

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 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

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 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	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:
 - Technical Criteria weight is 70%
 - 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.

Proposed Table of Contents	Page
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TECHNICAL PROPOSAL COVER PAGES	
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Cover Page (use the template hereto)	
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Cover Letter (use the template hereto)	
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SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
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1.1 Letter of Motivation	
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1.2 Proposed Methodology	
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1.3 Past Experience in Similar Consultancy and/or Projects	
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1.4 Implementation Timelines	
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1.5 List of Personal Referees	
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1.6 Bank Reference	
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SECTION II. ANNEXES	
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Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)	
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Annex b. Duly Signed Personal CV's	
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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.