



TERMS OF REFERENCE

International firm to conduct situational analysis of low carbon, climate resilient actions and develop implementation roadmap for the transition to low carbon and climate resilient agriculture in Rwanda

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| Contract Type: | International Consultancy Firm |
| Location: | Kigali |
| Languages Required: | English |
| Duration of Assignment: | 80 days spread in 5 months |
| Expected Starting Date and Timing: | To be determined |

1. BACKGROUND

The Agriculture remains the dominant sector of the economy of Rwanda. It contributes to about 27% of the national GDP and 68% of the labor force (NISR, 2019). The Government of Rwanda has witnessed high and steady rates of economic growth nationwide averaging 5.7% in 2019 (NISR, 2019), where the agriculture has contributed significantly. The National Strategy for Transformation (NST1) and the Government Program for 7 Years (2017-2024), hinges of this past performance and lays the foundation for accelerated transformation and economic growth to propel Rwandans to a higher stand of living. NST1 prioritizes the modernization of agriculture and improving its productivity to drive the economic growth.

Despite of efforts being put in place to ensure that agriculture sector keeps its pace in contributing to the country's economic development, climate change remains a huge challenge in terms of ecosystem degradation and its negative effects in food security. Rainfall has become aggressively intense and the variability is predicted to increase by 5% to 10% (GoR, 2018a). Changes in temperature and precipitation and their distributions are the key drivers of climate and weather-related

disasters that negatively affect Rwandans and the country's economy. Rwanda population is growing more than agriculture production where the pressure on land resources is mounting. Agricultural production must increase accordingly so as to meet socio economic and food security needs. At the same time, the adverse effects of climate change as linked to soil erosion, and urbanization affect the quantity and quality of agricultural land resources.

There is a need of continued efforts toward productivity growth: through increased inputs; introducing sustainable climate smart practices; protecting agricultural land against fragmentation, controlling erosion and degradation; and shifting production toward higher-value products. The increase of animal resources production requires sustained efforts of improved breeds, sourcing animal feed, and fighting animal diseases. Hence, there is a need to build resilience and response mechanisms against adverse events in agriculture sector (GoR, 2018).

Reflecting to these needs, it is important to conduct a study and to document all available low carbon agriculture technologies and their status of implementation in Rwanda.

It is in this context that the Ministry of Agriculture and Animal Resources with support of UNDP under the Project entitled Deepening Efforts to accelerate NDC implementation wishes to recruit a consultancy firm to conduct a study on situational analysis of low carbon, climate resilient actions in agriculture sector and develop implementation roadmap for the transition to low carbon and climate resilient agriculture in Rwanda.

2. OBJECTIVE AND SCOPE OF THE WORK

The overall objective of this consultancy is to conduct analysis of low carbon, climate resilient actions in the agriculture sector, identify existing gaps and Develop a roadmap for the transition to low carbon and climate resilient agriculture in Rwanda.

The consulting firm will be tasked with following duties and responsibilities:

1. Review existing national documents including updated NDC, Green Growth and Climate Resilient Strategy, agriculture policies and strategies and other relevant documents to produce a comprehensive list of low carbon and climate resilient practices/options for Rwandan agriculture,
2. Working with stakeholders, assess on-going low carbon and climate resilient actions in agriculture across all levels (both government and non-government led actions at national and local levels)
3. Identify the gaps and propose the strategies to fill the gaps and conduct the cost benefit analysis (considering socio-economic and environmental impacts, etc.) of implementing those low carbon and climate resilient actions.
4. Develop a road map with clear, interventions, costings, milestones targets and timelines to inform the Strategic Plan for Agriculture Transformation (PSTA5).
5. Conducting a 5-day training workshops on planning and implementing low carbon and climate resilient agriculture practices for agriculture experts (government, private sector and CSOs).

