

TERM OF REFERENCE (ToR)
Consultants Financed by the Highland CCA Project

GENERAL INFORMATION

Procurement Notice Ref. No.: ETH

Services/Work Description: to carry out a Value Chain Analysis and Market Assessment of agricultural and non-agricultural products of targeted beneficiary farmers;

Project/Program Title: CCA Growth- Implementing climate resilient and green economy plans in highland areas in Ethiopia.

Post Title:	National Consultant
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa with some travel to regional states;
Expected Places of Travel:	Amhara, Oromia, SNNPR and Tigray;
Duration:	30 working days to be distributed over one and half (1½) months;
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

This adaptation project, funded by the Least Developed Countries Fund and administered by the Global Environment Facility, is a five-year project which was approved by Government of Ethiopia in April 2017, based in 4 regions (Amhara, Oromiya, SNNP and Tigray). The project is working in 6 selected Woredas and 2 City Administrations from the 4 Regional States.

The long-term success of watershed restoration projects in Ethiopia has been underpinned by the technical, institutional and management capacity of the project stakeholders responsible for implementation. In light of this, the proposed LDCF project will focus on building capacity, increasing awareness and improving understanding of climate change risks and opportunities amongst stakeholders and beneficiary community members.

In addition, the LDCF project will support the implementation of additional income-generating activities to reduce the vulnerability of local communities – particularly women and youths – in the Ethiopian highlands to current and future climate change. Opportunities will be identified for creating off-farm employment and diversifying traditional livelihood opportunities. The project will identify potential income-generating activities and investigate the conditions necessary for effective local-level adoption and sustainability. Formal and informal value chains for goods and

services resulting from SWC and CSA measures will be identified and analyzed. The financial benefits received from value-addition will incentivize land owners to adopt SWC and CSA measures. Emphasis will be placed on activities suitable for adoption by women and female-headed households who are among the most vulnerable to climate change.

The expected Outcome 3 of the project aims to attain '*Adapted and diversified income and employment opportunities generated for local communities, with a focus on climate-smart agriculture and integrated watershed management*'. One of the expected outputs of the project is Output 3.3 that states that '*Climate resilient livelihood diversification interventions (both on-farm and off-farm) introduced*'.

To this end, the project seeks to hire a consultant to undertake a comprehensive analysis of market opportunities and value chains for agricultural and other products in each of the eight project Woredas from sustainable watershed and landscape management.

II. Objective

The overall objective of this assignment is to carry out a Value Chain Analysis and Market Assessment of agricultural and non-agricultural products of targeted beneficiary farmers in the highland CCA project to provide evidence-based information for designing program. This assessment will portray a clear picture of existing and potential market for Highland CCA project community members.

The specific objectives of the assignment are to :

- Priorities value chains within the target project Woreda sites which have the potential to be developed as commodity specific clusters and shortlist major value chains of agricultural commodities that can create a high impact on the income of beneficiary farmers ;
- assess the value chain of selected products considering market demand and comparative advantage of market;
- identify value chain actors, their role and influence over the production and supply chain; and
- suggest strategies and interventions for promotion of gender responsive value chain across local to tertiary market.

The full project document (Pro.doc) is available upon request.

III. Scope of the Work

The consultant will work with the UNDP and MoEFCC staff and other designated groups and people at national and sub-national and local levels to gather data and information designed to inform and support the assessment process. The study will also targeted to identify the impact of climate change on the livelihood of the target communities, identify the existing vulnerability of the target communities at lower administrative level to the impacts of climate change, to identify the adaptive capacity of the target communities, to identify the coping mechanism of the target communities to climate change, to identify and prioritize the adaptation options to be implemented at national and sub-national level for integrating climate change considerations into development planning and budgeting processes. This includes collecting and analyzing raw and observational data of current practices to compensate for vulnerability.

IV. DESCRIPTION OF RESPONSIBILITIES

The assessment result will recommend concrete project interventions to improve the adaptive capacity of the communities and implementing institutions found at lower administrative level, identify technologies that help to adapt the impacts of climate change.

The assessment result will serve as the foundation for developing the climate change adaptation plan of each target Woredas.

