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Standard  
Procurement Documents

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**Expression of Interest**

1st Edition

December 2020

insert

project logo

(if existing)

*Ministry of Agriculture*

Participatory Agriculture and Climate Transformation (PACT) Programme

**Expression of Interest**

(by the consulting firm in response to the REOI issued by the procuring entity)

for

**Value Chain Analysis**

Ref No:EOI/PACT\_VCA\_C03/2024

*[This document applies to all selection methods for consulting firms of the IFAD procurement handbook. This procurement activity must be advertised and a template for this purpose is provided separately.]*

**Issue Date:**

**Foreword**

This document has been prepared by *[name of procuring entity]* and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using *[insert selection method]* in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

***[No texts in red font or square brackets shall remain once the REOI is resolved and finalised]***

**Instructions to Consultants[[1]](#footnote-1)**

**Reference Number:** EOI/PACT\_VCA\_C03/2024

***[insert date]***

**Assignment Title:** **Value Chain Analysis**

1. The *Ministry of Agriculture* has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of *Participatory Agriculture and Climate Transformation (PACT) Programme* (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Participatory Agriculture and Climate Transformation (PACT) Programme*.*

1. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Value Chain Analysis consultancy service. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
2. Before preparing its EOIs, the consultant is advised to review the preliminary terms of referenceattached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
3. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations[[2]](#footnote-2).
4. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
   1. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse[[3]](#footnote-3) in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
   2. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
   3. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
   4. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
   5. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
5. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy.[[4]](#footnote-4)
6. **Procedure**: the selection process will be conducted using *QCBS* as laid out in the IFAD Pprocurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
7. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
8. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than 20 December 2024 12:00PM EAT. The client will provide responses to all clarification requests by 23 December 2024 12:00PM EAT.
9. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 26 December 2024 12:00PM EAT.

Ministry of Agriculture, PACT

Procurement Executive

Block B, R.No. B2-2/ Block C, Room No. B2-1

Attn: Abduselam Ali /Degayehu Deso

Next to Century Mall

Addis Ababa, Ethiopia

Tel: +251 986 88 61 54

E-mail: selitude@gmail.com

Ministry of Agriculture

Yours sincerely,

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*[Authorized Official]*

*[Name of Client / Procuring Entity]*

**Form EOI-1**

**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Consulting Services for *[insert assignment]***

**Ref: *[insert]***

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto*.*
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client’s country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")[[5]](#footnote-5), beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount | Currency |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(If none has been paid or is to be paid, indicate “none.”)

1. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
2. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to the consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|  |  |  |  |  |
|  |  |  |  |  |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

1. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
2. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
3. We understand that you are not bound to accept any EOI that you may receive.

|  |  |
| --- | --- |
| *[Authorized signatory]* |  |
| *[Name and title of signatory]* |  |
| *[Name and address of firm]* |  |

Form EOI-2   
Organization of the Consultant

**Re: Consulting Services for *[insert assignment]***

**Ref: *[insert]***

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

|  |  |
| --- | --- |
| Name of the firm |  |
| Date of establishment |  |
| Country of registration |  |
| Full address of the firm |  |
| Focal point: name, position, contact information (telephone, email): | Name: |
| Tel: |
| Email: |
| Number of branches in the country |  |
| Country(ies) of operations with number of branches in each country |  |
| Number of full-time employees |  |
| Number of part-time employees |  |
| Field(s)of expertise of the firm |  |
| Number of professional staff with experience related directly to the assignment |  |
| Subsidiary and associated companies (*wherever applicable*):  (details in the following format to be provided for all associates) –   * 1. Name of the company   2. Nature of business   3. Address of the company   4. Website of the company   5. Brief description of company (maximum of 120 words) |  |
| Any other information that the consultant would like to add: |  |

**Maximum 10 pages**

Form EOI-3

Experience of the Consultant

**Re: Consulting Services for** *[insert assignment]*

**Ref:** *[insert]*

*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.*

***Maximum 20 pages]***

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in current US$): |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Address, and contact details (including email address(es)): | Approx. value of the services provided by your firm under the contract (in current US$): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 1**