3. DELIVERABLES AND TIMELINES

| | Deliverables/description | Timeline |
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| 1 | Inception report detailing the methodology, the work plan and the report structure | 10 days after signing contract |
| 2 | Draft report including the on-going low carbon and climate resilient actions in agriculture and identified gaps, proposed strategies to fill the gaps and cost benefit analysis of implementing those low carbon and climate resilient actions. | 34 days after inception phase |
| 3 | Final report including the on-going low carbon and climate resilient actions in agriculture and identified gaps, proposed strategies to fill the gaps and cost benefit analysis of implementing those low carbon and climate resilient actions. | 5 days after draft phase |
| 4 | Draft road map with clear, interventions, costings, milestones targets and timelines to inform the Strategic Plan for Agriculture Transformation (PSTA5). | 18 days after submission of final report |
| 5 | Final road map with clear, interventions, costings, milestones targets and timelines to inform the Strategic Plan for Agriculture Transformation (PSTA5). | 3 days after validation of the draft road map |
| 6 | Training manual and training report | 10 days |

4. IMPLEMENTATION ARRANGEMENTS

UNDP will contract the international consultancy firm that fulfill the criteria outlined in these ToRs. It will manage the contract and will execute all payments in accordance with the agreed payment schedule to be stipulated in the contract. In addition, UNDP will cover all workshop related logistic costs including conference room, transport, and accommodation for participants where applicable. Furthermore, UNDP will provide technical advice to the Ministry of Agriculture and Animal Resources to ensure the quality of the deliverables.

The Ministry of Agriculture and Animal Resources (MINAGRI) will coordinate the work in collaboration with UNDP, the Ministry of Environment. An Oversight Committee, chaired by MINAGRI, Ministry of Environment and comprising RAB, NAEB and REMA representatives, and other partners and relevant stakeholders will be constituted to guide and oversee the implementation of this study.

5. DURATION OF THE CONTRACT

The duration of the consultancy will be for 80 working days spread in 5 months.

6. REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANCY FIRM

6.1. General competencies for the Consultancy firm

The Consultancy Firm should have an experience of at least 10 years in environment and climate change related consultancies and low carbon and climate resilient related studies and projects in agriculture sector. Therefore, the consultancy firms should demonstrate the ability to carry out this assignment with sufficient experience in similar studies. The firm should also demonstrate experience in climate change with clear understanding of Nationally Determined Contribution (NDC) context and Rwandan agriculture settings and challenges.

6.2. Required qualification and experience of the Consultancy firm experts

The team will be composed of 4 consultants- (1) a Team Leader/ Expert in Environment and Climate change, (2) an Expert in low carbon and climate resilient Agriculture and (3) an Expert in Financial and Economic Analysis and (4) an Expert in Animal Nutrition.

6.2.1. Team Leader/Expert in Environment and Climate Change

- At least a master's degree in Environment, natural resources management or Climate Change,
- At least 7 years of experience in environment/climate change and agriculture, natural resources management or a related field.
- Experience in leading works in environmental analysis and low carbon and climate resilience.
- Having at least conducted 3 similar related studies or research.
- Previous work experience in Rwanda will be an asset.

6.2.2. Expert in low carbon and climate resilient agriculture

- At least a master's degree in one of these fields: Agronomy, farming systems or integrated soil fertility management.
- At least 5 years' experience in climate change, low carbon and climate resilient agriculture
- Having at least conducted 3 similar related studies or published 2 research papers
- Previous work experience in Rwanda will be an asset.

6.2.3. Expert in Financial and Economic Analysis

- At least a master's degree in Economics, Agriculture economics, Environment Economics,
- At least 5 years of relevant experience in Economic analysis related works
- Having conducted at least 3 similar related works
- Previous work experience in Rwanda will be an asset.

6.2.4. Expert in animal nutrition

- At least a master's degree in animal nutrition
- At least 5 years' experience in animal nutrition, animal feed quality assessment, feed formulation and digestibility
- Having conducted at least 3 similar related works
- Previous work experience in Rwanda will be an asset.

