**Terms of Reference**

**Activity 3.3.1**

**RECRUITMENT OF 02 NATIONAL CONSULTANTS TO CARRYOUT PARTICIPATORY NEEDS ASSESSMENTS, PROVIDE INSTITUTIONAL SUPPORT, TECHNICAL CAPACITY BUILDING AND FACILITATE MATERIAL DISTRIBUTION TO SIX (06) RURAL PRODUCER ORGANIZATIONS (MAINLY COOPERATIVES) FROM ALL SIX DIVISIONS (ONE PER DIVISION) OF THE SOUTH WEST REGION, CAMEROON**

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| **SUMARY**  **PROJECT: UNDP Recovery Program**  **Pillar 3:** Economy and Livelihood Annual Work Plan - 2021  **Output 3:** Support economic recovery, through short-term work opportunities, livelihoods development and market improvement  **Activity :3.3.1**: Support farmers groups (Cooperatives & C.I.G.s) |

1. **Context**

The socio-political conflict in the Northwest and Southwest has caused large-scale damage, spurred a humanitarian crisis, and exacerbated existing social tensions. The affected populations (predominantly women and youths) who have been subject to humanitarian assistance since 2017 are now in need of more sustainable assistance to rebuild their lost assets, restore their livelihoods and strengthen their capacities to manage the impacts of the on-going crisis. In both regions, the crisis has resulted in widespread destruction of cultivated lands, greenhouses, livestock and poultry farms, water wells, irrigation networks and other productive agricultural assets. Food and vegetable production have seen a significant decline resulting in high food prices on the local market. As a consequence, households now spend significantly higher proportions of their income on food while food security is on steady decline.

The Government of Cameroon and UNDP collaborated in the formulation of the Presidential Plan for Reconstruction and Development (PPRD) of the North West (NW) and South West (SW) Regions. The PPRD feeds into the Government’s efforts to resolve the current crisis. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The objective of this plan is to strengthen institutions and processes that facilitate peacebuilding and resilience through the following three pillars:

1. Strengthening social cohesion
2. Rehabilitation of damaged infrastructure
3. Revitalization of the local economy

The PPRD plan will be implemented in phases, and the first phase which is expected to cover two to three years will focus mainly on Recovery. This will complement and reinforce current humanitarian efforts by supporting the transition towards civilian-led recovery and social cohesion, economy, and livelihood revitalization, and ultimately the return to normalcy for the Anglophone regions. UNDP will focus in this first phase of the PPRD on the human, social, economy and livelihood aspects of recovery.

1. **Justification**

The damages to the agricultural, livestock and fisheries sectors, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. In both regions, abandoned farmland has increased by more than 200% (2017 to 2018). Overall agricultural production dropped by 51% between 2017 and 2019. This drop in production and productivity can also be associated to the drop in the economic activities of rural producer organisations, notably the farmers cooperatives and CIGs.

The agricultural sector (including fisheries and livestock) has a great potential during and after crises to re-animate the local, contribute to rural livelihoods, and create jobs. The major players in this sector are producers’ organizations such as Cooperatives and CIGs. These formations help smallholders to overcome various constraints to, input acquisition, commercialization and profitability which become exacerbated during crisis situations. Farmers’ Cooperatives are usually constituted to reduce costs for farmers by pooling resources, supporting each other with various challenges, increasing visibility, and strengthening capacity to negotiate prices and markets. Cooperative farmers are found to use more productive inputs as they have better leverage access to fertilisers and seeds. They also have better access to extension services and greater technology adoption rate than non-members. In addition, in crisis situations there is greater trust in information received through the cooperative and information received by their customers.

With the on-going social unrest in the South West Region, many cooperatives have been failing to achieve their mandate in providing services to their members. This can be associated to institutional and administrative challenges but also and principally, due to the drastic drop in economic activity resulting from financial and material constraints. Cooperatives are essential building blocks in the local economy and can help farmers (especially in crisis situations) to quickly recover from economic shock, regain their livelihood assets functions, cope better with the negative effects of the crisis and create short term work opportunities. It is so because members benefit from economies of scale, lowered costs puts/hired services, improve product, reduced market risks and higher profits.

In view of alleviating poverty and supporting economic recovery through short-term work opportunities, livelihoods development and market improvement, the recovery program has envisaged to support 30 rural producer organizations (Cooperatives and CIGs) in the SW.

1. **Project description/Scope of work**

The overarching objective of the project is to improve the lives of conflict-affected people of the SW and expand development opportunities for local communities and households. This intervention is expected to provide institutional capacity and economic capacity support to rural producer organisations (mainly Cooperatives) after specific needs assessments, thereby promoting transformational change through sustainable economic and institutional development for job creation and local economic growth.

