

TERMS OF REFERENCE

Project Title: Community Resilience Building in Livelihood and Disaster Risk Management (REBUILD)

Location: Tana River County

Duration: 45 days

Reports to: REBUILD Project Manager

Objective: Conduct a Market and Value Chain Study on Major Nutritious Products in Tana River County.

I. Background

CISP – Comitato Internazionale per lo Sviluppo dei Popoli (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation, and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent and accountable services in various sectors. Over the past 23 years CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

CISP is the lead agency in a consortium of partners (GROOTS, Nature Kenya, Procasur and NDMA) implementing a multi-year European Union (EU)-funded project (EU REBUILD) on resilience building and food security in Tana Delta and Tana River sub-Counties of Tana River County. The project is an integrated, multi-sectoral response to food security and sustainable livelihood challenges faced by agro-pastoralist and pastoralist communities, including drought and other effects of climate change. The project aims to enhance resilience of these communities through improving food and nutrition security of vulnerable households, especially for women and children, generating sustainable livelihoods and protecting productive assets.

	Intervention logic
Overall objective	The aim of the project is to contribute towards increased resilience of communities in ASAL areas of Kenya to drought and other effects of climate change.
Specific objective/ outcomes	<ul style="list-style-type: none"> a) Enhance food and nutrition security of vulnerable households, especially for women and children, in Tana River County; b) Generate sustainable livelihoods and protect productive assets in Tana River County.
Relevant Result Area	<p>Result 1: Productive and climate resilient agriculture and livestock production strategies and measures are implemented in Tana River County.</p> <p>Result 2. Nutrition sensitive practices are sustained, and the production/ marketing of nutritious crop and products is reinforced Tana River</p>

Relevant activity Area	<p>RIA1. Productive and Resilient Livestock Production: innovative pasture/fodder production, preservation and storage, tailored rainwater harvesting techniques, community-based veterinary system, involving veterinary department members, innovative livestock protection, marketing and breed improvement interventions, alternative livestock for vulnerable Households.</p> <p>RIA2. Productive, Resilient & Nutrition Sensitive Crop Production: promote cultivation of drought resistant, short maturing and nutritious crop variety, improved cultivation techniques, farm implements and soil fertility, conservation agriculture, agro-forestry, and efficient irrigation practices.</p> <p>RIA3. Climate Change Adaptation: tailored community knowledge development activities, controlled herd size and breed type selection; diversification of income sources; processing, value addition, and marketing; implement innovative Community Managed Disaster Risk Reduction (CMDRR) strategies, community based natural resource management.</p> <p>R2A2. Income Diversification and Marketing: research on market opportunities and value chain support to increase production, enhance processing, value addition and marketing of farm and livestock products.</p>
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2.0 Objective of the Assignment

EU REBUILD project is seeking consultancy from a Service Provider with the following objective: **To conduct a market and value chain study on major nutritious products in Tana River County.**

This study aims at examining the production and marketing of the major animal and plant products (crops and livestock products, fishery, vegetables, and fruits) in Tana River County and providing recommendations on how to strengthen the sectors for enhanced local consumption of nutritious products and commercialization of the same in other counties/countries. The study will identify the primary actors and their numbers, volumes/quantities, key functions, the supply chain, operational challenges, and potential interventions. The analysis will indicate price changes along the Value Chains (VCs) together with the margins, market share, sub products and transactions along the VC. The study will also evaluate the social aspects, such as participation and governance to transform the sub sector into a robust market-oriented VC.

3.0 Scope of Services and 4.0 Deliverables

The main expected services and deliverables from this consultancy assignment will be:

#	3.0 Scope of Services	4.0 Deliverable	Timeline
a.	A detailed analysis of the overall market opportunities for the various sub sector products that can potentially be explored: locations, quantities, quality, and other product requirements. Highlight the	I. Technical proposal with detailed workplan	45 days

<p>possible inter linkages between the agricultural crop and livestock sub sector and other business sectors and services Conduct an analysis with a focus on the following three key areas:</p> <p>1) Products</p> <p>a. Characterize the marketing of various products within the respective VCs, including the following information:</p> <ul style="list-style-type: none"> • Supply chain of the products. • Volumes of each product availed in the market. • Value addition, packaging, and pricing along the supply chain. • Consumer perceptions. • Estimate the market potential and actors at the end market. B. Characteristics of supply chain actors. <p>b. Establish the relationship among supply chain actors.</p> <p>c. Establish the linkage between producers, traders and processors and transporters.</p> <p>2) Market Potential:</p> <p>a) Establish market size (local and external) and market penetration by local producers</p> <p>b) Conduct a VCA to identify the different actors in the chain, systemic constraints, and value shares accrued at different stages on the chain.</p> <p>c) Identify constraints that limit market expansion and opportunities for improvement and expansion.</p> <p>d) Identify missing or inadequate inter-sectoral or crosscutting markets.</p> <p>e) Estimate market potential of the prioritized products within the value chains.</p>	<p>2. Development of relevant data collection tools (Mobile based tools preferred)</p> <p>3. Draft Report with key finding and recommendations</p> <p>4. A workshop will be conducted to share the preliminary findings with the consortium and relevant key actors in the county, collect feedback before final report validated.</p> <p>5. Workshop will be held to present the research outputs to all relevant stakeholders – farmers, county government officials, implementing agencies, among others.</p> <p>6. Final publication ready report</p>	
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	<p>f) Identify local/external end markets including cross-border trade for the identified products.</p> <p>3) Collective Marketing and Value Chain Efficiency</p> <p>a) Assess the utility and potential for improving market efficiency through collective marketing; propose ways of achieving this and minimum quality standards required.</p> <p>b) Establish existence of any producer groups for the various products.</p> <p>c) Determine the level of market orientation and market integration by producers.</p> <p>d) Recommend process for institutional formation to facilitate collective marketing perspective for the prioritized products.</p> <p>e) Suggest improvements in the value chain system to ensure direct linkages of the farmers with the major markets and increased incomes from their products.</p>		
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5. Consultancy Timeframe

The consultancy assignment is expected to take about 45 days (to be agreed by both parties) and consists of development of tools, survey, reporting, stakeholders' engagement, meetings, and technical assistance to Key actors and project staff. The engagement will be staggered to feature the various timelines of the deliverables as per above table. Before commencing the tasks, the Service Provider should develop and share plans and tools for each deliverable with CISP.

6. Coordination of Field Visits

The Service Provider will make its own logistic arrangements and cover all relevant expenses associated with the service, including data collection in the field and training, and meeting logistic expenses. CISP and partners will assist in the provision of requisite background information and where possible will link up the Service Provider with field-based personnel. CISP and partners will facilitate contact with key stakeholders including national and county focal points from County government, NDMA, target community groups and other key stakeholders.

7. Ethics and Child Protection

The consultant is obliged to respect the following ethical and child protection requirements:

- **Conflict of interest:** The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders, target groups, types of research methodologies or approach, social, political or religious prejudice.

- **Based on rights and ethics:** The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and CISP Child Protection Policy and Code of Conduct. The research must ensure appropriate, safe, non-discriminatory participation, a process of free and un-coerced consent and withdrawal and confidentiality and anonymity of participants. The informed consent of each person (including children if necessary) participating in data collection should be documented.
- **Fair and inclusive:** The consultant should seek the views of various stakeholders: youth, women, PWD, their families, CSOs, community, partners and government actors and be able to identify and address potential conflict of interest and unequal power relationships. Special efforts should be made to make the research process sensitive to gender and inclusion.

8. Service Provider's profile:

This consultancy assignment requires a multi-disciplinary approach of an experienced consultant or consortium of qualified consultants with:

- a) At least a master's degree in Agricultural Economics or Agricultural Development or Social Science especially in Economics, Development Economics.
- b) At least 10 years of practical experience in the field of agriculture and rural development, and development of enterprise support institutions with good understanding of local value chain development and market analysis. International experience on the same thematic areas is a strong advantage.
- c) Highly refined analytical, problem solving and organizational skills and a Detail-oriented, logical thinker.
- d) Proven knowledge of the Kenyan context and experience in working with ASAL counties is a strong advantage.
- e) Strong coordination/organization/networking skills and experience in coordinating expert teams
- f) Demonstrated substantial policy experience, development of training and advocacy material, preparation of reports, social media materials, organizing and facilitating learning events.
- g) Highly proficient in use of English and Kiswahili with the ability to write in a clear and practical manner.
- h) Experience of effective interaction with local and national institutions, government departments, and business service providers.
- i) Be conversant with current business models and practice around the agricultural sub-sector.
- j) Practical application of cross cutting themes like gender mainstreaming, and gender competence, M&E, advocacy.
- k) Proven experience of using participatory tools and methodology.
- l) Past experiences working on crop and livestock value chain development will be an added advantage.

8.0 Payment

Parties will agree on payment schedule with the successful bidder that will be based on achievement of set milestones.

9.0 Evaluation Criteria

The contract will be awarded based on the following:

	Description	score
Main criteria (60 marks total)		
1.	Quality of suggested consultant/consultants' team to undertake all aspects of the assignment	15
2.	Adherence to ToR's specifications and related requirements: a clear understanding of required deliverables and robust, appropriate proposed approach	25
3.	Displayed capacity for similar high-quality work on data collection, evidence gathering, and evaluation. Experience working in climate change, livelihoods, agriculture sector will be an advantage.	15
4.	Communication, Writing skills and language proficiency	5
Commercial criteria (40 marks total)		
1.	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money	25
2.	Clear and effective financial plan to deliver output-based deliverables and key performance measures	5
3.	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	Total	100

Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage

10. MODE OF APPLICATION

Applications with non-returnable copies of CVs, testimonials and sample of previous work should be submitted on or before **14th December 2020** and via email to admin@cisp-nairobi.org cc burugu@cisp-ngo.org; chemoiywo@cisp-nairobi.org;

All applications should include all the following:

1. **Cover letter (maximum 1 page)**
2. Technical and Financial proposal **should be submitted as separate documents within** the same application.
3. **Technical proposal (max 8 pages):** The technical proposal should include, at a minimum:
 - a) Profile of the Service provider with particular emphasis on previous experience in similar research, in Kenya and in other countries if applicable.
 - b) Full list of the team that will implement the study with description of respective roles.
 - c) Description of the proposed approach and methodology (including sampling methodology and disaggregation of data) with clear justifications, understanding of the TOR and the tasks to be accomplished.
 - d) Proposed workplan, including the expected level of effort and number of working days in a tabular form.

- e) Description of how COVID regulations, restrictions and guidelines will be considered and adhered to during the assignment.
 - f) Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage
- 4. Financial Proposal:** The Financial Proposals should be clear and effective to achieve output-based deliverables and key performance measures, while demonstrating Value for Money. The Financial Proposals should be inclusive of all costs required to render the services and achieve the deliverables of this TOR, including but not limited to: consultancy fees, accommodation and living costs, air and ground transport, stationeries and supplies, and communication costs of the consultants. The costs assigned with each output should be sufficiently detailed and any financial risks must be highlighted. The currency used for the Financial Proposal shall be in Kenya Shillings and should include all relevant taxes applicable.
- 5. Supporting Documentation:**
- a. At least two samples of previous work for similar assignments.
 - b. Curriculum Vitae of all consultant(s) involved in the service provision.
 - c. At least three Letters of recommendations from Companies/Organizations served in the past three years.
 - d. Kenya Tax Compliance Certificate for Kenyan registered entities or persons
 - e. KRA PIN certificate for Kenyan registered entities or persons
 - f. Business Registration Certificate for Kenyan registered entities or persons
 - g. For international firms/persons applying relevant statutory documents from country of origin should be included.

CISP is strongly committed to ending child abuse, all forms of sexual exploitation and abuse, and to building a work environment that is safe and welcoming for all, where sexual harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behavior. Any history indicating that the applicant has a history of child abuse, sexual exploitation and abuse, or sexual harassment, is a reason for excluding him or her from engagement with CISP.