

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 15, 2019

Procurement Notice Reference No.: *ETH0523*

Country: *Ethiopia*

Services/Work Description: Individual Consultant to Prepare Full Sized Projects for Ethiopia

Project/Program Title: Preventing forest loss, promoting restoration and integrating sustainability into Ethiopia's coffee value chains and food system

Post Title: National Coffee Supply Chain and Markets Specialist

Consultant Level: Level C (Senior Specialist)

Duty Station: Addis Ababa with travel to regions

Expected Places of Travel: Project sites in Ethiopia: Oromia and SNNP regions

Duration: 6 months

Expected Start Date: Immediately after Signing the Contract

The United Nations Development Programme (UNDP) is currently implementing a project *Preventing forest loss, promoting restoration and integrating sustainability into Ethiopia's coffee value chains and food system* that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> search for Event ID **ETH0523** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurementet@undp.org **Attn: MY**. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Brief Description of Approach to Work (if required by the TOR)**
- **Letter of presentation highlighting main qualifications and experience relevant to this TOR;**
- **CV;**
- **Copy of education certificate;**
- **Completed financial proposal – using the Format (Breakdown of Costs Template)**
- **Any other as relevant**

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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. This includes all travel to join duty station/repatriation travel. 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 and Individual Consultant, prior to travel and will be reimbursed.

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

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I. BACKGROUND / PROJECT DESCRIPTION

Coffee is Ethiopia's most important agricultural commodity, contributing about a quarter of its total export earnings, grossing about \$US800 million in 2015/2016, based on exports of about 180,000 metric tons. This makes Ethiopia Africa's largest coffee producer and the world's fifth largest exporter of Arabica coffee. Ethiopia is therefore an important player in the global coffee supply chain and would contribute significantly to the global push to stimulate both supply and demand of coffee to become deforestation-free. Ethiopia's remaining forests are in the Oromia and SNNP regional states, in Ethiopia, and these are the reservoir of genetic diversity of *C. Arabica*.

The growing push to increase earnings from agricultural exports is leading to a shift towards commercialization of coffee and crop production and increasing deforestation due conversion of forests into coffee plantations and cropland. Restoring degraded landscapes for food production and adopting good production practices and sustainable supply chains as a central this commercialization drive would significantly contribute to the global goal of transforming food and commodity production systems towards sustainability and generate global environmental benefits associated with forest and landscape restoration.

This Project therefore aims to contribute significantly to the global agenda of transforming coffee production to become deforestation-free. Additionally, the project will support the transformation of maize and wheat cropping systems to become more sustainable and promote restoration of degraded croplands for increased food production associated global environmental benefits.

II. SCOPE OF THE WORK

The National Coffee Supply Chain and Markets Specialist will work closely with and support the Global Coffee Supply Chain and Markets Specialist, to map and analyses the Ethiopian coffee value chain and market and present a comprehensive picture in terms of: identifying all the actors involved in the value chain analyzed as well as their linkages, role, and added value; identifying which elements of the chain could/should be strengthened for developing strong linkages between

production and market actors and for the producers to be able to capture larger share of the gross margins; and locating which elements represent barriers or obstacles to overcome.

The Specialist support the Global Coffee Supply Chain and Markets Specialist with conducting the following:

1. Analysis of the agronomic production profile (in close collaboration with the National Sustainable Agriculture /Climate-Smart Agriculture and Farmer Support Specialist):
 - Identifying the currently dominant agronomic production practices for Arabica coffee in the target areas.
 - Specification of agricultural management practices of soil & water management, pest & pesticide management, practices of land clearing and land use change, tree nursery practices (if managed by farmers as opposed to upstream actors) and use labour.
 - Profiling of the farming techniques required to achieve market standards.
 - Recommendation of knowledge and incentives required to apply agronomic practices that will increase productivity
 - Identify training and capacity building needs for coffee farmers to increase productivity and quality
2. Value chain mapping and analysis
 - Mapping the value chain: Identify the main actors and other stakeholders (supporters and influencers) 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.
 - 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.
 - 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, and market share and market segmentation for both input and output markets.
3. 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.

- Specify of services provided to producers by government services: describe the role of the Ethiopian Tea and Coffee Authority, Ethiopian Commodity Exchange, Ministry of Agriculture and other relevant government institutions active/with mandates in the coffee sector
 - Specify the services and service conditions provided to producers by input providers, traders, banking institutions, commercial extension providers etc.
 - Assess/map the existing collaboration mechanisms in the country at national and sub-national level with a view to strengthening the multi-stakeholder governance processes and structures for development and management of the coffee sector (e.g. Regional and National Coffee Platforms);
 - Develop priority partnerships to ensure that local market players – companies, associations and networks – are fully engaged in the project and project activities.
4. Coffee farmer organizations capacities, opportunities and challenges
- Map the number and type of coffee farmer organizations and cooperatives present in the Oromia and SNNP regions
 - Specify the degree of organization of producers, the constitution and services provided by producer organizations
 - Assess the capacities and skills of the coffee farmer organizations/groups in terms for management of cooperatives, unions and overall participation in and beneficiation from the higher end of the coffee value chain

III. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy work is to work closely with and support the Global Coffee Supply Chain and Markets Specialist, to map and analyze the Ethiopian coffee value chain and market and present a comprehensive picture in terms of: identifying all the actors involved in the value chain analyzed as well as their linkages, role, and added value; identifying which elements of the chain could/should be strengthened for developing strong linkages between production and market actors and for the producers to be able to capture larger share of the gross margins; and locating which elements represent barriers or obstacles to overcome.

