|  |  |  |
| --- | --- | --- |
| D:\Malawi GEF Project\Communication\Govt. of Malawi Logo.png | C:\Users\ben.twinomugisha\AppData\Local\Microsoft\Windows\INetCache\Content.Word\GEF Tagline smaller (002).jpg | C:\Users\ben.twinomugisha\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UNDP Logo_ (004).jpg |

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**TERMS OF REFERENCES FOR CONSULTANCY SERVICES TO CARRY OUT VALUE CHAIN MAPPING AND ANALYSIS OF NON-AGRO AND AGRO-BASED PRODUCTS IN APIARY, CROP, LIVESTOCK AND AQUACULTURE**

**Type of Contract: National Consultant**

**Post Level: National Consultant**

**Languages required: English**

**Duration of initial contract: 30 working days**

**Submission deadline: 31st May 2018**

**Applications:** [procurement.mw@undp.org](mailto:procurement.mw@undp.org)

**Country: Malawi (Lilongwe)**

**1. BACKGROUND**

This is Terms of Reference (ToR) for consultancy services to carry out value chain mapping and analysis of non-agro and agro-based products in apiary, crop and livestock, and aquaculture is for the UNDP-GEF full-sized project titled Implementing urgent adaptation priorities through strengthened decentralised and national development plans-ADAPT PLAN (PIMS#4958). The project is implemented by the Government of Malawi, through the Ministry of Natural Resources Energy and Mining with support from Global Environment Facility (GEF)-Least Developed Countries Fund (LDCF) and United Nation Development Programme (UNDP). The project aims to establish and then demonstrate the institutional framework required to mainstream adaptation into development planning at national and local levels, beginning with Ministries responsible for Agriculture, Water and Forestry and 3 pilot districts (Nkhatabay, Ntcheu and Zomba).

Recent studies have shown that various value chains have potential to increase the economic base and livelihood status of the poor communities. However, this potential is not fully harnessed by different stakeholders because of inadequate analysis of the value chains in respective communities/localities particularly in the three districts of Nkhatabay, Ntcheu and Zomba where the Adapt Plan project is being implemented. This is evidenced by the fact that most value chains development initiatives are carried out at subsistence level as a result, they do not fully help in improving livelihood of the poor. The value chain mapping and analysis will therefore provide a basis for informing action to scale up community engagement in various value chains development. It is within this context that suitable applicants are invited to apply for this assignment to conduct a value chain mapping and analysis of non-agro and agro- based products in apiary, crop, livestock, and aquaculture.

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The consultant will provide support in conducting a value chain mapping and analysis of non-agro and agro-based products. The consultant is expected to undertake the following tasks but not limited to:

1. *Mapping the value chain*: Identify the main actors and other stakeholders (supporters and influencer) and how are they linked and interact in the value chain; assessing the flow of products, information and financial resources along the value chains – both descriptive and as a value chain map.
2. *Functional analysis of the value chain*. Profiling of the industry structure, skills and production technology by identifying, describing and quantifying in physical terms the sequence of operations concerning commodity production, processing, marketing and final consumption and related agents carrying them out. Describing the factors affecting the value chain actors.
3. *Analysis of input and output markets.* Examine the input and output market and their structure. Procurement processes, accessibility to and availability of varieties required as well as related standards and information. Identification of final buyer for output market, type of contractual arrangements and transaction costs involved. Analyse degree of competitiveness, the existence of monopolies, monopsonies, oligopolies, market share and market segmentation for both input and output markets; and identification of potential lead firms for each value chain.
4. *Policy environment & institutional analysis:* Analysis of the institutional set-up: identifying and appraising the set of interactions taking place among agents and the formal and/or informal rules governing them; Specification of services provided to producers by government services; Specification of services and service conditions provided to producers by input providers, traders, banking institutions, commercial extension providers etc; Specify the degree of organization of producers, the constitution and services provided by producer organizations
5. *Economic value chain analysis & development options;* Economic analysis of the value chain: assessing in quantitative terms the value-added creation and distribution among the various actors of the chains; assessment of the socio-economic context of the producer profiles, specifying the costs of production, the farm gate price and income of average production household whose main crop is a target crop; economic demand situation for apiary, crop, livestock, and aquaculture in Malawi & options for market participation in high value segments of the chain; Analysis (diagnosis) of potential added values to apiary, crop, livestock, and aquaculture. if different potentially Climate-Smart technical innovations are adopted and the potential for Climate Smart Agariculture (CSA) and Ecosystems Based Adaptation (EBA) labeling; Analysis of business development service market for the chains, with suggestion of potential service providers and measures for addressing constraints identifed from the value chain analysis that facilitate upgrading of the value chains or that would allow a larger share of gross margin to the producers.
6. *Summary of SWOT* (strengths, weaknesses, opportunities, and threats) analysis of the chain derived from the different aspects analyzed above.
7. *Action Plan*: propose and draw recommendation and suggest strategies and action plans for supporting upgrading the value chains, with specific interventions, indicative timeframe, and agents to address constraints identified, barriers to remove and investments that could mainstream CSA.