**PRELIMINARY TERMS OF REFERENCE**

**Consulting Services for Value Chain Analysis**

Participatory Agriculture and Climate Transformation (PACT) Programme

**Terms of Reference (ToR) on Poultry and Banana**

**Value Chain Analysis**

**NOVEMBER 2024**

**ADDIS ABABA**

**ETHIOPIA**

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# INTRODUCTION

The MoA - PACT Programme was jointly designed by GoE and IFAD. The Programme’s rationale is premised on the fact that, the combination of Ethiopia’s expected economic recovery and a high population growth rate imply an increase in demand for agricultural products. The need to increase local production of food, especially wheat and oilseeds, and improve rural households’ resilience to shocks has never been greater. Although IFAD has supported the country’s efforts to boost the productivity of selected agricultural commodities through different investments to address the underlying constraints, Ethiopia remains dependent on rain-fed agriculture. The Programme’s goal is ‘to contribute to inclusive and equitable poverty reduction and improved resilience of the target rural households.’ The Programme Development Objective (PDO) is to ‘enable 150,000 rural households (men, women, youth and PWDs) in selected kebeles to sustainably improve incomes, food and nutrition security and build resilience to shocks. The Programme will be implemented over a seven-year period.

MoA - PACT brings together businesses, governments, farmers, communities, and civil society to build sustainable governance models in landscape approaches. These multi-stakeholder coalitions create areas where agricultural products are grown sustainably (Production), forests and natural resources are safeguarded (Protection), and communities thrive (Inclusion).

The Programme’s Development Objective will be achieved through the effective implementation of two technical components and a third component that will focus on augmenting the capacity of communities, and institutions, and contributing to a conducive policy environment towards programme implementation. Job creation for young women and men, including persons with disabilities, will be the main focus of all investments in the MoA - PACT Programme.

A value chain is the full range of activities - including design, production, and distribution - required to bring a product or service from conception to its final market destination. A pro-poor value chain development intervention promotes inclusiveness and empowerment of poor people in a value chain. The Market Map is made up of three interlinked components: Value chain actors (Input suppliers, farmers, traders, consumers), Enabling environment (infrastructure and policies, institutions and processes that shape the market environment), and Service providers (the business or extension services that support the value chains’ operations).

Value chain analysis (VCA) plays an important role in transforming agricultural commodities from raw materials to end products demanded by consumers. There are several stakeholders involved in the agricultural commodity value chains and the partitioning of gains among the stakeholders along the chain is often debated and analyzed. Input suppliers, farmers/pastoralists, processors, wholesalers, retailers, big retail chains, and consumers are major actors in the value chain. Poultry and banana are among the prioritized commodities to conduct VCA which is essential for identifying opportunities and constraints in production and marketing, as well as for exploring potential improvements towards sustainable value chain development.

The poultry sub-sector in Ethiopia offers significant opportunities for agribusiness, being a critical part of the culture and practice across various socioeconomic groups. It plays a vital role in reducing malnutrition, and poverty, and promoting economic growth, contributing to the country’s overall development (Dessie et al., 2003; Wilson, 2010). With rising demand for high-quality protein driven by population growth and urbanization, poultry production is increasingly important for food security and income generation.

Ethiopia's poultry systems include traditional family production, improved family production, and specialized production. The total chicken population is approximately 59.5 million, predominantly indigenous breeds, which are less productive than exotic breeds (CSA, 2019). Challenges such as ineffective extension services, high input costs, and inadequate infrastructure hinder the development of the commercial poultry industry, which remains largely subsistence-oriented.

To achieve growth, a strategic transition from traditional to improved poultry systems is essential. Although the Ethiopian Livestock Master Plan (LMP) aimed for an exportable surplus of poultry meat by 2020, local demand has outstripped supply, making exports impractical (de Gonçalves, 2005). The government’s Ten-Year Perspective Plan emphasizes poultry development, highlighting the need for a comprehensive Poultry Development Strategy to harness the economic potential of poultry farming.

Bananas (Musa spp.) are important fruits in the tropics and subtropics. Ethiopia is among the tropical countries where its vast arable land is suitable for banana cultivation. Banana has important socioeconomic role in food security and income generation for the rural communities in the country. Despite its importance, the national average yield of banana is estimated at 8.0 t/ha which is far less than the world average 22.6 t/ha (FAOSTAT, 2019), and the productivity of banana in 2020/21 cropping season was about 9.4 t/ha (Central Statistical Agency of the Ethiopia 2021). The low productivity of banana is mainly attributed to the limited provision of production technologies such as improved varieties and crop management practices, diseases and insect pests, poor postharvest handling and marketing, and insufficient support from the extension system (Dagnew et al., 2021)

The VCA will follow a value chain mapping and analysis approach that describes in detail the poultry and banana value chain functions, value chain actors (women and men producers, cooperatives, traders, agro-dealers, processors like Integrated Agro Industry Parks (IAIPs) …), value chain enablers and value chain supporters. To enhance meaningful participation of women, youth, PWDs, and other socially marginalized groups; the value chain assessment will be gender and youth-responsive and will take different socio-economic profiles into account, including persons with disabilities, and pastoralists' alternative livelihoods. Since MoA - PACT intervenes in food-insecure woredas, the value chain assessment will be a pro-poor value chain analysis in the identified and selected landscapes of the programme.

Within the scope of this holistic approach, PACT programme seeks to support the development of a viable agricultural value chain for poultry and banana. With this ToR, the PACT programme aims to identify and select a partner who can conduct a VCA on poultry and banana across the selected programme intervention areas.

# GENERAL OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to conduct a Value Chain Analysis (VCA) on Poultry and banana within the PACT program intervention areas so as to identify potential opportunities and challenges, as well as to propose solutions for the challenges identified.

The specific objectives are:

1. Plan and conduct a VCA focusing on:
   * Identification of major value chain actors, (existing input suppliers, producers, traders, agents, processors, service delivery actors such as finance and transport, consumers, and others in the project sites) and assess current production level and potential in the smallholder beneficiaries;
   * Conduct value chain mapping and the mapping should also analyze gender-specific roles and functions along the different stages of the poultry and banana value chain, from primary production at the household level (who does what?) up to the marketing level (who participates in market transactions)
   * Identification of the enabling environment including local market structure and key risks/barriers in the enabling environment (e.g., security issues or policies affecting market access), taking into consideration specific gender, youth, and PWDs-related considerations (e.g., mobility, proximity, and bargaining constraints), value chain frameworks, business environment & policy, improving access to business development services and value chain governance. Institutional[[6]](#footnote-6) constraints for effective participation of women and men in the value chain, including what hinders/opportunities for participation in and benefit from engagement in the value chain.
   * Identification of specific opportunities and challenges for women, youth, women-led cooperatives, and PWD to be involved both as producers and service providers as well as to expand/upgrade their functions and production practices in these value chains. The analysis should also focus on how gender power dynamics and discriminatory gender norms influence women’s capacity to participate and/or upgrade their activities in the value chains, and participate in marketing decisions, outputs, and income. This aspect looks at i) women’s and men’s roles and time use outside of the value chain as it determines the available time and work burden; ii) Access to and control over production, income, and productive assets (land, livestock and all relevant capital items specific to the context)
   * Assessment of the presence and the role of existing types of groups and producers’ groups across different nodes of the poultry and banana value chains, as a way to improve women's and men's positions and benefits from value chain inclusion. Assess gender dimensions of such groups such as composition, women's inclusion, and roles.
   * Assess marketing margins, conduct economic analysis and profitability of the value chain and potential impacts on environmental and climate impacts and empowerment of women.
   * Identification of possible new links that can be created and existing links that can be improved; also looking at new market linkage opportunities for women, youth, PWDs, and other socially marginalized groups of the community, producers, and suppliers.
   * Analysis of the supporting functions that are required to make the value chain work, including both existing and missing support functions e.g., infrastructure, information, finance, and market requirements such as quality and other standards, conditions for delivery, prices and related services; assess gender dimension of these supporting functions (e.g., specific issues/opportunities in women’s access to finance)
   * Identify strategies to make the value-chain nutrition-sensitive (e.g., leveraging opportunities to promote safe production practices, nutrition-sensitive extension, diversified production and market channels, etc.)
   * Identification of strengths, weakest linkages, bottlenecks (challenges), opportunities, threats, and upgrading in the poultry and banana value chains.
2. **Key Deliverables:**

* Inception report explaining concept, methodology, and timeline.
* Value chain mapping, identification of major and support activities, cost and value analysis, competitive advantage, and strategic recommendations independently for poultry and banana.
* Prepare and submit an independent final VCA report for poultry and banana.