IV. EXPECTED OUTPUTS AND DELIVERABLES

The following are key deliverables of the consultant:

- Analysis of the agronomic production profile
- Value chain mapping and analysis
- Policy environment & institutional analysis
- Coffee farmer organizations capacities, opportunities and challenges analysis

V. APPROACH OF THE STUDY

1. The NC will work under the close guidance of the Global Coffee Supply Chain and Markets Specialist, UNDP-Country Office (CO), EFCCC and the UNDP-Regional Technical Advisor for

Ecosystems and Biodiversity with overall guidance from the International GEF Project Document Specialist.

2. Frequent communication, and advisory services with the Global Coffee Supply Chain and Markets Specialist is expected from the NC.

3. The NC will undertake project site visits. The purpose of the site visits may include (a) Analysis of the agronomic production profile (b) Value chain mapping and analysis; (c) Policy environment & institutional analysis and (d) Analysis of the coffee farmer organizations capacities, opportunities and challenges

4. The NC will draw from existing reports, overviews and information sources supplement primary data collection or analysis. To the extent possible, information that already exists such as from the CRGE, GTPII and Biodiversity Conservation and relevant strategy documents. Where necessary, and in discussion with the UNDP CO and RTA, additional technical assessments may be undertaken.

5. The NC is encouraged to maintain a dialogue with the national counterpart, UNDP-CO and RTA as and when problems emerge during the preparation of the work if they affect the scope or perceived importance of the issues.

6. The NC will perform his/her duties in Addis Ababa and will travel to the project sites as necessary.

VI. TIME FRAME

The expected duration of this work is 12 weeks spread over 6-months with a start date in July 15 2019 and the completion of the final deliverables by end of January 2020. The timeframe and expected deliverables are shown below:

| No. | Deliverables / Outputs | Estimated Duration to Complete | Review and Approvals Required |
|-----|---|--|--|
| 1 | Inception report detailing the proposed methodology for conducting the proposed work and presentation to the PPG Inception Workshop | Within 3 Working days after signing contract | EFCC, MOA (ECTA), UNDP CO & RSCA, Key stakeholders at regional state levels |
| 2 | First draft report including the following: of the analysis of the Oromia and SNNP agronomic production profiles; mapping of the value chain for coffee; policy environment and institutional analysis for coffee; and mapping of the coffee farmer organizations, opportunities and challenges. | October, 2019 | EFCCC, MOA (ECTA), UNDP CO & RSCA, Key stakeholders at regional state levels |
| 3 | Second draft incorporating review comments from UNDP, MOA | Early December 2019 | EFCCC, MOA (ECTA), UNDP CO & RSCA, |

| | | | |
|---|--|----------------------|--|
| | (ECTA) and other relevant stakeholders | | Key stakeholders at regional state levels |
| 4 | Final report | End of January, 2020 | EFCCC, MOA (ECTA), UNDP CO & RSCA, Key stakeholders at regional state levels |
| 5 | Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed | As required. | |

VII. QUALIFICATIONS

- Minimum of Master's Degree in economics, agricultural economics, marketing, or a related field;
- Training in agricultural value chain analysis and commodity markets, with a focus on coffee

VIII. 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 | Point out of 100 |
|--|------------------|
| Educational relevance | 10% |
| Understanding the scope of work and organization of the proposal | 50% |
| Experience of similar assignment | 40% |
| Financial (Lower Offer/Offer*100) | 30% |

Total Score Technical Score * 70% + Financial Score * 30%

IX. PAYMENT MODALITY

| Payment | Period | Payment (%) |
|----------------|---|-------------|
| 1st instalment | Upon submission of Inception Report | 20% |
| 2nd instalment | Upon submission of First Report | 30% |
| 3rd instalment | Upon submission of Final Report | 30% |
| 4th instalment | Up on the [project clearance by the GEF Sec) | 20% |

X. 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 |
|-----------------------------------|-------------|
|-----------------------------------|-------------|

TECHNICAL PROPOSAL COVER PAGES

Cover Page (use the template hereto)

Cover Letter (use the template hereto)

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 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

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

XI. 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.

XII. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

1. **The Consultant should cover their DSA (Daily subsistence Allowance).** Vehicle or local air ticket will be provided by UNDP.

2. 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.

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
 - ☐ Sign an Individual Contract with UNDP;

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

| Assignment | Contract Type | UNDP Business Unit / Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|--|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

| Assignment | Contract Type | Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|-----------------------------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ CV
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)