

TERMS OF REFERENCE

Individual Contract – National Consultant

Title of Assignment:	National Consultant (Study on value chain analysis of rice and vegetable and improving seed production of rice and vegetables in Oé-Cusse)
PROJECT TITLE:	Support for the Institutional and Sustainable Development of Oé-Cusse Special Administrative Region (SAR) and the Special Zone of Social Market Economy (ZEESM TL) - Second Phase 2019-2021
AGENCY/PROJECT NAME:	UNDP, SAR ZEESM - TL
PERIOD OF ASSIGNMENT/SERVICES:	Two months (with maximum 40 working days from 01 October - 30 th November 2021)
PLACE OF ASSIGNMENT:	Oé-cusse Ambeno
STARTING DATE:	October 2021

1) BACKGROUND

In 2014 the Government of Timor-Leste created the Special Administrative Region (SAR) and established the Special Zone of Social Market Economy (ZEESM) in Oé-Cusse district (an enclave nestled within Western Timor province of Indonesia and with an estimated population of 75,000). As part of the roll out process the United Nations Development Programme (UNDP) has been providing the ZEESM office with policy advice and support since its establishment. The framework for this support is built around two components: (i) governance (ii) sustainable and innovative development, which aligns with the priorities articulated under East Timor's Strategic Development Plan 2011-2030. In terms of sustainable development in Oé-Cusse, a vibrant agribusiness sector is considered as one of the three strategic pillars.

UNDP Timor-Leste, in close consultation with the Regional Secretary for Agriculture (SRA) and Director of Agriculture, planned to hire a national consultant to do value chain analysis and a study on the production of seed paddy and vegetable seeds to improve the present rice value chain and vegetable value chain in Oé-Cusse.

UNDP Timor-Leste will hire a consultant for the study and assessment, as described above. The consultant will perform value chain analysis and an assessment to identify best system that would improve the present value chain through seed improvement thus benefiting the farmers involved. In this regard, the RAEOA-ZEESM TL through its Agric business unit (hereafter referred to as **the Client**) and the UNDP is collaborating on engaging the services of a national consultant to execute the above

study.



2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

Objectives

UNDP is seeking a national consultant who is having experience of situation analysis, value chain analysis and identifying strategies and suitable system for production of quality seed paddy, assessing initial conditions, preparing reports, cost benefit analysis of seed storage of paddy and vegetable seeds. Value chain analysis and Study will be focused on improving rice production through quality seed production for Membramo rice and food security through vegetable seed production and storage in Oe cusse, to improve the performance of rice and vegetable value chain.

The two main objectives of this service are to:

1. Conduct a **value chain analysis of rice** special focus on the seed paddy production and usage in Oe- cusse and prepare report stating the present situation, strategies for improvement, methods for sustainability of producing quality seed paddy and supply mechanisms within the proposed time frame;
2. Conduct a **value chain analysis of vegetable cultivation** in Oé-Cusse, problems in vegetable cultivation, seed production potential for vegetables, seed storage system best suited for Oé-Cusse, institutional arrangements for sustainability and produce a report to be submitted to the secretary of agriculture.

Scope of Work

The consultant will work in Oé-Cusse and collect data liaise closely with the Regional Secretary for Agriculture, Regional Director of agriculture and but not limited with UNDP Liaison Officer in the field, communities, and local government and analysing data and preparing reports.

The consultant is expected to provide technical expertise and recommendation through conducting value chain analysis and the study as following:

- Conduct surveys in households and farmers for familiarization with the farmers' production practice and identification of gaps for improvement in the production of paddy and vegetable through production of quality seed paddy and vegetable seeds;
- Conduct survey on issues and problems in present production trends, seed demand and production for two cropping seasons in Oé-Cusse for paddy and vegetables;
- Collecting samples of seed paddy used by the farmers and analysing the properties of the seed paddy and rice varieties used in Oé-Cusse

- Assess the potential to introduce new varieties of vegetables with high marketability for target market;
- Identify areas with high suitability for vegetable seed production in the Oé-Cusse region.
- Provide strategy for the extension department on improving technical assistance and capacity building of farmers in Oé-Cusse to develop and strengthen the seed production, post-harvest processing and storage;
- Produce a **hand book** in seed paddy production in Tetum to be used by the extension workers
- Recommend UNDP and SRA in procuring seed processing equipment for paddy and seed storage facilities for vegetable for the development of the value chains;
- Provide recommendation for seed quality control and certificating system for the department of Agriculture such as trainings, laboratory establishment and certification programme;
- Provide advice to and assist in designing and preparing documents for branding and protection strategy for “Membramo Rice Seed”. Information and resources collected from the above-mentioned surveys should be used to design the strategy.
- Provide a report by the end of the study to Secretary of Agriculture and UNDP on the development of strategy for seed paddy production and vegetable seed production in Oé-Cusse.

