
TERM OF REFERENCE (ToR)

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

Services/Work Description:	Individual National 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 Land Governance/Land Use Planning 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 Land Governance/Land Use Planning/Natural Resource Planning will be the overall lead expert for project preparation at the national level, working closely with the International GEF Project Development Specialist, and coordinating the national consultants/experts.

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

The expert will:

- Assess existing land tenure arrangements and their influence and impact on current and future land use practices;
- Review past studies on agriculture land resources and related sectors, the status of their recommendations, and their implications on the land use sector and policy;
- Identify the technical, financial, policy, regulatory and other constraints, incentives and disincentives for the sustainable adoption of SLM in the agriculture (including coffee), livestock production, water and agro-forestry sectors;
- Document and assess current customary land conservation practices which should be considered in promoting sustainable land use;
- Identify sustainable land use practices (such as farming systems and practices) that will increase the sustainable productivity of agricultural land while avoiding any form of further degradation and over-exploitation of natural resources;
- Review the current responsibilities and capacities of the relevant Government departments, non-government and private institutions, and make appropriate recommendations in their role for the implementation of the proposed land use policy
- Support the Landscape Restoration Expert in the identification of the most degraded landscapes and propose sites and protocols for intervention;
- Conduct institutional and individual capacity gaps and needs analysis for national government institutions, extension officers for identifying, testing and using decision-support tools for land use planning and land management
- Based on capacity assessments, propose a preliminary policy, institutional and capacity development strategy and action plan to be further refined and implemented by the project;

III. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy work is to lead the national experts for project preparation at the national level, working closely with the International GEF Project Development Specialist, and coordinating the national consultants/experts and under the over guidance of the International Consultant and draft the land use and land governance part of the project document.

IV. EXPECTED OUTPUTS AND DELIVERABLES

1. Landscape profile – Description of land uses in the Oromia and SNNP regions
2. A baseline analysis report outlining the institutional, policy, legal and regulatory framework for land use planning, land management and overall natural resources management in the country; and the gaps in these, as well as recommendations for policy reviews and legal reform to facilitate implementation of Integrated Land Use Planning and Integrated Landscape Management approaches that promote sustainable land management (SLM), sustainable forest management (SFM), climate

change adaptation and mitigation , and sustainable management of biodiversity, ecosystems and landscapes;

3. A completed UNDP Capacity Scorecard/s outlining the existing capacities, gaps and capacity-building needs of the national institutions for Integrated Land Use Planning and Integrated Landscape Management.

4. Coordinate at least 4 national consultations:

- a) An inception meeting;
- b) A national workshop on land use planning
- c) National consultation meeting on the draft project document; and
- d) Final project validation meeting/consultation

The work will also entail assisting the International GEF Project Development Specialist in preparing the Project Document (PRODOC) and CEO Endorsement Request package. The local lead consultant will also ensure the completeness of the required annexes to the CEO Endorsement Request, i.e. Institutional Capacity scorecards; co-financing letters, and support the preparation of responses to UNDP, STAP, GEF Secretariat and GEF Council comments as applicable.

V. APPROACH OF THE STUDY

The approach of the study will be:

- a. The NC will work under the close guidance of the International GEF Project Development Specialist, UNDP-Country Office (CO), EFCCC and the UNDP-Regional Technical Advisor for Ecosystems and Biodiversity.
- 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) verification and finalization of proposed project activities; (b) clarifying monitoring; and (c) evaluation framework, including measurable impact indicators.
- 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 as necessary.

VI. TIME FRAME

The expected duration of this work is 6 months with a start date of July 15, 2019, and the completion of the final study 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	3 Working days	MoEFCC, UNDP & RTA, Key stakeholders
2	First draft of the full-size project document including logical framework and financing plan by with in three months of the signing of the contract;	November 2019	MoEFCC, UNDP & RTA, Key stakeholders
3	Second draft will be produced within two months after the acceptance of the first draft;	December 2019	MEF, UNDP & RTA, Key stakeholders
4	Final document;	January 15, 2019	
5	Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed	as required.	

VII. QUALIFICATIONS

Qualifications:

Interested candidates should possess a high-level of experience in conducting Land Use Policy research and analysis and/or designing, managing or evaluating projects in the land, water, forestry and/or agricultural sectors in Ethiopia. This should include proven ability to verify, critically analyze data and information and to present finished work with a high degree of accuracy and technical quality in a relatively short time.

The minimum qualifications are as follows:

- An advanced degree (i.e. Master's or equivalent) in Environmental Science, Natural Resource Management, Land Use/Environment Planning or Development Studies – Environment Development; Environmental Planning, or related work. Specific training in land and natural resources management is highly desired;
- Training and experience in applying Results Based Management concepts to project development, management and evaluations;
- Minimum 10 years' experience in preparation and review of policies and legal and regulatory frameworks for land use and natural resources management;
- Experience in preparing/developing donor funded projects on sustainable management of natural resources;
- Experience in designing and GEF-financed projects is an added advantage;
- Ability to communicate effectively orally and in writing, to communicate complex, technical information to both technical, policy and general audiences, including strong policy advice skills;
- Full command of and fluency in English, with a high degree of proficiency in writing in this language is a requirement;

- Fluency in one of the other official languages spoken in Ethiopia, especially the Oromia and SNNP region, will be an added advantage;
- Proven national experience in preparing strategic programmes, with at least some experience in designing sustainable land management or land use planning, forestry and/or natural resources management projects.
- Proven real experience, in producing similar assignment in other developing countries.
- Proven Experience in Project Preparatory Grant (PPG) Project Document for the GEF
- Policy and institutional knowledge in climate change adaptation and ecosystem project.
- Good knowledge of the national planning context (culture, politics, line ministries) is essential.
- Excellent oral and written communication skills in English; knowledge of Amharic is an asset.
- Experience in international best practices in Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project,
- Solid analytical and conceptual skills, ability to do quick but robust Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project.
- Willing to do field visits to source data as necessary

Language and other skills:

- ☐ Excellent knowledge of English language, including the ability to set out a coherent argument in presentations and group interactions;
- ☐ Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- ☐ Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

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%

Financial (Lower Offer/Offer*100) 30% 30

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

IX. PAYMENT MODALITY

Instalments of Payment/ Period Deliverables or Documents to be Delivered Approval should be obtained Percentage of Payment

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 (if any)

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.