/2024** in caption

Applications submitted by any other means will not be considered.

Interested parties may submit requests for clarifications by sending an email on agriconnect.mafa@gov.mt. Questions and answers and amendments to the registration of advisers document will be uploaded on the website: <https://ruralaffairs.gov.mt/>

Application Form for Consultancy Service Providers

Registered Name of Consultancy Service Provider			
Registration / Identification Number			
VAT Number			
Official Address			
e-mail address			
URL: website			
Profile of Consultancy Service Provider			
Consultant	Name & Surname		
	ID No.		
	Designation		
	Highest relevant and recognised educational qualification	Title (eg. MBA)	
		Year of award	
		Awarding Body	
		MQF level	
	Copy of relevant academic qualification is attached	<input type="checkbox"/>	
Copy of proof of a long-standing relationship with the applicant	<input type="checkbox"/> Jobplus documentation and/or <input type="checkbox"/> invoices for sub-contracting		
Competence and Expertise			

Consultant	Name & Surname		
	ID No.		
	Designation		
	Highest relevant and recognised educational qualification	Title (eg. MBA)	
		Year of award	
		Awarding Body	
		MQF level	
Copy of relevant academic qualification is attached	<input type="checkbox"/>		
Copy of proof of a long-standing relationship with the applicant	<input type="checkbox"/> Jobplus documentation and/or <input type="checkbox"/> invoices for sub-contracting		
Competence and Expertise			
Description (brief) of the methodologies adopted by the Service Provider			
Declaration			
Declaration	<i>(insert name of applicant Service Provider)</i> is an economic operator having the competence and expertise in the provision of consultancy services to Micro, Small and Medium-sized enterprises operating across different sectors of the economy.		
	Consultancy services provided shall not be of a periodical or continuous nature, or in relation to the normal operating costs of the beneficiary Undertaking, such as routine tax consultancy services, regular legal services or advertising or related to legal and regulatory obligations arising from the nature of the beneficiary's operations and economic activity.		
	Consultancy services shall only be provided to external Undertakings which are autonomous and unrelated to the Service Provider.		

	By submitting this application for enrolment (insert name of applicant Service Provider) is accepting to provide consultancy services in line with the binding Guidelines for Consultancy Service Providers issued by the Intermediate Body.	
	The applicant accepts that the Intermediate Body will conduct the necessary checks to confirm that the consultancy services provided are in line with these guidelines.	
Authorised Representative of Consultancy Service Provider	Name and Surname	
	I.D. No.	
	E-mail address	
	Contact No.	
	Designation	
	Signature	
	Date	

Data Protection Declaration -

The Ministry for Agriculture, Fisheries and Animal Rights (MAFA) shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. Any data requested in this application form will solely be used for the planning and execution of the Project.

By ticking the box, I am agreeing to give consent for my personal information which I am providing in this document, to be processed and recorded by the Rural Affairs Department within MAFA, and the sharing of this data with other MAFA departments and other Government Departments as necessary, solely for the purposes of Financial Assistance for Advisory related to Business Development in Agriculture (ABDA) Scheme.