

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.  
Resilient nations.

Date: January 23, 2018

Reference: ETH/IC/2018/002

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<b>Country:</b>	<b>Ethiopia</b>
<b>Description of the assignment:</b>	<b>National Consultant to undertake study on rural non/off farm (RNF) income generating activities</b>
<b>Post Title:</b>	<b>National Consultant</b>
<b>Consultant Level:</b>	<b>Level C (Senior Specialist)</b>
<b>Duty Station:</b>	<b>Addis Ababa with some travel to regional states</b>
<b>Expected Places of Travel:</b>	<b>Amhara, Oromia, SNNPR, Tigray, Somali and Afar</b>
<b>Duration:</b>	<b>45 days</b>
<b>Expected Start Date:</b>	<b>Immediately after concluding contract agreement</b>

**Proposal should be submitted** by our secured e-mail: [procurement.et@undp.org](mailto:procurement.et@undp.org) before Tuesday 6<sup>th</sup> February 2018 11:59PM Addis Ababa Local Time.

**OR**

Contact Person :	<b>MY – Procurement Unit</b> <b><a href="mailto:info.procurementet@undp.org">info.procurementet@undp.org</a></b>
Name of Office:	<b>United Nations Development Programme (UNDP)</b> <b>ECA Compound Old Bld. 6th floor, North Wing</b> <b>Addis Ababa, Ethiopia</b>
P.O. Box:	<b>5580</b>
Fax	<b>+251 11 5514599 / +251 11 5515147</b>

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## 1. Background

Largely dominated by an agrarian economy and experiencing the second highest population in Africa, Ethiopia faces many development challenges. Most of the population still relies on rain-fed production systems for food and income security. Agriculture accounts for over 40% of GDP, employs 80% of the labour force and generates some 90% of export earnings, yet most agricultural activity still occurs within small, subsistence-level farming systems. Whilst average plot sizes vary by region, many households survive on less than a hectare each.

Ethiopia suffers from food insecurity with average annual food production growth an estimated 2.4%, lagging behind population growth of 2.8% per annum. Major causes of food insecurity in Ethiopia include environmental degradation, deforestation, soil erosion, recurrent droughts and pressures caused by population growth. Across the country, environmental degradation has led to loss of production capacity, leaving crop cultivation and livestock husbandry struggling to withstand the immediate impacts of climate variability, including recent El-Nino events and associated floods and droughts.

Smallholder farming (cultivation and pastoralism) is the mainstay of Ethiopia's economy across the six regions in which this project will be implemented. Farming takes place in often highly degraded and vulnerable environments where there is substantial loss of vegetation, associated erosion and declining soil fertility. Huge demand for natural capital including biomass fuels exacerbates environmental degradation and affects food production. This project proposes an integrated approach that brings together capacity to achieve food security with the need to restore and sustainably manage key environmental resources. It does this through three interrelated components: Component 1 ensures effective multi-stakeholder platforms are in place to support the dissemination and uptake of integrated approaches; Component 2 develops specific approaches and puts in place effective mechanisms to scale up across target sites and, more widely, in the country; and Component 3 establishes a systematic monitoring, assessment, learning and knowledge management mechanism that supports influencing at a wider scale in Ethiopia. Infusing all components is a commitment to gender-responsive development, in which women stakeholders within smallholder communities play a central role in economic and environmental transformations.

### **Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia Project:**

The goal of this project is: To enhance long-term sustainability and resilience of food production systems by addressing the environmental drivers of food insecurity in Ethiopia. The overarching focus is on integrated landscape management (ILM) to achieve food production resilience in landscapes under pressure. ILM combines land management choices and Integrated Natural Resources Management (INRM) with water- and climate-smart agriculture, value chain support and gender responsiveness.

The project is a five years project implemented by federal ministry of Environment, Forest and Climate change in six regions and 12 project sites or woredas. The regions and woredas are Oromia (Chiro and Doba), Amhara (Angolela Tera and Menz Gera), SNNPR (Boricha and Duguna Fango), Tigray (Raya Azebo and Tanqua Abregele, Ethiopia Somali (Gursum and Tuliguled) and Afar (Abaala and Amibara).

