

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of National Consultant to prepare full sized projects for Ethiopia: Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project
Project/Program Title:	Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project
Post Title:	National Consultant (NC) i.e. Open for Ethiopian nationals Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	project sites in Ethiopia: Tigray, Amhara, Harar, Somale and Hawassa
Duration:	150 working days distributed over the months from August 2015 to March 2016
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia is among 12 countries that have received a grant from the GEF to pilot an integrated approach to *Fostering Sustainability and resilience for Food Security in Sub Saharan Africa*. The grant will support countries to integrate priorities that safeguard and maintain ecosystem services into investments improving smallholder agriculture and food value chains.

The main objective of the consultancy is to prepare a full-sized projects showing precisely how, where, what and how much, need to be developed and submitted to the GEF within the next Seven and half months (August 15, 2015-March 2016). The project concepts already contain some basic background and indicative information about baselines, however additional data is needed to explicitly design the projects in the most appropriate and cost-effective manner and to ensure that GEF support is provided only for 'incremental' activities.

II. SCOPE OF THE WORK

To work closely with the International Consultant for the completion of the following tasks:

The specific tasks are as follows: -

A. TECHNICAL REVIEW

1. BASELINE DATA COLLECTION AND INFORMATIONAL GAP ANALYSIS.

- a. Analysis of the existing policy, legal and institutional frameworks for ensuring food security in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Hararege, Lowland areas of West

- Harerege, Somali (Hadow area) and Rift Valley Lakes region, including incentives in place to support smallholder agriculture and food value chains to be sustainable.
- b. Assessment of legal /institutional bottlenecks hampering the adoption of SLM/SFM, etc. in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Harerege, Lowland areas of West Harerege, Somali (Hadow area) and Rift Valley Lakes
 - c. Establishment of the current state of food security (i.e. proportion of farmers with access to sufficient nutritive food throughout the year);
 - d. Analyses of governance and capacity in various agencies/authorities that will be supporting implementation of the project, focusing particularly on existing mechanisms for planning, monitoring and ensuring environmental health and resilience development for sustainable food security management and their (respective) effectiveness at the district level;
 - e. A comprehensive list of key stakeholders that must be involved in the project (including private sector), and their capacities regarding the roles they should play in order to achieve the targeted outcomes.
 - f. Identification of institutions that can make use of and/ or contribute to development and application of decision support tools to integrate NRM, e.g. for valuation of natural capital or systems for environmental economic accounting for agriculture.
 - g. Identify the appropriate compositions of scientific and policy platforms that are relevant for dialogue on mainstreaming ecosystem services and gender sensitive agro-ecological approaches in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Harerege, Lowland areas of West Harerege, Somali (Hadow area) and Rift Valley Lakes for strengthening policy frameworks in the agriculture and environment sectors and for ensuring stakeholder engagements all the way from grassroots levels upwards.
 - h. Definition of mechanisms for creating a learning platform for knowledge creation through research, sharing of experiences on ecological approaches to resilience in agriculture for policy planning and scaling up.
 - i. Stakeholder mapping of development finance providers for food security management in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Harerege, Lowland areas of West Harerege, Somali (Hadow area) and Rift Valley Lakes) and the potential overlaps with this project, i.e. the investment flows (incl. private sector) and existing funding mechanisms.
 - j. Stakeholder mapping of players in major food value chains in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Harerege, Lowland areas of West Harerege, Somali (Hadow area) and Rift Valley Lakes
 - k. Availability of improved SLM technologies in the project sites (Uganda –Karamoja/Ethiopia –TBD) and the major barriers to their uptake and use;
 - l. Generation of a listing of the globally significant traditional crop varieties and animal breeds, including their land coverage in Ha.
 - m. Establishment of current planted crop area by type and the current yields per Ha per crop and description of the vegetation types.
 - n. Establishment of current area under irrigation, the current yields/Ha and the water management practices used.
 - o. Establishment of baselines on ecosystems degradation (the trends in land use) in the target districts e.g. soil erosion and fodder coverage availability, size and state of degraded area, proportion of landscape that is deforested (particularly the high value trees like Gum Arabic), and classify the degraded resources (land, water etc.) according to the degree of degradation so that appropriate actions can be planned to take care of ecosystem values, and long term resilience of the resource base.
 - p. Establishment of baselines on grassland areas in Ha, the state of degradation, and management practices used on the grasslands.