3. Expected Outputs/Deliverables and Payment Schedule

Deliverables/Outputs	Target Due Dates	Review and Approvals Required	Percentage of contract price paid on delivery
Deliverable 1 <ul style="list-style-type: none"> • Inception report in English including but not limited to work plan and methodology 	15 th October 2021 (Within 2weeks after signing contract)	Project Manager (PM)	30%
Deliverable 2 <ul style="list-style-type: none"> • Draft report (in English) including but not limited to the attributes in the scope of work except for the handbook. (To be provided one week before the presentation) 	15 th November 2021 (6weeks after signing the contract)	PM	70%
Deliverable 3 <ul style="list-style-type: none"> • A handbook in seed paddy production in Tetum 	30 th November 2021	PM	
Deliverable 4 <ul style="list-style-type: none"> • Final report and presentation (to be made at the end of the study). The final report should comprise of all attributes mentioned in the 	30 th November 2021 (8 weeks after signing the contract)	PM	

scope of works by incorporating the inputs and comments from the project team and the government counterpart. It should be in English and Tetum			
Total			100%

4) INSTITUTIONAL ARRANGEMENTS

Regarding administrative arrangements:

- The Consultant will work under the direction and supervision of the UNDP Agribusiness Technical Adviser and Agribusiness Project Coordinator.
- The consultant will present the findings to Secretary of Agriculture and UNDP at the end of the study.
- Since the current project is not in a position to support the coordination of the work, it is expected that the consultant should do the study by herself/himself in coordination with all stakeholders.

5) DURATION OF ASSIGNMENT AND EXPECTED PLACES OF TRAVEL

The assignment will be two months with maximum 40 working days from October to November 2021

6) DUTY STATION

Oé-Cusse, Timor-Leste

6) QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT

The experience and competencies of the Consultant should be as follows:

Academic Qualifications:

- Master's degree/ Advanced degree in agronomy or other relevant field

Year of Experience:

- Minimum of 3 years of research experience in agronomy and conducting similar studies in value chain analysis and seed production;
- At least 3 years of relevant experience in involving in similar studies locally or internationally;
- Solid experience in community and stakeholder consultations;

- Experience in working with/contracted by international development organizations for similar assignments is a strong advantage.



Competencies:

- Ability to work independently;
- Able to communicate with relevant department and local authority in order to conduct the study;
- Able to conduct the study and submit report within the stipulated time
- Proven ability to plan, work and deliver agreed deadlines;
- Demonstrated interpersonal as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Deep technical knowledge of standards and principles of seed production System and storage.
- Deep technical knowledge on agronomy and good understanding of value chain development

Language requirements

- Excellent oral and written Tetum is required.
- Working proficient in English is an asset.

7) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor shall submit a price proposal as below:

- Professional Fees – The Consultant shall propose a daily fee which should be inclusive of his/her professional fee, local communication and transportation costs. The number of working days for which the daily fee shall be payable under the contract is two months (with maximum 40 working days).

The total professional fee shall be converted into a lump sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the abovementioned schedule of payment.

Schedule of Payment:

The payment will be deliverable based. The payment will be delivered in instalments which shall be payable on the completion of each deliverable set out. The confirmation that a deliverable has been completed and a payment instalment is due shall be made by the ZAR-ZEESM project manager.

Recommended Presentation of Offer

Interested consultants must submit the following documents either in English or Tetum to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability and Submission of Technical and Financial Proposal** using the template provided by UNDP; and

- b) **Personal CV or P11**, indicating all past experience from similar projects.
- c) **Portfolio and sample of previous work** in design and illustration is a MUST.
- d) **Technical Proposal**: Brief methodology and workplan on how the consultant will approach and complete the work.



Evaluation Method and Criteria:

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- 1) Responsive/compliant/acceptable, and
- 2) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight 70%

* Financial Criteria weight 30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Evaluation (70%)

Qualification, Experience and Technical Proposal (70 marks):

- 1) General Qualification (15 marks);
- 2) Experience relevant to the assignment (35 marks);
- 3) Technical Proposal: Brief methodology and workplan on how the consultant will approach and complete the work (*please see mandatory question on jobs site for inputting response*) (20 marks).

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Documents to be included when submitting the proposals:

Interested international Consultant must submit the following documents/information to demonstrate their qualifications in one single PDF document:

1. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
2. **Technical Proposal (can be attached with CV):**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment;
 - b. A methodology, on how they will approach and complete the assignment and work plan as indicated above.



(8) APPROVAL

This TOR is approved by:

NAME: Patricia Porras

DESIGNATION: Programme Manager

SIGNATURE:

A handwritten signature in blue ink, appearing to be 'PP', is written over a horizontal line.

DATE OF SIGNING: 7th September 2021