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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 15, 2019

**Procurement Notice Reference No.:** *ETH0525*

**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 Sustainable Agriculture /Climate-Smart Agriculture and Farmer Support 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 **ETH0525** 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](mailto: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



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## GENERAL INFORMATION

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into Ethiopia's coffee value chains and food system

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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 central to 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 Sustainable Agriculture/Climate-Smart Agriculture and Farmer Support Specialist will support the PPG Team Leader in mapping of the current agriculture practices in the project sites, identifying barriers for adopting of sustainable/climate-smart agriculture practices and

recommend needs for farmer support for adoption of good agricultural practices. He/She will support with the following:

1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:

- Analyze commodity production in Oromia and SNNP regions, map the production and categorize producers;
- Identify main drivers of unsustainable production, the key risks and threats to landscapes arising from this, and key interventions needed to transform production to be sustainable;
- Selection of sites for agriculture project interventions, in consultation with Government partners, key stakeholders, UNDP country office and other consultants
- Identify approaches and entry points for development of national and local public and private systems for farmer support to become sustainable;
- Develop strategies to link production with demand for deforestation-free jurisdictions;
- Assess barriers to adoption of agro ecological and climate-smart measures for agriculture, livestock production and water management and make recommendations to address the constraints;
- Lead the identification of the most degraded crop lands, rangelands, forests and watersheds (vulnerable zones), and propose sites and protocols for intervention;
- Identify and outline gaps in the agricultural (agro-pastoral) development and agro-forestry related baseline projects in terms of current and planned investments that the proposed project can build on;
- Identify required additional investments and types of interventions for improving the climate resilience of agriculture and livelihood activities in the targeted communities that the project could finance;
- Review and analyze existing policies and regulatory and institutional frameworks for the land, forestry, and for the agriculture sector to identify the key entry points for the mainstreaming of agro-ecological, SLM, SFM and climate-smart practices and approaches into agricultural production; Identify the technical, financial, policy, regulatory and other constraints, incentives and disincentives for the sustainable adoption of Sustainable Land Management (SLM), Sustainable Forest Management (SFM) and biodiversity-friendly livelihood strategies related to the agriculture, livestock production and agro-forestry sectors;
- Conduct institutional and individual capacity gaps and needs analysis for national government institutions, extension officers for identifying, testing sustainable and disseminating agro ecological and climate resilient agro-pastoral technologies and practices
- Identify financing needs for producers; Support to Country Office on generating public sector co-finance.

- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
  - Contribute to the validation workshop;
  - Support all necessary revisions that arise during the workshop, as appropriate.

### **III. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy work is to support the PPG Team Leader in mapping of the current agriculture practices in the project sites, identifying barriers for adopting of sustainable /climate-smart agriculture practices and recommend needs for farmer support for adoption of good agricultural practices.

### **IV. EXPECTED OUTPUTS AND DELIVERABLES**

The expected deliverables of this consultancy work will be:

- a. Analytical report of commodity and other crop production in the target geographies and recommended interventions to transform them towards sustainable production;
- b. Report including review, analysis of existing Climate Smart Agriculture (CSA) and Sustainable Land Management (SLM) technologies and practices, and recommendations to promote them through project interventions in order to reduce negative environmental impacts, including degradation of croplands and agricultural production landscapes;
- c. Report on baseline land area under climate-smart agriculture practices and SLM and number of beneficiaries (gender disaggregated) accessing climate resilient technologies will be defined with targets identified;
- d. Capacity needs assessment (technical, financial, equipment, knowledge) associated with incorporation of new CSA/SLM practices and technologies;
- e. Capacity development strategy that addresses knowledge gaps, training and technical needs to support adoption of SLM and CSA technologies and practices;
- f. Description of proposed project activities to address findings, specified for the project intervention sites defined;
- g. Define further technical assessments, assistance and expertise needed to support project implementation on particular deliverables (with preliminary TOR or task lists for support experts)
- h. Input to the Social and Environmental Standards Procedure (SESP), and Environmental and Social Management Plan (if needed) on relevant standards, as per UNDP guidance, feeding to the Lead Expert/PPG Team Leader.