- q. Establishment of baselines on current types and number of livestock, the feeding and breeding practices.
- r. Establishment of baselines with respect to agricultural inputs like fertilizers and the application rates per Ha.
- s. Definition of the global environmental benefits from land degradation, climate change mitigation (GHG emissions) and Biodiversity.
- t. Establishment of land area and agro-ecosystems (e.g. agro-pastoralist, agro-forestry) under integrated natural resources management and SLM, i.e. establish baselines on land use and status of land management, including description of methods used in land use change.
- u. Development of national or sub-national food security and resilience monitoring tools and systems, including socio-economic and gender indicators of sustainability and resilience in the region.
- v. Identification of sources of GHGs as a result of land use changes, estimation of the emissions and sinks in the project area.

2. PRE-FEASIBILITY STUDIES ON UPSCALING OF TECHNOLOGIES FOR CLIMATE SMART AGRICULTURE FOR FOOD SECURITY

This activity will provide an in-depth analysis of the feasibility of achieving the set targets and set recommendations as to how these schemes can be adopted and implemented sustainably to improve land productivity and improve generation of global environmental benefits. The project design team will among others study the Songhai model for integrated natural resources management, Climate Change Adaptation (CCA), livelihood promotion, job creation and community resilience. Songhai (ecosystem model) is anchored in empowering rural African communities, particularly farmers, youth, and women, by building their capacities to become agricultural, and agribusiness entrepreneurs. The PPG phase will finance activities to:

- a) Establish the existing knowledge networks and potential partnerships for addressing land productivity, adaptation to climate change and resilience-building in the region
- b) Identify the major drivers (and root causes) of reducing land productivity in the the project sites (/Ethiopia –: Highland areas of Tigray, North Shoa, East Hararege, Lowland areas of West Harerege, Somali (Hadeu area) and Rift Valley Lakes), and the appropriate measures to support integrated soil fertility and watershed management.
- c) Identify sites for demonstrating proven/testing new technologies, establishing soil erosion and GHG emission monitoring. This will require knowledge and documentation of the socio-economic and cultural set up in the target districts, particularly with respect to decision making at household and village level on resource allocation and use, and knowledge of the major SLM issues in each of the districts so that demos are located where they are most needed
- d) Identify gender parity issues that the project needs to address in order to promote gender equality, provide socio-economic benefits to all and empower women to increase their access to and control over production/natural resources. This activity should lead to identification of sub-counties/parishes for specific project focus.
- e) Assess the technologies to be up-scaled with respect to adaptability to the host ecosystem(s), social acceptability, and economic viability for the user, environmental safety and possibility to increase food security to communities in the target area. In addition, identify the most appropriate packaging/presentation of the technologies that will result in maximum adoption by communities and ease integration of the technologies into promotion plans and budgets at national and district levels
- f) Identify individuals, groups, schools, religious institutions and communities that are willing to dedicate (including cost-sharing) land/natural resources for testing the effectiveness of integrated natural resource management technologies to improve ecosystem services and increase productivity.
- g) Identify measures relevant to support diversification of production systems as a safety net for increased resilience and stability in the event of climate changes.