**Task:**

1. ***Revitalization of cooperative dynamics to enhance service delivery and accelerate inclusive economic growth:***

Revitalization of Cooperatives in this context denotes a series of activities undertaken to institutionally reorganize and strengthen cooperative efforts in accordance with the values and principles of cooperatives. The aim is to help enhance capacities for effective service delivery and business support services to promote employment creation and livelihood enhances to local populations, women and the youth, as well as to strengthen accountability, transparency and responsiveness in the delivery of social services. In this regard, the assessment is expected to focus on the following key areas, among others:

* Review organizational settings for the promotion of membership, investment, membership engagement/participation, accountability, and transparency.
* Assess regulatory and administrative frameworks, including rules and procedures, systems and capacities and identify opportunities for further improvements.
* Encourage the involvement of women, youth, Indigenous Peoples, and persons with disabilities in membership activities, board composition and committee structures of the co-operative.
* Examine existing codes of conduct and the institutional capacity for preventing and dealing with rent-seeking and corruption in the delivery of services.
* Review existing capacities for better management.
* Raise recommendations and interventions that can help cooperatives to become/remain sustainable and competitive are necessary in an increasingly globalizing world.

1. ***Participatory Needs Assessments, Technical Capacity building and Material donation for enhanced food production, livelihoods development, and job creation.***

In this regard, the assessment is expected to focus on the following key areas, among others:

* Carryout a participatory needs assessment of beneficiary COOPS and establish a list of needs for UNDP procurement action.
* Facilitate capacity building by providing technical assistance (specific agronomic training in the principal activity of the COOP), management and marketing skills.
* Promote and build capacities for networking, for example through COOP-to-COOP business development and services, rural-urban linkages, inter- and intra-sectoral.
* Sensitize and promote the clustering of cooperative businesses to enhance competitiveness and sustainability.
* Identify opportunities for collaboration with credit unions in providing microfinance and other financial services.
* Help beneficiary COOPS identify niche markets, create their own brands and develop a local identity.
* Help beneficiary COOPS identify opportunities for moving up the value-chain and cutting out middlemen.
* Help beneficiary COOPS establish consumer-producer links and promote horizontal and vertical networks among co-operatives at all levels.

1. ***Cooperatives and job creation in Post-Conflict and crisis situations***

In this regard, the assessment is expected to focus on the following key areas, among others:

* Sensitize beneficiary COOPS on how to manage/mitigate risks and remain resilient in the face of the on-going crisis in the anglophone regions.
* Sensitize beneficiary COOPS on how to prepare for disasters such as, floods, earthquakes, eruptions etc. that destroy the livelihood of people by having a plan of action in the event of such disasters.
* Train beneficiary COOPS how to mobilize cooperative solidarity regionally and at nationlly to rebuild their business after such calamities.

1. **Expected Output and Deliverables**

This assignment is expected to take 60 working days. Proposed number of days required per major activities is presented in the following table

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| **No.** | **Deliverables/Output** | **Estimated Duration** | **Review and approvals required** |
| 1. | An inception report based on desk review | 2 working days | UNDP-RP |
| 2. | Field work and the first draft of the report comprised of three sections: **a)** participatory needs assessment report with list of specific needs per COOP; and **b)** gap analysis: specific training needs identified per COOP; and **c)** elaborate training modules and with module contents to meet identified needs. | 10 working days | UNDP-RP |
| 3. | Training and capacity building of teams per division (3 days per COOP) | 15 working days | UNDP-RP |
| 4. | Final report | 3 working days | UNDP-RP |
|  |  | **30 working days** |  |

1. **Methodology**

The assignment will involve:

* Desk review
* Needs assessments for 06 beneficiary COOPS
* Institutional capacity building and re-organization for the above and;
* Technical capacity building in the principal agricultural activity of the COOPS.
* Training Reports

1. **Institutional arrangement/Reporting relationship**

Two national consultants will be engaged for the whole period of this assignment.

**a.** The UNDP Country office will manage the overall financial and contractual arrangements with the consultants.

**b.** Contracts will be signed with each consultant individually as per the lots bellow; however, selected consultants will be encouraged to work as a team each responsible for their deliverables.

**c.** The consultants will be overseen by- and will report directly to the UNDP RP Economist and Livelihood National Expert-South West.

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| **Lots** | **Division** | **Eligible Municipalities** | **Activity** | **Number of COOPs** |
| **Lot 1-**Animal Husbandry | Manyu | Eyumojock | Poultry farming | 01 |
| Lebialem | Alou | Swine farming | 01 |
| Ndian | Ekondo-titi | Oil Palm farming/oil extraction |  |
| **Lot 2-** Crop Production/Processing | Kupe Manenguba | All | Plantain and Cocoyam farming | 01 |
| Fako | Muyuka | Cassava farming/processing | 01 |
| Meme | Mbonge | Cocoa farming/processing | 01 |

1. Consultants are free to apply for both lots but can only be attributed one.
2. **Logistics and Administrative support to prospective**

The UNDP will provide to the consultant with office space and field vehicles.