The consultant shall:

- Review existing Value Chain Analyses and Market Assessments of agricultural products and other relevant project documents.
- Draft an appropriate methodology for primary data collection and develop data collection tools (e.g. market survey, interviews with market actors, key informant interviews) that will be used to conduct the Market Assessment and Value Chain Analysis.
- Plan and conduct a Market Assessment and Value Chain Analysis of the target Woreda communities focusing on:
 - identification of major local, regional and, if applicable, distant markets
 - assessment of size of markets, volume of sales, market integration/segmentation
 - local market structure and enabling environment
 - market actors (consumers, sellers, traders, middle-men, employers)
 - procurement mechanisms, market requirements (standards, conditions for delivery) and prices, wage rates and employment conditions
 - Other areas as identified by the methodology and data collection
 - Draft a Market Analysis and Value Chain Analysis report, which includes an executive summary and practical recommendations that can be used to inform the livelihoods intervention in target Woredas and ensure viability, appropriateness, and ultimately sustainability.

To finalize the documentation, the consultant needs to consider comments and feedback received from the project stakeholders stated in the pro doc of the Highland CCA project.

V. Deliverables Expected

- Study proposal
- Inception Report
- Draft Report on the Market and Value Chain analysis of Highland CCA project intervention Woredas
- Final Report

VI. TIMELINE, REPORTING AND QUALITY CONTROL OF THE ASSIGNMENT

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Study proposal	3 days	For bidding, program specialists, PM, finance and human resource
2	Progress report: after contract signature	5 days	Program specialist and PM
3	Draft Report	15 days	Program specialist, PM and GEF team

4	Final Report	7 day	Program specialist, PM and GEF team
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VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Consultant will work in close collaboration with UNDP CO, particularly with GEF program specialist and Highland CCA PMU team;
- Estimated level of effort: 30 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;

VIII. 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.

IX. DURATION OF THE WORK¹

The assignment is for 30 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.

X. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

The minimum key expertise of the consultant shall cover the following

A. Education:

- Master's degree, Natural resources economics, Agricultural Economics, Economics or related fields.

B. Experience:

- At least 7 (Seven) years working experience in Natural resources economics, Agricultural Economics, Economics or related field.

C. Language and other skills:

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- 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 shortlisted and contacted.

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IX. CRITERIA FOR SELECTING THE BEST OFFER

National Consultants (NCs) 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 is:
 - a. Technical Criteria weight is **70%**;
 - b. Financial Criteria weight is **30%**;

Evaluation Criteria:

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and Interview (as required))	70%	70
Criteria a: Educational and background training		10
Criteria b: Understanding of the ToR and Methodology		50
Criteria C: Previous Experience in similar assignment		10
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation Legend:

Weight per Technical Competence

Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96 -100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

*** It is mandatory criteria and shall have a minimum of 50%**

****Regarding the rest criteria, you may select from the following** or include which is/are relevant evaluation criteria as per the ToR and fix allocated weightage corresponding to each criterion. Examples:

- Minimum educational background as per the requirement in the ToR;
- Minimum 7 years of experience in similar consultancy projects and/or IC contracts;
- Ability to discharge the consultancy service within the timeframe as per the ToR;
- In case of Interview** - individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence;
- Other criteria that help to objectively evaluate the required knowledge, skills, behaviours, . . . of prospective consultants.

X. PAYMENT MILESTONES AND AUTHORITY

The successful consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, and approval by UNDP and partner Government Offices on monthly bases.

Deliverables	Approval & Certification should be obtained	Percentage of full payment
1st Payment upon submission and endorsement of: Upon submission of Inception report	UNDP	20 %
2nd Payment up on the submission and acceptance of: Up on submission of draft project document	UNDP	30 %
3rd payment upon the submission and acceptance of: Up on submission of the final draft and approval of the project document	UNDP	50 %

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the assignment service without prior written consent.

Proprietary interests on all materials and documents prepared by the consultant under this assignment shall become and remain properties of UNDP Ethiopia.

XII. ANNEXES TO THE TOR (Expression Of Interest template)

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

This TOR is approved by: [\[Wubua Mekonnen\]](#)

Signature: _____

Name and Designation: _____

Date of Signing: _____