

## **Terms of Reference**

### **Call for proposal for a consultant to generate a baseline and perception survey on the use of seaweed and kelp in coastal communities**

**Project:** Establishing a Baseline of the Use and Perception of Seaweed in Coastal Communities in South Africa

Application Deadline: 3<sup>rd</sup> November 2020

Category: Local

Type of Contract: Individual Contract / Reimbursement Loan Agreement

Languages Required: English

Starting Date: Immediately

Expected Duration of Assignment: 5 Weeks from signing of the contract

## **1. INTRODUCTION**

The United Nations Development Programme (UNDP) was assigned the role of being the integrator of the Sustainable Development Goals (SDGs) by the UN Secretary General and the General Assembly. In translating this into a concrete action, the Administrator launched in 2019 a global network of UNDP Accelerator Labs with the intention of creating the world's largest and fastest learning network around development challenges.

The thematic focus area of the South African AccLab is the Food, Energy, Water Nexus, with crosscutting areas of gender and youth unemployment. The AccLab endeavours to surface local solutions that can be included in portfolio approaches that deliver co-benefits across multiple SDGs.

Please refer to "Annex A - FEW Nexus and Seaweed Concept Document" for the background on this proposed project.

\*The use of the term "seaweed" relates to all seaweeds and kelp

## **2. OBJECTIVES**

The overall objective of this project is to gain a deeper understanding regarding the use, or lack thereof, of seaweeds and kelp in coastal communities, for human consumption, livestock consumption, agriculture, or other products. This includes surfacing perceptions, social and cultural barriers, indigenous knowledge and any grassroots innovations related to seaweed use. In addition, the project will identify general food use and perceptions, such as levels of food security and nutrition, as well as the level of household food production and commonly used small scale agricultural practices. The data and insights generated will provide the baseline to inform further phases of the project.

### *Key Activities:*

- 1) Review existing documents and publications on the seaweed sector in South Africa to inform this study, particularly focusing on small scale harvesting, foraging, and farming, as well as potential value chains;
- 2) Identify coastal communities to implement the research project (with cognisance of access, language, levels of poverty, feasibility of seaweed use etc.);
- 3) Collect data in the field in selected locations, using the survey instrument, participatory approaches and observation
  - 3.1. Collect data and conduct analyses that investigates the current uses of seaweed, and unearths perceptions regarding the use of seaweed, including any social and cultural barriers or insights regarding the use of seaweed;
  - 3.2. Collect data and conduct analyses on food security and nutrition, food preferences, and small-scale agricultural practices in the identified communities;
- 4) Surface and capture indigenous knowledge regarding the use of seaweed;
- 5) Surface and capture any grassroots innovations relating to the use of seaweed;
- 6) Provide a report which captures all insights generated from the research study, including recommendations and proposed next steps, key lessons learned, as well as entry points for UNDP.

### **3. DELIVERABLES**

The consultant is expected to complete and submit the following deliverables:

- 1) Submit an Inception Report based on these ToRs (as well as insights generated through the review of existing publications) including a: project work plan; a motivation for the proposed selected coastal communities for implementation; proposed research design; draft survey instrument using a mixed methods response;
- 2) Develop and submit the final version of the above deliverables after integrating comments and feedback from UNDP;
- 3) Submit raw and clean data collected in the field, as well as associated initial analyses of this data;
- 4) Provide weekly reports on data collected, and maintain communication with the UNDP focal point and implement any pivots in the research design should this be required;
- 5) Prepare a Draft Report and an acceptable Final Report within the period of the project, as well as capture key messages of the report in a PowerPoint presentation for UNDP use; and
- 6) Facilitate a debrief session with data collectors and project staff and stakeholders to elicit any lessons learned from the project, and capture these in a brief close-out report.

#### **4. DELIVERABLES AND TIMELINES**

	<b>Activities</b>	<b>Timelines</b>
1	Submission of Inception Report, including project work plan, proposed sites for implementation, proposed research design, and a draft proposed survey instrument	11 November 2020
2	Integration of UNDPs comments and submit final selected implementation sites, survey instrument, data collection methods, and research design	13 November 2019
3	Submission of Draft Report	30 November 2020
4	Integration of UNDP's comments and submission of Final Report	7 December 2020
5	Facilitation of debrief session and surfacing lessons learned	11 December 2020
6	Submission of the close-out / lessons learned report (3 pages)	14 December 2020

#### **5. COMPETENCIES AND QUALIFICATIONS**

An individual expert must possess the following:

- 1) A minimum of a master's degree in Physical and/or Social Sciences, Management, Public Administration, Political Science, Information and Knowledge Management, or equivalent;
- 2) 5 years extensive experience in research design, data collection, data analysis;
- 3) Extensive understanding of the South African context, particularly rural and/or disadvantaged areas;
- 4) Fluency in English with strong presentation, writing and analytical skills;
- 5) Capacity to implement data collection in the local language of the selected sites and translate to English; and
- 6) Work experience in rural and/or disadvantaged communities will be advantageous.

#### **6. LOCATION OF ASSIGNMENT**

South Africa

#### **7. DURATION OF ASSIGNMENT**

This assignment will be completed within 26 working days and must be completed before the 14<sup>th</sup> December 2020.

## 8. CRITERIA FOR SELECTION

Selection criteria will be based on a qualification, knowledge and experience. Proposal will be weighted at a maximum of 100 points with 70% pass rate. The selection of the successful institution with required team of experts will be aimed at maximising the overall qualities in required areas of competence. This will be broken down in the following manner:

Criteria for Selection			Points Allocated
1		<b>Technical Proposal</b>	<b>70</b>
		Expertise of consultant submitting Proposal demonstrating relevance of: <ul style="list-style-type: none"> <li>- Specialised knowledge and experience in research design, data collection and analysis;</li> <li>- Deep understanding of data collection methods (both quantitative and qualitative), ethics, validity and reliability, and data analysis.</li> </ul>	30
		Proposed Work Plan and Approach: <ul style="list-style-type: none"> <li>- The scope of task is well defined and responds to the TORs;</li> <li>- The proposal clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project.</li> </ul>	40
2		<b>Knowledge, experience and Qualification</b>	<b>30</b>
		<ul style="list-style-type: none"> <li>• A minimum of a master's degree in Physical and/or Social Sciences, Management, Public Administration, Political Science, Information and Knowledge Management, or equivalent</li> <li>• Extensive understanding of the South African context, particularly in rural or disadvantaged areas;</li> <li>• Experience in implementing projects at the community level in South Africa.</li> </ul>	30
<b>TOTAL SCORE (Passing Rate = 70%)</b>			<b>100 pts</b>