

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

SWOT Analysis Agricultural R&D System

**Project number/
cost centre:**

PN:14.0156.1-317.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

1. Context

The “Supporting Soil Health Interventions in Ethiopia” (SSH-1) project was initiated to provide proof of concept for the impact of leveraged geospatial soil, agronomic, and health data on transformative agricultural development in Ethiopia. The project aimed to (1) increase the quality, efficiency, and reach of government and private-sector services; (2) improve national and regional resource allocation and policies; and (3) increase the quality, availability, and utility of data and evidence. The first phase of the project has facilitated the development of a data-sharing policy and implementation guidelines and the collation of primary and legacy soil and agronomy data. The second phase of the Supporting Soil Health Interventions in Ethiopia (SSH-2) Project is aimed at strengthening the Agricultural Extension System, which will be tested using evidence-based extension messages. In support of the Agricultural Extension Directorate (AED) of the Ministry of Agriculture (MoA) the SSH-2 project plans to engage a consultant to conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) of the current national Farmer-Research-Extension-Data (FRED) linkage Mechanism. The objective of this consultancy service includes:

- To assess the current FRED linkage mechanism and Identify and prioritize the key bottlenecks of the system
- To suggest potential interventions and draw a road map to address the prioritized bottlenecks
- To prepare indicative action plan and budget, and suggest potential contributors

A technical task force (TF)

The agricultural extension directorate of MoA has established a technical task force (TF) to support the process. The TF has a multi-disciplinary and multi-institutional representation, including:

- Agricultural Extension Directorate/AED
- Women, Children and Youth Directorate/WCYD
- Soil Resource Information and Mapping Directorate/SRIMD
- Soil Fertility Improvement Directorate/SFID
- Natural Resource Management Directorate/NRMD
- Ethiopian Institute of Agricultural Research/EIAR

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

In close collaboration with the Agricultural Extension Directorate (AED) of the Ministry of Agriculture (MoA), GIZ Ethiopia and a Technical Task Force was formed to oversee the process, to

- facilitate an inclusive process for the SWOT to
 - assess the current FRED linkage mechanisms;

- identify strengths and gaps as much as underlying biases
- identify key interventions to strengthen the existing linkage mechanism to enhance client orientation, improve linkages and two-way flow of communication between key stakeholders (farmers, research institutions and extension providers)
- facilitate participatory consultative meetings and write-shops to draft the road map and action plan, including a tentative budget, to address identified bottlenecks of the current FRED linkage mechanism.
- involve relevant national stakeholders, including farmer representatives and regional extension workers, to co-create and draft the roadmap and action plan and budget, thereby generating ownership of the process and outcome among key federal and regional stakeholder
- capture inputs from national and regional as well as international agricultural research institutes

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

Milestone	Deadline/place/person responsible
Stakeholders consultation workshop	30 July 2021, Addis Ababa
Debriefing on progress with TF and key stakeholders	9 September 2021, Addis Ababa
Validations workshop	21 October 2021, Addis Ababa
Submission of the final report	28 October 2021, Addis Ababa

Period of assignment: From 01 August until 30 October 2021.

3. Technical-methodological concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept)

In implementation of the task, the consultant should:

- Work in close consultation with and update the TF and key stakeholders at different levels
- Employ participatory and inclusive processes to ensure ownership of the process and outcomes among key stakeholders

- Review documents including policies, strategies, guidelines and others related to agricultural extension and research services
- Consult with key federal and regional agricultural research and extension officials
- Develop assessment tools and conduct key informant interviews, focus group discussions and observation
- Conduct stakeholder's consultation workshop/s, (Situation analysis, stakeholder mapping and identification target sites)
- Conduct a debriefing on the progress with TF to get feedback
- Incorporate the feedback and conduct a validation workshop
- Finalize and submit the above-listed documents

4. Scope of the assignment

The field assessment is limited to the high potential agricultural areas in four regional states (Oromia, Amhara, SNNP and Sidama). Farmers and development workers from about 20 FTCs in ten woredas proportionally distributed across the four regions will be considered as representatives (detail will be worked out during the consultation workshop). In addition, inputs from national and regional agricultural research institutes and centres will be captured. The consultant will assess and prioritize the key bottlenecks of the Farmers-Research-Extension and Data linkage mechanisms, proposes key interventions and develops a roadmap for strengthening the linkage mechanism through addressing the prioritized bottlenecks.