1. **Duration**

The assignment is expected to take 30 working days. The expected date of full completion is end of April 15th, 2022. b. The target date for the start of this assignment is March 15th, 2022, immediately after concluding Contract Agreement (see details in table above).

1. **Required Qualifications**

**Education:**

-At least Master’s degree in: Agriculture (Ingenieur Agronome), Peasant studies, Cooperative Management, Rural Development Studies, Agricultural Economics, Economics, Development Studies or related fields.

**Experience:**

-A minimum of 7 years of relevant experience of working in agricultural development, cooperative management, agricultural extension, farming groups or similar assignments.

**Language:**

Excellent knowledge of the English language (knowledge of local language is a plus); and

Capacity to communicate fluently with different stakeholders (Government authorities, Development Partners, civil society, etc.).

**Functional Competencies:**

-Ability to undertake capacity building and training of small holder farmer.

-Strong analytical capacity and experience in socio-economic analysis, needs assessment and programme design.

-Good knowledge and substantial field experience in the countryside with farming and women groups.

-Good understanding of the concept/theory and practice of decentralization and local governance broadly.

-Experience of working with a range of rural producer organizations including cooperatives and CIGs.

-Ability to plan own work, report on work progress and deliver outputs in a timely manner;

-Excellent report writing, communication and interpersonal skills; and

-Ability to work under pressure and to deliver in a timely manner without compromising quality standards.

1. **Core Competencies:**

* 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, and age sensitivity and adaptability;
* Treats all people fairly without favouritism; and
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

1. **CRITERIA FOR SELECTING THE BEST OFFER**

The consultants will be recruited using the following selection criteria. Only the applicants who hold these qualifications will be shortlisted and contacted. Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. 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%.

**Evaluation criteria**

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| **CRITERIA** | | **WEIGHT** | **Max. Point** |
| **Technical Competence (based on CV, Proposal and interview (as required)** | | **70%** | **100** |
| **Criteria (a): Educational relevance: close fit to post**  Master’s or PhD Agriculture/Animal Science) Agriculture, Peasant studies, Cooperative Management, Rural Development Studies, Agricultural Economics, Economics, Development Studies or related fields. | |  | **10** |
| **Criteria (b): Understanding the scope of work and organization of the proposal**  In-depth understanding the Scope of Work (SoW); comprehensiveness and appropriateness of the methodology/approach, organization & completeness of the proposal | |  | **40** |
| **Criteria (c): Experience in similar assignments**  Minimum of 5 years of relevant experience of working in agricultural development, cooperative management, and rural development | |  | **30** |
| **Criteria (d):** Good understanding on the policy and implementation of decentralization in Cameroon, Knowledge and strong analytical skills in socio-economic analysis, and programme design | |  | **20** |
| **Financial (Lower Offer/Offer\*100)** | | **30%** | **30** |
| **Total Score** | **Technical Score \* 70% + Financial Score \* 30%** | | |

***N.B.*** *Only submissions having obtained a score greater than or equal to 70/100 will qualify for the Financial evaluation (30% of the total assessment).*

**Evaluation Legend**

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| **WEIGHT PER TECHNICAL COMPETENCE** | |
| Weak: Below 70% | The individual consultant/contractor has demonstrated a **WEAK** capacity for the analysed competence |
| Satisfactory: 70-75% | The individual consultant/contractor has demonstrated a **SATISFACTORY** capacity for the analysed competence |
| Good: 76-85% | The individual consultant/contractor has demonstrated a **GOOD** capacity for the analysed competence |
| Very Good: 86-95% | The individual consultant/contractor has demonstrated a **VERY GOOD** capacity for the analysed competence |
| Outstanding: 96 -100% | The individual consultant/contractor has demonstrated an **OUTSTANDING** capacity for the analysed competence. |

1. **Payment Milestones And Authority**

The qualified consultant shall receive their payments upon certification of the completed tasks satisfactorily, as per the following schedule:

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| **Payment schedule** | **Deliverables** | **Approval required** | **Portion** |
| 1st tranche | Inception report, methodology and work plan | **UNDP-RP** | 20% |
| 2nd tranche | Field work report comprised of three sections: **a)** participatory needs assessment report with list of specific needs per COOP; and **b)** gap analysis: specific training needs identified per COOP; and **c)** elaborate training modules and with module contents to meet identified needs. | **UNDP-RP** | 30% |
| 3rd tranche | Final report with recommendations should include  -Institutional capacity building activities/outcomes  -Technical capacity building activities/outcomes  -Distribution of support items | **UNDP-RP** | 50% |

1. **Confidentiality and Proprietary Interests**

The Individual Consultants 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 this assignment shall become and remain properties of UNDP.

1. **Funding**

The activity will be funded by UNDP Recovery Program.

1. **Duration of the Assignment**

This consultation will last 30 day.

**Potential consultants interested in this notice can send their submission including a technical offer and a financial offer to the address** [**procurement.cameroon@undp.org**](mailto:procurement.cameroon@undp.org) **before 31/01/2022 at 16:00.**