- h) Identify opportunities where interventions to reverse land degradation (and decreasing land productivity) and reduce GHG emissions would provide maximum leverage on crop and animal yields, and provide the highest contribution to national targets stipulated in National Development Plans.
- i) Identify the measures and modalities that can be used to support integration of MRM in agro-pastoral systems including options that enhance soil and water conservation, biodiversity conservation on a wide landscape in the project sites (Ethiopia –: Highland areas of Tigray, North Shoa, East Hararege, Lowland areas of West Harerege, Somali (Hadew area) and Rift Valley Lakes
- j) Including reduction of GHG emissions through improved grazing, fodder management, integration of crops with livestock systems, and the measures/modalities that would be required to implement them in terms of human, financial and other resources.
- k) Establish the modalities and resource required for communal investment in SLM that secures long term benefits to the individuals and reduces GHG emissions.
- l) Explore the use of by ongoing and past GEF community level climate change adaptation projects modality in catalyzing community level action; and
- m) Establish the potential role of CSOs, private sector actors and traditional leaders in project activities and the specific training needs for the communities.

B. PROJECT STRATEGY, INSTITUTIONAL ARRANGEMENTS, MONITORING AND EVALUATION

The main elements of this component will be: A (i) detailed strategy, developed based on findings in Section (A) above; ii) a detailed log frame analysis; (iii) a detailed budget; and (iv) a detailed monitoring and assessment plan. Activities will include:

- i. Finalization of projects results framework, which will include detailing incremental cost analysis as per GEF guidance; precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes, definition of GEF incremental value per outcome and output, presentation of results of the incremental cost analysis in matrices. In addition, land degradation and climate change tracking tools will be prepared in collaboration with other stakeholders, quantifying and detailing a presentation of the global environmental benefits of the project, including GHG emissions reductions and growth of carbon stocks, if any. This will result in finalization and stakeholder approval of the logical framework specifying the project goal, objectives, outcomes, outputs and corresponding activities, including success indicators, as well as delineation of responsibilities and coordination mechanisms. Assessment of the social, economic, financial and environmental sustainability of proposed project activities, including gender aspects. The expected project outcomes and outputs shall be costed, co-financing sources identified and co-financing commitment letters secured.
- ii. Definition of monitoring and evaluation (M&E): A detailed M&A work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy. Of special interest is developing tools for monitoring and assessing whether the integrated approaches to improving food security and natural resources management have any impact on resilience of ecosystems services, livelihoods and food security.
- iii. Definition of a sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need for long-term international financing.
- iv. Definition of management arrangements: The organisational structure governing the project will be elaborated. This will include identification of the project board, the project implementing partner and responsible parties; and the reporting structure for the project. A description of the roles and responsibilities of each party in the structure shall be made. Where key consultants shall be required for project implementation, Terms of Reference for those key consultants /contractors to be

employed on the project will be developed. Institutional capacity of implementing partners (especially local governments) shall be assessed and project execution arrangements developed.

- v. Documentation of Stakeholder consultations: Key agencies and beneficiaries shall be involved in generation of baseline data for the project, development of the project strategy and validation of the strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders, full participation in the development of the project results framework and agreement on the project objectives and outcomes shall be done, and consultations shall be undertaken to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies. These consultations shall be documented.

C. FINANCIAL PLANNING AND CO-FINANCING INVESTMENTS

- i. A detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy shall be prepared.
- ii. Multilateral and bilateral co-financing opportunities shall be explored through undertaking a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase. The Stakeholder mapping of development finance providers for food security management in the project sites (/Ethiopia – Highland areas of Tigray, North Shoa, East Hararege, Lowland areas of West Hararege, Somali (Hadow area) and Rift Valley Lakes) and the investment flows (incl. private sector) that will be done during baselines establishment shall guide these consultations, the information generated from these consultations shall be key to avoid duplication of efforts and to increase efficiency of resource use.
- iii. The required official endorsement letters for the project shall be completed properly, and an official endorsement letter will be prepared by the GEF Operational Focal Point of the Government as evidence of completion of the process. Co-financing commitment letters will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project. They form the beneficiary country's guarantee of interest in the project and the incremental benefits GEF funding provides to the country.
- iv. Stakeholder consultations during Component C: Key agencies and beneficiaries shall be involved in validation of the project budget and its alignment with the project strategy, and also in validation of project financing mechanisms as will be described in the project institutional management arrangements. These consultations shall be documented.