# METHODOLOGICAL REQUIREMENTS FOR THE POULTRY AND BANANA VCA

The PACT Programme intends to conduct a value chain analysis to obtain qualitative and quantitative data that will enable to identification of opportunities, challenges, and possible entry points in the poultry and banana value chains. The scope of the services required under this Terms of Reference includes the collection of data from all value chain actors including the Household level by using focus group discussions with both women and men farmers, youth and PDWs, farmers/pastoralists organizations of different kinds, and composition (e.g., women-only or mixed), and financial institutions, business organizations, consumers and other related actors. The proposal should include an appropriate methodology for primary data collection, data collection tools (e.g., interviews with value chain actors, observing the value chain path, and key informant interviews), and analysis methods and mechanisms that will be used to conduct the poultry and banana VCA.

## Sample frame

The sample frame is the list of all the units in the desired population, from which random samples of units are selected to build the VCA samples. Hence, the firm should understand the nature of the programme and group of beneficiaries to develop the sample frame which is pertinent to the PACT programme.

## Sample size

The sample size calculation aims at determining how many observations are enough for the analysis. Power calculations have to be carried out in the preparation phase of the analysis and allow building a sample to credibly detect a given effect size (size of the impact that you expect to have from a project). The program recommends the use of the World Bank power formula (World Bank. 2007). If the firm selects a different formula should come with justification.

## Probability sampling

Probability sampling refers to the sampling method in which all the members of the population have an equal chance to be a part of the sample and it uses random selection to select the sample within the desired population. The firm should use the probability sampling method to give an equal chance for all beneficiaries or HHs. This program will work on regions that have different geographical locations and cultures. Hence the firm will propose desirable probability methods for this assignment.

## Data quality control

Data quality assurance is a critical step when collecting and storing data. some key points on the importance of data quality review:

* Error Checking
* Data Completeness
* Data Consistency
* Data Integrity
* Sufficient Time Allocation
* Iterative Process
* Documentation

Data-quality checks should be implemented while collecting the data rather than ex-post as in the case of paper-based surveys by using electronic devices for the data collection. Hence the firm may use data collection by electronic tool for instance kobo tool or other related data collection tools to enable on-spot data quality checks.

## Analysis and report

### 3.5.1. Analysis

The VCA method/tool is vital to find the intended results. The firm will present the type of analysis expected appropriate for this assignment. The firm also explains how the estimation, interpretation and presentation of the results should be done.

### 3.5.2. Report

Once the surveys have been conducted and their quality controlled, the analysis of the results should be presented in a report. The report summarizes the conclusions emerging from the analysis and includes the following elements:

* the description of the dimension of the value chain, methodology, and approaches used
* the questionnaire
* the list of villages/communities surveyed
* the results of the survey
* the analysis and interpretation of the results including Economic analysis of the poultry and banana value chains and analysis of constraints and setting the strategy.

The survey finding report should be provided to the PCMU.

# DETAILED LIST OF ACTIVITIES, SCHEDULE AND DELIVERABLES

The firm will work in close collaboration with the subject matter experts from the PCMU. The VCA activities will be conducted under the supervision of the PCMU. The firm will be responsible for the development and supervision of all phases of data collection and analysis which includes designing the data collection methodology, instruments, and processes.

## List of activities

**Phase 1 - Inception phase**

* Review the relevant documents on poultry and banana VCA
* Develop the detailed plan and work schedule to conduct the poultry and banana VCA to gather information from the relevant stakeholders at the national, regional, woreda, and kebele levels
* Develop the survey questionnaire based on the ToR provided by the project.
* Develop the sampling design and data analysis tools.
* Develop interview guides and instructions for field staff.