### **Objective of the Service/Work**

The traditionally farm households in rural Ethiopia have been that they focus almost exclusively on farming and undertake little rural non-farm (RNF) activity. Nevertheless, there is mounting evidence that RNF income (i.e. income derived in this sector from wage-paying activities and self-employment in commerce, manufacturing and other services) is an important resource for farm and other rural households, including the landless poor as well as rural town residents. There are several reasons why the promotion of RNF activity can be of great interest to developing countries like Ethiopia. First, the evidence shows that RNF income is an important factor in household economies and therefore also in food security, since it allows greater access to food. This source of income may also prevent rapid or excessive urbanization as well as natural resource degradation through overexploitation.

Second, in the face of credit constraints, RNF activity affects the performance of agriculture by providing farmers with cash to invest in productivity-enhancing inputs. Furthermore, development of RNF activity in the food system (including agro-processing, distribution and the provision of farm inputs) may increase the profitability of farming by increasing the availability of inputs and improving access to market outlets. In turn, better performance of the food system increases rural incomes and lowers urban food prices.

Third, the nature and performance of agriculture, themselves affected by agricultural product, can have important effects on the dynamism of the RNF sector to the extent that the latter is linked to agriculture. This sector grows fastest and most equitably where agriculture is dynamic – where farm output is available for processing and distribution, where there are inputs to be sold and equipment repaired and where farm cash incomes are spent on local goods and services.

In the light of these factors, this assignment pursues two main purposes: it seeks to identify RNF options and market viability; and, recommend mechanism to enhance RNF intervention in target woredas.

The specific objective of the Assignment is:

1. To conduct quick assessment of the existing climate smart RNF activities in each woreda and select that can be taken up by this project.
2. To assess the potential of the woreda for climate smart RNF activities and recommend new RNF options.
3. To unlock the constraints in climate smart RNF leading to more efficiency and engagement
4. To integrate RNF to landscape management and food security.
5. To design a mechanism to support the development of RNF activity in selected woredas that can benefit women, youth and destitute families.

***For detailed information, please refer to the TOR in Annex 1***

## **2. Scope of the work**

The consultant will work with the UNDP and MoEFCC staff and other designated groups and people to gather data and information designed to inform and support the preparation of study. This study will provide: RNF activity selection, recommended interventions concerning policy and administrative reforms as well as technical and market development needs which will have the greatest impact on efficiency. The final analysis will recommend concrete project interventions to improve RNF activity interventions and strengthen forward and backward business linkages along the chains. The analysis will serve as the foundation for developing strategy and recommendations that the project will implement (facilitate) over the next four and half years.

Initial data collection and information gathering will revolve around identifying and meeting with the right people in order to understand the local context for RNF activities, how they are connected, how they work together or do not work together, and where the major disconnects are located. The tasks include:

- Working with regional partners, target woredas and other implementing partners, identify and select actors in the respective regions.
- Set up, facilitate and execute meetings/interviews/focus groups with key actors.
- Conduct market assessment for the selected enterprise options.
- Collect and analyses secondary information

At a minimum, the consultant will address the following questions:

- What are the patterns of RNF income and employment in the different regions and woredas? How important is RNF activity, how fast is it growing and what is its nature by region, woreda and type of agro-ecological zone?
- What are the feasible RNF options in that particular woreda? What are the challenges in

establishing such RNF activities? What can be done to solve these challenges?

- What are the incentives to be offered, to enhance relative profitability and reduce risk of farm and RNF activities;
- What effects do RNF income and employment have on the levels and distribution of rural household incomes, poverty incidence and food security?
- What are the push and pull factors to motivate households to participate in RNF activities?
- What kind of linkage can be created between farm and non-farm activities?
- What environment and gender issues are there to be address during the implementation of selected RNF activities?
- What policy and programme implications can be drawn from these points?

### Methodology

The foundation for the methodology relies on making a thorough desk review and developing standardized questionnaires that are used in focus groups, small groups and one-on-one interviews.