III. EXPECTED OUTPUTS AND DELIVERABLES

The expected duration of this work is 7 and half months with a start date of August 15, 2015, and the completion of the final Full size project document by end of March, 2016.

The following deliverables are required as part of these Terms of Reference:

- 3.1. Guide and the design and conduct of at least 3 national consultations, at the inception, draft document and conclusion of the project preparatory phase;
- 3.2. An inception report which sets out the work plan for the project design phase, consultants needed, and budget lines. It should not exceed 5 pages;
- 3.2 A stakeholder consultation plan with measures for documenting and including community inputs during the project preparation period;
- 3.3. Provision of advice and technical guidance to the National Consultant on key outputs of the project preparatory phase, which feed into the comprehensive project proposal;
- 3.4. Prepare the drafting of GEF compliant, full-sized Project Documents and associated CEO Endorsement Templates for submission to the GEF CEO for endorsement (the CEO endorsement will primarily draw on

information in the Project Document, with some additional details on budgets and work plans that need to be defined);

3.5. The Project Document (PRODOC), - as per the GEF template

3.6. The GEF CEO Endorsement Request, as per the GEF template

3.7. The GEF tracking tool, as per the GEF template

3.8. Environmental and Social safeguards screening as per the GEF template

3.9. Co-financing letters.

(UNDP and the Regional Technical Advisor will provide all the templates required.)

3.10. The report of the project preparatory phase, which will set out the achievements of the project design phase, stakeholders that were consulted and budget spent.

(All this work will be done jointly with the National Consultant).

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	3 Working days	MEF, 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;	30 th November 2015	MEF, UNDP & RTA, Key stakeholders
3	Second draft will be produced within one month after the acceptance of the first draft;	30 th November 2015	MEF, UNDP & RTA, Key stakeholders
4	Final document ;	30th January 2016	MEF, UNDP & RTA, Key stakeholders
5	Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed	as required	GEF secretariat

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The National Consultant will work closely with the International Consultant
- The consultant/s will report to the UNDP Country Office and IC
- The consultant will work closely with the Ministry of Environment and Forest, UNDP Country office and Regional Technical Advisor.
- The consultant will submit all draft reports to UNDP Country office and the regional Technical Advisor.
- Once the draft report is produced, the document will be shared with relevant stakeholders for comments.
- The International Consultant together with the National consultant will present their draft report to the National validation Workshop.
- Only after incorporating and/or responding to all the comments the consultant will produce and submit a final report to UNDP Country Office.
- The consultant will address all issues raised by the GEF up to the final endorsement.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The recruitment of the consultant will be all inclusive. Except an Office Space and internet access will be provided in UNDP Country office whenever he needs the service.

VI. DURATION OF THE WORK

The expected duration of this work is 7 and half months with a start date of in August 2015, and the completion of the final Full size project document by end of March 2016.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- A minimum of Master's degree in Economics, Social Policy Analysis, preferably a combination of academic and technical experience in both social and economic fields.

b. Years of experience:

- A minimum of 7 years of experience (after MSC) in conducting similar assignment, experience in developing a Full Size Project Document for the GEF Financed Project on Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project is an asset.

c. Functional Competencies:

- 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 Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience 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

d. 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.

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

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	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Educational relevance: close fit to post		10 pts
▪ Criteria b. Understanding the scope of work and organization of the proposal		50 pts
▪ Criteria c. Experience of similar assignment		40 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive**¹ **lump sum contract amount** when applying for this consultancy. The consultant will be paid in Ethiopian Birr based on the effective UN exchange rate of the submission date, and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st instalment	Upon submission and approval of inception Report	MEF, UNDP & RTA, Key stakeholders	20%
2 nd instalment	Upon submission and approval of First Draft	"	30%
3 rd instalment	Upon submission and approval of Final Report	"	50%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

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.

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal