

# Terms of reference (ToRs) for the procurement of services below the EU threshold

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**Advisory services to improve legal and organisational frame  
conditions of the Ethiopian seed sector**

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**Project number/  
cost centre:  
2020.9040.5-001.00**

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
EGS	Early Generation Seed
MoA	Ministry of Agriculture
SSAP	Supporting Sustainable Agricultural Productivity Program (SSAP)
ToRs	Terms of reference

## 1. Context

The Supporting Sustainable Agricultural Productivity Program (SSAP) supports the Ethiopian government's efforts **to improve conditions for the production of early generation seed to strengthen the seed sector in Ethiopia** and thus contribute to an increase in agricultural productivity on behalf of the German Ministry for Food and Agriculture (BMEL).

The third phase of the SSAP project (2021-2023) will be implemented in collaboration with the Ethiopian Ministry of Agriculture (MoA) and the Ethiopian Institute for Agricultural Research (EIAR). Several private and public partners support the project with providing expert advice and training opportunities.

In its third phase beginning on Jan 16<sup>th</sup>, 2021, SSAP will intensify the cooperation with the MoA in the areas of variety testing, release, registration, protection as well as on frame conditions for early generation and certified seed production.

Among others, the objectives of the cooperation are the establishment of an independent seed authority, the application of international standards in variety testing as well as the effective implementation of the Plant Breeder's Rights as well as the National Seed Policy.

In this respect, the project intends to achieve the following indicators:

1. The legal frame conditions of variety test, release and quality control system (in the area of responsibility of the MoA) are further developed.
2. At least one of the following conditions for a market-oriented production of EGS are fulfilled:
  1. Public pricing of EGS classes is based on actual production cost.
  2. Introduction of royalty fees for protected varieties
- I. OUTPUT: Enhanced **policy and technical dialogue** lead to decisions that further strengthen the seed sector and improve the organisational capacities for the production of early generation seed
  3. A concerted concept for the establishment of an independent seed authority is submitted to the MoA one year after the beginning of the project and specified mandate, organigram, budget, human resources and their competency profile for the new body.
  4. Recommendations for a transition to a market-oriented EGS production are submitted to the MoA via the National Seed Advisory Group as well as the Technical Committee for Agricultural Input and Output Marketing.
- II.OUTPUT: Important **technical-technological processes** from variety development up to the provision of pre-basic and basic seed are improved
  5. The relevant authorities apply DUS and VCU tests according to international standards for 30% of all variety tests.
  6. Royalty fees are introduced and applied by the relevant authorities (i.e. piloted) according to the PBR for at least one variety.

Considering the ambitious objectives of this cooperation, SSAP would like to hire a senior agricultural policy advisor to further this agenda through strategic interventions.

## 2. Tasks to be performed by the contractor

Consultancy and advisory services to improve legal and organisational frame conditions for strengthening the Ethiopian Seed Sector in cooperation with the Ethiopian Ministry of Agriculture.

The contractor is responsible for providing the following services:

1. Advise the project's manager for the cooperation with MoA in the approach, planning and potential readjustment of interventions as well as on managing the cooperation with the MoA and other stakeholders, in view of the envisioned results and objectives of the project in regular updates.
  - a. Specifically, identify and define action steps within the scope of responsibility of the MoA to
    - i. pursue the establishment of an independent seed authority,
    - ii. move towards an independent system of variety testing and release,
    - iii. implement the Plant Breeder's Rights Proclamation and apply royalty fees for at least one variety released by EIAR,
    - iv. establish a market-pricing for early generation seed classes,
    - v. implement selected recommendations of the Seed Sector Transformation Guideline and the National Seed Policy.
2. Stay up-to-date and inform the project staff on issues related Ethiopian seed sector development.
3. Participate as a resource person in project workshops related to results-based planning and monitoring.
4. Facilitate regular meetings with high-level staff and project steering meetings in the MoA and participate in these meetings together with the project's manager for the cooperation with MoA.
5. Participate in sector coordination meetings or other advisory bodies related to the seed sector together with the project's manager for cooperation with MoA and pursue the project's objectives through active participation, agenda-setting and leadership.
6. Contribute to the implementation of activities as defined in the joint operational planning.
7. Report monthly (orally during a meeting or through short report) on progress towards the intended results and relevant developments in the ministry.
8. Propose at least one topic and prepare content for a policy brief on recent developments in the Ethiopian seed sector in cooperation with the project manager.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Monthly oral or written updates on key developments in the seed sector and progress towards the concerned project results	By the end of each month for the duration of the contract

Proposal for a policy brief (0.5 – 1 page)	30/06/2021
policy brief (up to 4 pages, including facts and figures)	31/07/2021

Period of assignment: From **01/03/2021** until 31/12/2021.

An extension of the contract for the 2nd and 3rd year of the commission is optional and will be decided on considering the performance of the consultant and the achieved results of the intervention. It is also subject to an extension of the commission by BMEL.

### 3. Concept

In the bid, the bidder is required to explain briefly (1-2 pages maximum) how the tasks defined in Chapter 2 are to be achieved. In addition, the bidder must describe the project management system for service provision.

#### Technical-methodological concept (1-2 pages max.)

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder briefly presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to **monitoring** the progress towards the results described in Chapter 1.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

#### Qualification of Expert 1

- Education/training (2.2.1): *Master's degree or higher in agriculture, plant science or economics or related field*
- Language (2.2.2): *business fluency in English and Amharic*
- General professional experience (2.2.3): *5 years of work experience in the Ministry of Agriculture or its predecessors, a Regional Bureau of Agriculture or the Ethiopian Institute for Agricultural Research (EIAR)*
- Specific professional experience (2.2.4): *Experience in providing advice to policies, strategies and/or legal frame work conditions in the agricultural, ideally in the Ethiopian seed sector as proven by a relevant publication record*

- Leadership/management experience (2.2.5): *10 years of experience in a representative political and/or top management position*
- Regional experience (2.2.6): *at least 15 years of work experience in Ethiopia*
- Development Cooperation (DC) experience (2.2.7): *experience in development cooperation preferred, but not essential*
- Other (2.2.8):
  - *good knowledge of the Ethiopian seed sector (including policies and laws)*
  - *very good knowledge of the structure, rules and procedures of the Ethiopian Ministry of Agriculture*
  - *well-established professional network in the agricultural policy sector*

#### Soft skills

In addition to their specialist qualifications, the following qualifications are required of team members:

- excellent public speaking and presentation skills
- proven leadership skills and experience
- excellent analytical and strategic skills, esp. situation analysis and solution-oriented thinking

## **4. Costing requirements**

### **Assignment of personnel**

Expert 1: Assignment in country of assignment for 71 expert days

### **Travel**

*The bidder is expected to be based in Addis Ababa and to perform his/her duties in the same location. Therefore, no travel costs are expected.*

### **Workshops, training**

*If the bidder conducts workshops or seminars to complete his/her assignment, workshop costs will be covered by the project upon agreement by the project management. Therefore, no workshop or training costs are expected as part of the offer.*

### **Other costs**

- Telecommunication costs (lump sum estimate for the contract period)

## **5. Inputs of GIZ or other actors**

GIZ and/or other actors are expected to make the following available:

- Transportation for assignment-related events outside of Addis Ababa with project vehicle
- Workshops logistics

## **6. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

## **7. Option**

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment.

Specifically, an extension of the contract for the 2<sup>nd</sup> and 3<sup>rd</sup> year of the commission is optional and will be decided on considering the performance of the consultant and the achieved results of the intervention. It is also subject to an extension of the commission by BMEL.

The option is exercised in the form of an extension to the contract based on the already offered individual rates.