5. Deliverables

The consultant shall provide the following services and products

- Produce and present an inception report in consultation with the TF to create a mutual understanding of the methodological approaches
- Facilitate the assessment of the Strength, Weakness, Opportunities and Threat (SWOT) analysis of the existing farmers- research- extension and data (FRED) linkage mechanism in collaboration with extension directorate of MoA, GIZ and technical task force (TF) established to support the process,
- Will identify and prioritize the key bottlenecks of the existing FRED mechanism. The outcome of the SWOT analysis and prioritized bottlenecks will be documented in a short report of 10 to 15 pages.

- Identify and suggest potential interventions, contributors with an estimated budget and time frame. The produced road map and action plan/budget will be documented in a report of around 10 pages.

6. Other specific requirements

In the process, the consultant has to ensure that the diverse socio-economic groups (gender, resource endowment, age, literacy and vulnerability) are represented.

Project management of the contractor

7. Personnel concept

– Not applicable –

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points.

Team leader/ Expert 1 Agricultural Extension and Rural Development

Tasks of expert 1

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting following deadlines
- Leads the assessment of the current Farmers-Research-Extension-Data system and prioritization of interventions

Qualifications of team leader/expert 1

- Education/training (2.2.1): MSc in Agricultural extension and rural development, Agricultural Economics
- Language (2.2.2): Fluent in written and spoken English and knowledge of local languages is advantageous.
- General professional experience (2.2.3): 10 years' experience in the assessment and development/design of agricultural research and extension linkage mechanisms; provide, two reports demonstrating corresponding working experience.
- Specific professional experience (2.2.4)
- Leadership/management experience (2.2.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.2.6): Five years of working experience in the East African region, knowledge of the country and key agricultural research and extension partners of which 2 years in Ethiopia
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Expert 2- Gender and Social Development

Tasks of expert 2-

- Facilitates the identification of gender-related Farmers-Research-Extension-Data system bottlenecks and prioritization of interventions
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Qualifications of expert 2

- Education/training (2.2.1): MA in Gender and Development or closely related disciplines,
- Language (2.2.2): Fluent in written and spoken English and knowledge of local languages is advantageous.
- General professional experience (2.2.3): **Ten** years' experience in gender assessment and mainstreaming in agricultural research and extension context at the national level and regional level; provide two reports demonstrating corresponding working experience
- Specific professional experience (2.2.4):
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6): **Five** years of working experience in the East African region, knowledge of the country and key agricultural research and extension partners
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

Expert 3- Agricultural/Agronomy researcher

Tasks of expert 3-

- Facilitates the identification of gender-related Farmers-Research-Extension-Data system bottlenecks and prioritization of interventions
- Facilitates prioritization of interventions to needed to enhance flow of evidence research results to the extension system

Qualifications of expert 3

- Education/training (2.2.1): MSc in agronomy, soil science or related fields.
- Language (2.2.2): Fluent in written and spoken English and knowledge of local languages is advantageous.
- General professional experience (2.2.3): Ten years' experience in the assessment of agricultural research for development and development of research strategies at the national level in developing countries, experience in research and data management, and development of research recommendations; provides two reports demonstrating corresponding working experience.
- Specific professional experience (2.2.4): Five years' experience in soil and agronomy data management, sharing, analysing and developing of extension messages
- Leadership/management experience (2.2.5):
- Regional experience (2.2.6): Five years of working experience in the East African region, knowledge of the country and key agricultural research and extension partners
- Development Cooperation (DC) experience (2.2.7):
- Other (2.2.8):

8. Costing requirements

Assignment of personnel

Team leader/Expert 1: Assignment in the country of assignment for 55 expert days

Expert 2: Assignment in country of assignment for 40 expert days

Expert 3: Assignment in country of assignment (broken down by country of assignment) for 40 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Workshops, training

The contractor implements the following workshops/study trips/training courses:

- Stakeholders consultation workshop
- Results validation workshop
- Trips to 3 selected regions, woredas and Farmers Training Centres (FTC)
- Trip to national and regional agricultural research institutes and centers

The budget provided by GIZ for implementing these activities amounts to EUR 23,000.

9. Inputs of GIZ or other actors

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

- Transportation on site with own project vehicle
- Workshops logistics

10. 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 following 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 (language).

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

The CVs of the personnel proposed in accordance with Chapter 7 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. The CVs can also be submitted in English (language).

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.

Annexes

Module proposal
Results model
Capacity development (CD) strategy
Analysis of actors
Process map
Programme
Country strategy
Priority area strategy paper
Other relevant documents