7. EVALUATION CRITERIA

| Criteria | Max. points |
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| 1. General criteria | 100 |
| Proven experience in result delivery for conducting similar work assignments | 30 |
| General Organizational Capability management structure which is likely to affect the undertaking of the study | 20 |
| Evidence and references of quality performance at 3 completion certificates in similar assignments (bidders should indicate their quality assurance and risk mitigation measure) | 40 |
| Organization has accreditation/ permission to work in Rwanda | 5 |
| Organization demonstrates significant commitment to sustainability through some other means- for example internal company policy documents on women empowerment, involvement in their board | 5 |
| 2. Specification and experience of the Consultancy firm | 100 |
| Proven experience of at least 7 years in environment and climate change, low carbon and climate resilient related studies and projects in agriculture sector | 50 |
| Demonstrates experience in climate change with clear understanding of Nationally Determined Contribution (NDC) context and Rwandan agriculture settings and challenges | 50 |
| 3. Personnel | 400 |
| <i>(1) Team Leader/Expert in Environment and Climate Change</i> | <i>100</i> |
| At least a master's degree in Environment, natural resources management or Climate Change | 20 |

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| At least 7 years of experience in environment/climate change and agriculture, natural resources management or a related field. | 40 |
| Experience in leading works in environmental analysis and low carbon and climate resilience | 20 |
| Having at least conducted 3 similar related studies or research. Previous work experience in Rwanda will be an asset. | 20 |
| (2) Expert in low carbon and climate resilient Agriculture | 100 |
| At least a master's degree in one of these fields: Agronomy, farming systems or integrated soil fertility management | 20 |
| At least 5 years' experience in climate change, low carbon and climate resilient agriculture, soil fertility management, farming systems | 40 |
| Having at least conducted 3 similar related studies or published 2 research papers. Previous work experience in Rwanda will be an asset | 40 |
| (3) Expert in Financial and Economic Analysis | 100 |
| At least a Master's degree in Economics, Agriculture economics, Environment Economics, | 20 |
| At least 5 years of relevant experience in Economic analysis related works | 40 |
| Having conducted at least 3 similar related works. Previous work experience in Rwanda will be an asset | 40 |
| (4) At least a master's degree in animal nutrition | 100 |
| At least a master's degree in animal nutrition | |
| At least 5 years' experience in animal nutrition, animal feed quality assessment, feed formulation and digestibility | |
| Having conducted at least 3 similar related works. Previous work experience in Rwanda will be an asset | |
| 4. General Competencies of all team members | 400 |
| Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? | 100 |
| Proposed methodology for the assignment with strong national context and concrete plan to undertake the assignment and in the given timeline. | 250 |

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| Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality assessment and research products in a timely manner | 30 |
| Demonstrated ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 20 |
| TOTAL | 1000 |

8. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The consultancy fee will be paid as a lump sum (inclusive of all expenses related to the consultancy) and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee will be paid upon completion of the following milestones:

| % | Milestones |
|----------|---|
| 10% | Inception report detailing the approach and methodology and workplan validated by stakeholders |
| 20% | Draft report including the on-going low carbon and climate resilient actions in agriculture and identified gaps, proposed strategies to fill the gaps and cost benefit analysis of implementing those low carbon and climate resilient actions. |
| 30% | Final report including the on-going low carbon and climate resilient actions in agriculture and identified gaps, proposed strategies to fill the gaps and cost benefit analysis of implementing those low carbon and climate resilient actions. |
| 30% | Final road map with clear, interventions, costings, milestones targets and timelines to inform the Strategic Plan for Agriculture Transformation (PSTA5). |
| 10% | Training manual and training report |

9. APPLICATION PROCEDURES

Interested firms should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP. (ii) Personal CV of trainers, indicating education background/professional qualifications, all experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references
- (iii) Brief description of why the firm considers itself as the most suitable for the assignment.
- (iv) Financial Proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.
- (v) Interested firms are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience, and track record to deliver the services

required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed Immaculee Uwimana at *immaculee.uwimana@undp.org*, and enquiries about the procurement process to Mbasu Rugigana at *mbasa.rugigana@undp.org*

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.