**Phase 2- Survey instrument development**

* Developing the Questionnaire.
* Training of interviewers for the pilot survey.
* Developing an appropriate data management system with adequate quality controls.
* Organize an inception workshop to discuss with PCMU and relevant stakeholders on the implementation and execution of the assignment.

The PCMU shall be responsible for providing key background documentation to the firm (PDR, PIM, the preliminary listing of potential beneficiaries, secondary data, etc).

**Phase 3 – Fieldwork Activities**

* Hire staff and survey enumerators with the necessary skills in local languages spoken in the programme intervention areas and train them to familiarize them with the subject matter, the relevant information required to be collected, and the survey questionnaire to collect data from primary sources.
* Administrative approval from necessary authorities.
* Conduct the quantitative and qualitative data collection at the appropriate level of analysis across all value chain actors.
* Supervise data entry, verification of data quality for analysis and data cleaning should also be performed.

**Phase 4 - Data Processing, Analysis, and Final Report Preparation**

* Clean, analyze, and interpret the data
* Prepare and submit a brief independent VCA poultry and banana reports to PCMU.
* Submit the final VCA reports after receiving comments and suggestions from PCMU.
* Prepare a workshop to familiarize the findings to the PCMU and partners.
* Submit the final and refined version of the value chain analysis reports to the PCMU.
* Survey questionnaires, TOR, minutes, pictures and participants' signatures, list of contacts has to be annexed to the VCA report.

The firm should deliver all the material in electronic and hard copy format.

## Schedule of Deliverables

The expected tasks for the firm should be performed under a mutually agreed schedule. Final deliverables should be submitted according to this schedule and within the limits of the contract duration. The assignment is expected to be completed within four months starting from the contract has been granted, with specific deliverable milestones and timelines that the firm must be aware of and work towards to ensure the successful and timely completion of the VCA. The provided timetable is an important reference point for the firm to manage the assignment effectively.

Table 1 Deliverables of Outputs in the Value Chain Analysis

| **No** | **Output** | **Time (Submitted)** |
| --- | --- | --- |
| 1 | Submit and present the inception reports | 10 days after the signing of an agreement |
| 2 | Inception workshop | 5 days after inception report submission |
| 3 | Fieldwork (Data collection) | 30 days Data will be collected - Immediately after the inception report has been approved |
| 4 | Data analysis and submission of the first draft reports to FPCMU | 30 days after data collection |
| 5 | Incorporating comments and suggestions from PCMU. | 20 days after the first draft |
| 6 | Report and conduct stakeholders’ workshop | 10 days after the revision of the first draft |
| 7 | Submit the final and refined version of the value chain analysis reports to the FPCMU. | Within 15 days after the workshop |

# COMPETENCIES REQUIRED

## Key staff

The proposed team should consist of a reasonable number of qualified and experienced professionals having a proven track record in designing and implementing socio-economic and VCA studies and having a good depth of understanding of value chain development, agricultural development, nutrition, gender & social inclusion. The Consulting firm is expected to propose a survey coordinator/Team Leader and an appropriate number of experts, field supervisors, enumerators, and support staff.

