

TERM OF REFERENCE (ToR)**FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)****GENERAL INFORMATION**

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

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 (ECTA) and other relevant stakeholders	Early December 2019	EFCCC, MOA (ECTA), UNDP CO & RSCA, 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.

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.