**Competencies:**

* Demonstrated ability to lead, plan, organize, implement and report on a consultancy assignment; and Recent experience with value chain mapping and analysis methodologies.
* Experience applying SMART indicators and reconstructing or validating value chain mapping and analysis scenarios.
* Competence in adaptive management, as applied to value chain mapping and analysis.
* Experience working within Africa especially within southern Africa and Malawi in the sectors of the study.
* Expertise in working with inter-cultural and inter-disciplinary environments;
* Excellent command of English language (oral and written), knowledge of Chichewa or any of the local dialects from Malawi will be an added advantage

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Education:**

* A Master’s degree in Agricultural Economics or Agricultural Development or Social Science especially in Economics, Development Economics, or other closely related field.

**Experience:**

* Work experience in relevant technical areas. practical experience in the field of agriculture and rural development, and development of enterprise support institutions for at least 10 years.
* Demonstrated understanding of issues related to gender and climate change vulnerability and adaptation; experience in gender sensitive value chain mapping and analysis

**Deliverables:**

* **Inception Report:** consultant clarifies objectives and methods of the study no later than 1 week before the field mission. To be sent and presented to the UNDP/EAD project management team.
* **Draft Final Report:** Report covering themes of the value chains/detailing out backward and forward linkages with margins of all the actors in the value chain with recommendations mentioning the bottlenecks, opportunities and key leverage points where the project can intervene for maximizing the returns to producers. Full report submitted with annexes.
* **Final Report:** Revised report with annexed audit trail detailing how all received comments have (and have not) been addressed in the final report. The final consultancy report must be in English incorporating the comments (1 digital and 3 hard copies).

**Timeframe:** The assignment is expected to take 30 working days.

**Methodology:**

The approach used throughout the assignment must be participatory, grounded on adult and organizational learning principles, include constructive feedback, document findings, brief UNDP/EAD and other stakeholders on the assignment, and produce timely, clear, concise reports.

**Report Requirements:**  
Before each payment, the consultant will have to satisfactorily meet the specified deliverable against that particular payment; Before the final payment, the consultant will have to produce a final report.  
 **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications by 5pm on the 31st May 2018.

Please send all the requested documents to the following email address: [procurement.mw@undp.org](mailto:procurement.mw@undp.org)

1. **Technical Proposal:** Explaining why you are the most suitable for the work  
   Provide a brief methodology on how you will approach and conduct the work
2. **Financial Proposal:** Financial proposals must be “all inclusive” and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.);
3. **Personal CV** (P11 Form) including past experience in similar assignment and at least 3 references

**Proposals must include all three documents. Proposals not meeting this requirement will be rejected. Please note that online submissions require scanning all documentation in one file as the platform allows for one attachment only or send via the following email address:** [procurement.mw@undp.org](mailto:procurement.mw@undp.org)

**Financial Proposal:**

* Contracts based on daily fee
* The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station in Lilongwe /repatriation travel.   
  
**Evaluation:**

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis:   
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:  
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.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight** | **Max. Point** |
| **Technical** | | |
| **Criteria A: Professional experience**  Relevant qualifications and practical experience in the field of agriculture and rural development, and development of enterprise support institutions for at least 10 years. Demonstrated understanding of issues related to gender and climate change vulnerability and adaptation; experience in gender sensitive value chain mapping and analysis. | 25 |  |
| **Criteria B:** **Technical Proposal**  Understanding of the task, soundness of methodology proposed and schedule in the technical proposal | 30 |  |
| **Criteria C: Skype/telephone Interview**  Demonstrated knowledge of the subject matter (value chain in agro and non-agro enterprises) and competency through face to face, skype or telephone interviews | 15 |  |
| **Technical Total** | **70** | **70** |
| **Financial** | **30** | **30** |

* Technical Criteria weight; 70
* Financial Criteria weight; 30
* Combined Total Score (Maximum); 100 points.
* Only candidates obtaining a minimum of 70 points in the Technical Evaluation would be considered for the Financial Evaluation.

The financial score for the financial proposal will be calculated in the following manner:

Sf = 100 x Fm/F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

**Total Score**

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: T= 0.7, F=0.3

The Total score will be calculated by formula: TS = St x 0.7 + Sf x 0.3

TS - Is the total score of the proposal under consideration?

St - is technical score of the proposal under consideration.

Sf - is financial score of the proposal under consideration.