*Table 2. Suggested List of key staff of the Consultancy Team*

| No | **Role** | **Specialization** | **Minimum Qualification** | **Experience** |
| --- | --- | --- | --- | --- |
| 1 | Team Leader/ Study Coordinator | Advanced degree in economics, statistics, agricultural economics, agribusiness, and value chain management or related field. | BSc . but MA/M.Sc or Ph.D. preferred | * At least 12 years of relevant experience in conducting value chain analysis and development, large quantitative survey implementation and analysis, experience in household and agricultural data collection and analysis required, ability to coordinate teams and ensure timely reporting. * The study coordinator/Team Leader will be in charge of coordinating the planning and implementation of the analysis and ensuring that the work is conducted following the highest professional standards. The individual will be in charge of ensuring that the quality control and supervision mechanism in place for the survey is effective, manage the data collection team and ensure that each member performs their specific scope of work. * Experience in working on gender-related consultancy services |
| 2 | Agribusiness and value chain management or Socio-economic expert | Agribusiness, value chain management, cooperative/ agricultural marketing/ agricultural economics or related fields | B.Sc but M.Sc. preferred | * At least 10 years of experience in value chain management/ development, agribusiness management, primary cooperative/unions, marketing of agricultural products, value chain and market linkages, etc., is desirable. A good command of English and knowledge of the Ethiopian condition is an advantage. * Experience in working on gender related programs and conducting gender related value chain analysis * The agribusiness/ value chain management/ socioeconomic expert will be responsible for considering all value chain related issues such as market analysis, supply chain, value chain mapping, identify bottlenecks in the value chain and propose solutions to improve efficiency and reduce costs and other related activities. |
| 3 | Animal production or poultry production expert | Animal production/ poultry production or related fields | BSC but M.Sc. preferred | * At least 10 years of experience in animal production/ poultry production is highly desirable. A good command of English and knowledge of the Ethiopian condition is an advantage. * The expert will be responsible for assessing current production level and potential in the smallholder beneficiaries; the poultry value chain mapping, identifying key bottlenecks and propose possible solution and other related activities |
| 4 | Horticulture or fruit production expert | Horticulture/fruit development fields | BSC but M.Sc. preferred | * At least 10 years of experience in horticulture/ fruit development is highly desirable. A good command of English and knowledge of the Ethiopian condition is an advantage. * The expert will be responsible for assessing current production level and potential in the smallholder beneficiaries; the banana value chain mapping, identifying key bottlenecks and propose possible solution and other related activities |

## Non-Key staff

## 

Figure 3. Suggested List of the non-key staff of the Consultancy Team

| No | **Role** | **Specialization** | **Minimum Qualification** | **Experience** |
| --- | --- | --- | --- | --- |
| 1 | Gender expert | Qualified in gender studies/rural development and family sciences and related field of studies | BA/BSc but MA/M.Sc. preferred | * At least 10 years of experience in gender studies/RDFS/ and related development studies is highly desirable. A good command of English and knowledge of the Ethiopian condition is an advantage. * A Good level of experience in conducting gender analysis in economic sectors, a good grasp of gender equality and women’s empowerment dynamics in the country * The expert will be responsible for identification of specific opportunities and challenges for women, youth, women-led cooperatives and PWD to be involved both as producers and service-providers as well as to expand/upgrade their functions and production practices in these value chains. * The expert will follow up and suggest possible solutions on how gender power dynamics and discriminatory gender norms influence women’s capacity to participate and/or upgrade their activities in the value-chains, and other related activities. |
| 2 | Nutrition Expert | Rural Development and Family Science, human nutrition, food science & technology expert | BA/BSc but MA/M.Sc. preferred | * At least 10 years of experience in mainstreaming nutrition into development programs is a requirement. A good command of English and knowledge of the Ethiopian condition is an advantage. * The expert will be responsible for identifying strategies to make the value-chains nutrition sensitive (e.g., leveraging opportunities to promote safe production practices, nutrition-sensitive extension, promoting diversification and diversified market channels etc.) and other related activities. |
| 3 | Data entry and Analysis expert | Computer science, statistics and related fields | BSC but M.Sc. preferred | * At least experience of 7 years with large survey data sets and data entry software required. * The expert will be responsible for ensuring accurate data entry, management, analysis and insightful interpretation, |
| 4 | Survey Supervisors (5) | Agribusiness, economics, business administration, or a related field. | BA/BSc but MA/M.Sc. preferred | * At least 8 years of experience in agribusiness, supply chain management, or related areas. * Demonstrated experience in project management, including leading teams and managing budgets. * Hands-on experience in agricultural production, market analysis, or rural development can be beneficial * Strong analytical and problem-solving skills. * Proficiency in data analysis software and tools (e.g., Excel, SPSS, R). * Excellent communication and interpersonal skills. * Leadership and team management capabilities |
| 5 | Survey enumerators (25) | Agriculture and related fields are preferred | Diploma but BSc. preferred | * At least 8 years’ experience. Preference will be given to candidates with experience in quantitative and qualitative data collection in rural Ethiopia. * Experience in data collection, field research, or survey administration is highly desirable. * Familiarity with agricultural practices and local market conditions relevant to the value chain being analyzed. |

# SUBMISSION OF THE PROPOSAL

# 

## Evaluation points of the technical and financial Proposal:

The assignment evaluation points are 80% for technical proposal & 20% for financial proposal

## Technical proposal:

In submitting their technical proposal, the consultants must: Carefully review and comment on the Terms of Reference, recommending potential refinements where necessary, including making such recommendations as deemed appropriate to enhance the quality of the assignment and outputs/deliverables.