- **Providing timely information and support in desk review of relevant documents**
- **Undertake field visits to each woreda for observation, product identification, market assessment and arrange meetings/interview/discussions with relevant stakeholders at all levels (UN/UNDP, federal level implementing partners, line ministries, woreda offices, farmers, pastoralists and agro pastoralists, higher learning and research institutions and project staff**

*For detailed information, please refer to TOR in Annex 1*

### 3. Expected Outputs and Deliverables

- Study proposal
- Inception Report
- Draft Final report
- Final Report

No	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Study proposal		For bidding, program specialists, PM, finance and human resource
2	Progress report: after contract signature	15 days	Program specialist and PM
3	Final Draft	30 <sup>th</sup> day	Program specialist, PM and GEF team
4	Final Report	35 <sup>th</sup> day	Program specialist, PM and GEF team

*For detailed information, please refer to TOR in Annex 1*

### 4. Institutional Arrangement/Reporting Relationships

- The Consultant will work in close collaboration with UNDP CO, particularly with GEF program specialist and IAP Food Security PMU team;
- Estimated level of effort: 45 working days to complete the whole assignment.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the sensitive nature of pipelining before the report is approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office and UNDP - GEF RTA, any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP-GEF except as required by these TOR or upon written authorization from the UNDP CO and UNDP-GEF;

*For detailed information, please refer to TOR in Annex 1*

## 5. Logistics and Administrative Support to Prospect IC

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection. The consultant will organize transportation, accommodation and DSA expenses while travelling to the field.

*For detailed information, please refer to TOR in Annex 1*

## 6. Duration of the Work

The assignment is for **45** working days. The work will commence immediately after signing of the contract. The consultant will divide the assignment dates for desk review, field data collection, analysis and reporting writing. This should be clearly indicated in the proposal.

*For detailed information, please refer to TOR in Annex 1*

## 7. Qualifications of the Successful Individual Contractor (IC)

### **A. Education:**

Advanced Degree MSc (MA) and above with specialization in relevant field(s) related to rural economy development and Rural Entrepreneurship development.

### **B. Experience:**

Having least **ten** years working experience in rural economy and livelihoods analysis and development is required. Extensive experience and proven track record in conducting and leading similar assignments particularly in food insecure areas is essential.

### **C Language and other skills:**

Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions. It will be advantageous if the consultant speaks local languages of the intervention regions.

### **D. Functional skills:**

Excellent communications and networking skills and the ability to work with federal and regional government professionals. Strong interpersonal and negotiating skills; Ability to work in a multicultural environment; and Sound judgment and discretion.

Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

### **E. Compliance of the UN Core Values:**

Demonstrates integrity by modelling the UN's values and ethical standards;

Promotes the vision, mission, and strategic goals of UNDP;

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Treats all people fairly without favouritism;

Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Important Note:**

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be included to the next procurement process.

*For detailed information, please refer to TOR in Annex 1*

## 8. Criteria for Selecting the Best Offer

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and

financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:

- a. Technical Criteria weight is **70%**
- b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100%
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	<b>40</b>	40
▪ <b>Criteria b.</b> Educational back ground of the technical team	<b>10</b>	10
▪ <b>Criteria c.</b> Practical experience of the team in conducting analysis and development of climate smart off farm activities	<b>20</b>	20
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

*For detailed information, please refer to TOR in Annex 1*

## 9. Payment Milestones and Authority

Payment Schedule (Payment trenches)	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 <sup>st</sup> Installment	up on submission of inception report	UNDP and MoEFCC	20%
2 <sup>nd</sup> Installment	up on submission of draft report	"	30%
3 <sup>rd</sup> Installment	up on submission of final report	"	50%