### **V. APPROACH OF THE STUDY**

- a. The NC will work under the close guidance of the IC, UNDP-Country Office (CO), Environment Forest and Climate Change Commission and the UNDP-Regional Technical Advisor for Adaptation.

- b. Frequent communication, and advisory services with the International Consultant is expected from the NC.
- c. The NC will undertake project site visits. The purpose of the site visits may include (a) collect data and information related to commodity and other crop production in the target geographies (b) assess the existing CSA and SLM technologies and practices, (c) collect baseline land area under climate-smart agriculture practices and SLM and number of beneficiaries (gender disaggregated) (d) assess capacity needs assessment (technical, financial, equipment, knowledge) associated with incorporation of new CSA/SLM practices and technologies;
- d. The NC will draw from existing reports, overviews and information sources and not conduct primary data collection or analysis. To the extent possible, information that already exists such as from the CRGE, GTPII and Biodiversity Conservation and Financing other international documentation. Where necessary, and in discussion with the UNDP CO and RTA, additional technical assessments may be undertaken.
- e. 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.
- f. The NC will perform his/her duties in Addis Ababa and will travel to the project sites.

## **VI. TIME FRAME**

The expected duration of this work is 15 weeks over a 6-month period with a start date late July 2019 and the completion of the final deliverables end of January 2019. The timeframe and expected deliverables are shown below:

<b>No.</b>	<b>Deliverables / Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
1	Inception report detailing the proposed methodology for conducting the proposed work and presentation to the PPG Inception Workshop	3 Working days	EFCCC, MOA, ATA, UNDP CO & RSCA, and Key stakeholders
2	First draft of the analytical report on the following: Oromia and SNNP commodity and crop production profiles; analysis of CSA and SLM technologies and practices and recommendations of practices to promote/upscale; estimations of area under CSA and SLM practices; identification of beneficiaries accessing CSA technologies; assessment of capacity needs for uptake of CSA/SLM technologies; capacity development strategies to address knowledge gaps, training and technical needs for uptake of CSA/SLM technologies; description of required baseline assessments, technical assistance and expertise needed to support project implementation	October, 2019	EFCCC, MOA, ATA, UNDP & RSCA, and Key stakeholders

3	Second draft	December 2019	EFCCC, MOA, ATA, UNDP CO & RSCA & Key stakeholders
4	Completion of inputs into the PRODOC and revisions/responses to GEF Sec comments as required/determined by the PPG Team Leader and UNDP	By end January 2020	EFCCC, MOA, ATA, UNDP CO & RSCA and key stakeholders

## VII. QUALIFICATIONS

- A post-graduate degree in agronomy or related natural sciences, sustainable land use management, climate-resilient agriculture practices or related field;
- At least 8 years of experience working in the preparation and implementation of sustainable agriculture, sustainable land use management, climate-resilient agriculture related initiatives;
- Experience in designing and conducting stakeholder consultations and ability of defining project strategies and interventions at different levels;
- Experience in agriculture and SLM related regulatory, policy and planning frames
- Advantage in experience in Ethiopia and/or the regions of Oromia and SNNP
- Fluency in English is a requirement

## 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% 30	

Financial (Lower Offer/Offer\*100)

30%

Total Score: - Technical Score \* 70% + Financial Score \* 30%

## IX. PAYMENT MODALITY

Instalments of Payment/ Period

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	Upon completion of inputs/revisions to the PRODOC following comments by the UNDP and 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.

<b>Proposed Table of Contents</b>	<b>Page</b>
<b>TECHNICAL PROPOSAL COVER PAGES</b>	
Cover Page (use the template hereto)	
Cover Letter (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 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)