Submit a detailed methodology, sampling techniques, sampling size, and work plan including a schedule, the name, professional status, and biographic data of the professional key team members' CVs, including detailed work experience and education.

Copy of the following:

* Renewed trade license
* TIN
* Tax clearance
* VAT registration

## Proposal Evaluation Criteria

* + 1. **Technical Proposal Evaluation Forms (80%)**

|  |  |  |  |
| --- | --- | --- | --- |
| No | |  | | --- | | **Evaluation Methodology and Criteria** | | Allocated Points |
| 1 | Conceptualization of the TOR- Self-reflection and clarity on the purpose/ objectives and the scope of the task (Understanding of the core issues of the assignment), mobilization and staffing of non-key experts, clarity and adequacy of the work plan | **40** |
| 2 | key experts | **50** |
| 3 | Experience of the organization | **10** |
|  | **Total point** | **100** |

* + 1. **Financial Proposal evaluation (20%)**

The consultant should prepare a detailed budget for the activities or phases in the work plan. Price should cover items including local transportation, professional fees, per diem and other expenses, payments for interviewers, data processors, and secretarial services, applicable tax, etc. This should be presented in a separate envelope and indicate the proposed cost breakdown. The financial proposal will be opened only for those entities whose technical proposals achieved the minimum technical threshold of 70% and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

**P.S**: This shortlisting stage does not require technical and financial proposals.

# COMMUNICATION AND CONFIDENTIALITY

All queries regarding the details in this ToR must be submitted in writing to the following address:

Ministry of Agriculture (MoA)

Procurement Executive

Block. A – Second Floor

Bole Sub-City, Around Gurd Shola, near EIAR or Behind the Ministry of Trade and Regional Integration.

Addis Ababa, Ethiopia

The Ministry reserves the right to amend or cancel all or part of this bid consultancy service at any time. The documents provided by or on behalf of the Ministry will be handled with confidentiality. The Service provider will also impose a confidentiality duty on any parties it engages. Any breach of the duty of confidentiality by the Service provider or its engaged third parties will give the PACT programme grounds for exclusion of the Service provider without requiring any prior written or verbal warning.

**ANNEX 2**

**Qualification and Evaluation Criteria**

*[Insert criteria related to required qualifications and experience of the firm, such as core business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal which is then negotiated.]*

|  |  |  |
| --- | --- | --- |
| **Item** | **Criteria** | **Points** |
| For specific experience, evidence shall include successful experience in the execution of **at least 3 projects** of a similar nature and scope of works during the **last 5 years**. | | |
| **A.** | **General experience** | **20** |
| i | General experience: Firm has been in existence for 10 years | 10 |
| ii | The firm core business relevant to the assignment | 10 |
| **B.** | **Specific experience** | **70** |
| i | Experience in conducting services similar to those required under this TOR at least 3 contracts within the last 5 years | 60 |
| ii | The firm experience in similar condition or environment | 10 |
| **C.** | **Turnover of the firm: Financial capacity** | 10 |
| i | Turnover of the firm in three years: Financial capacity | 10 |
|  | **Total Points** | **100** |
|  | **Minimum points required to pass** | **70 points** |

1. This document refers to legally constituted consulting firms as “consultant”. [↑](#footnote-ref-1)
2. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-2)
3. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-3)
4. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-4)
5. The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: http://crossdebarment.org/. [↑](#footnote-ref-5)
6. Institutions/structures refer to broad formal frameworks like policies, laws, regulations, markets and the implementing structures. Institutions/structures also encompass informal institutions like social and gender norms, attitudes, values, customs, religion and the various structures through which these are upheld and practiced in society. [↑](#footnote-ref-6)