*For detailed information, please refer to TOR in Annex 1*

## 10. Recommended Presentation of Proposal

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

Proposed Table of Contents	Page
<b>TECHNICAL PROPOSAL COVER PAGES</b>	
Cover Page (use the template hereto)	
Cover Letter (use the template hereto)	
Statement of Declaration (use the template hereto)	
<b>SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM</b>	
1.1 Letter of Motivation	
1.2 Proposed Methodology	
1.3 Past Experience in Similar Consultancy and/or Projects	
1.4 Implementation Timelines	
1.5 List of Personal Referees	
1.6 Bank Reference	
<b>SECTION II. ANNEXES</b>	
Annex a. Duly Signed P11 (use the template hereto)	
Annex b. Duly Signed Personal CV's	

## Financial Proposal

### LUMP-SUM CONTRACTS

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**<sup>1</sup>, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

#### Travel:

- All envisaged travel costs must be included in the financial proposal. In general, **UNDP should not accept travel costs exceeding those of an economy class ticket.** Should the IC wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

*For detailed information, please refer to TOR in Annex 1*

### 11. Confidentiality and Proprietary Interests

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

*For detailed information, please refer to TOR in Annex 1*

### 12. Annexes to the TOR

Project Proposal Document

*For detailed information, please refer to TOR in Annex 1*

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<sup>1</sup> The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

**Note:** Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.

**Submission Through our secured email**

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: [procurement.et@undp.org](mailto:procurement.et@undp.org)
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
  1. For Technical: Technical Proposal – **ETH-IC-2018-002 – National Consultant to undertake study on rural non/off farm (RNF) income generation activities-** [\[insert your name\]](#)
  2. For Financial: Financial Proposal – **ETH-IC-2018-002 – National Consultant to undertake study on rural non/off farm (RNF) income generation activities -** [\[insert your name\]](#)
- All prices/rates quoted must be in **ETB and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

**ANNEX**

**ANNEX 1: TERMS OF REFERENCES (TOR)**

**ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUBMISSION FORM**

**ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUBMISSION FORM**

**ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC**



# Annex 1

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## TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

**Annex 1-ToR for National Consultant to undertake study on rural non/off farm (RNF) income generation activities**

# Annex 2

## TECHNICAL PROPOSAL

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### Cover Page

**IC Reference: ETH-IC-2018-002 – National Consultant to undertake study on rural non/off farm (RNF) income generation activities**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### TECHNICAL PROPOSAL SUBMISSION FORM

**Proposed by:** [\[insert your name\]](#)

**Directions:**

- a. Briefly **explain why you are the most suitable for the consultancy service** you applied for. It should not be more than four hundred fifty words.
- b. Provide a **detailed approach and/or methodology** you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
- c. Include your **proposed work plan** which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
- d. **Past experience in similar projects and/or consultancy services** and their respective contract person name and address.
- e. **List of three personal referees** in terms of their title (position), where they work, email, and telephone address
- f. It must be prepared in **English**.

# Annex 3

## FINANCIAL PROPOSAL

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### Cover Page

**IC Reference: ETH-IC-2018-002 – National Consultant to undertake study on rural non/off farm (RNF) income generation activities**

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FINANCIAL PROPOSAL SUBMISSION FORM

**Proposed by:** [insert your name](#)

**Directions:**

- a. The financial proposal shall specify a **total lump sum amount (including travel, per diems, and number of anticipated working days)**
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately together with Technical Proposal through **our secured email** [procurement.et@undp.org](mailto:procurement.et@undp.org) in a **PDF FORMAT**

## I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration in ETB
<b>Personnel Costs</b>			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
<b>Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
<b>Duty Travel</b>			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others: <b>Amhara, Oromia, SNNPR, Tigray, Somali and Afar</b>			
<b>AGGREGATE Lump Sum AMOUNT in ETB</b>			

**Amount in Words:** [Insert the total amount in words]

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## II. BREAKDOWN OF COST BY DELIVERABLES\*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in ETB)
1	Inception Report	20%	
2	Draft Report	30%	
3	Final Report	50%	
Total Lump Sum Amount in ETB		100%	

\*Basis for payment tranches

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## **Annex 4**

### **GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)**

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Attached as a supporting document in this procurement notice.

**Annex 4-General Conditions of Contract-Individual Contractors(IC)**