**TERMS OF REFERENCE FOR**

**INCEPTION STUDY FOR THE PROJECT:**

**FOOD SECURITY THROUGH AGRIBUSINESS IN SOUTH SUDAN (SSADP II)**

**CORDAID PROJECT ID: 200254 (SSADP II)**

1. **Project background**

The Food Security through Agribusiness project in South Sudan is a 5 year project implemented by a consortium of Cordaid South Sudan, Agriterra and SPARK, together with some local partners and SSAPU. The project is a follow up of SSADP I, which was implemented till mid-2018. Lessons learned from the first phase are included in the programme development of this new programme. The project is financed by the Netherlands Embassy, running from August 2018 to July 2023.

This is a holistic and inclusive project in South Sudan with enhancement of the grass-root level production and productivity of- and adding basic value to the existing agricultural and homestead animal husbandry activities, as well as supporting the growth of existing agribusinesses that play a key function in the agricultural markets, thus supporting and creating space for growth at the grass roots level. This is to contribute towards sustained increased HH income (buying power) and employment as well as improved food security.

Aim of the programme is Improved food security and resilience for farmer households (men, women, youth) via enhanced sustainable climate smart food production, improved post-harvest storage, improved agribusiness marketing, improved performance of cooperatives, support with jobs, higher income, and better preparation for natural and conflict related hazards with specific attention for conflict sensitivity/ do no harm. The food security definition being having adequate availability and access to food for all members of the household throughout the year.

As per Making Markets Work for the Poor (M4P) approach access to- and availability of quality inputs and the development of the producers/ entrepreneurs’ technical and business skills and knowledge are crucial elements to be addressed and are required to get the livelihood flywheel run faster and turn the vicious circle of poverty and food insecurity into an up-going and steady cycle of enhanced livelihood and economic growth.

In view of the present situation of instability, the proposed interventions will be flexible and with ample attention to conflict-sensitivity and strengthening of the resilience with special emphasis on the interests- and position of women and youth. Existing cooperatives, associations, and farmer groups and agribusinesses will be the entry points for the interventions to reach the 10,000 HHs targeted in the most effective and efficient way and to strengthen socio-economic cohesion and collaboration.

The promotion of gender equality and inclusiveness as well as do no harm are cross-cutting issues in all work of Cordaid and partners. In the proposed project, women and men will as much as possible be equally represented in the farmers’ and youth groups. To further promote women’s development and empowerment, women-focused groups will be facilitated and promoted to work on agriculture-based economic opportunities (e.g. producing, processing and marketing vegetables and/or meat).

Markets are crucial means to an end in the processes of improving upon peoples’ livelihood but can’t be imposed on the population. They will develop along with increased demand and supply which this project is to support, catalyse and facilitate.

Eventually the private sector/traders will be key in developing and operating markets for input & output goods and services but at this point in time not yet capable – due to many different reasons- to take on these roles. This project intends to support the creation of a conducive environment by reducing entrepreneurial risks and by enhancing and facilitating market opportunities, whilst capacitating businesses to sustain themselves and grow. When and where the lack of funds is or becomes an entrepreneurial constraint, the project will support innovative ways of financing both for the direct target HHs as well as larger market actors.

The project will, through a business hub and spokes mechanisms, also support physical facilities on main market places where market visitors, entrepreneurs and service providers can meet and exchange information not only on technical matters but also on market developments and e.g. access to finance.

During the inception phase (Nov 2018 – Jan 2019), the following activities will be conducted:

1. Collection of baseline information/data: During the inception phase baseline data will be collected on agricultural practices, production, productivity, the delivery of goods and services as well as on input/output markets, and the functioning of the target cooperatives and associations etc. These data will be collected through field visits, multi-stakeholder participatory surveys and studies.
2. Furthermore, a stakeholder and governance analysis will be done in order to obtain an up-to-date picture of the situation, also with regard to the refugees and Internally Displaced Persons (IDP). The outcome will also determine the key stakeholders to be invited for an inception workshop and be part of the implementation of the project.
3. Finalisation of quantification of indicators: During the inception phase the very extensive baseline survey as well as the studies will determine the specific target groups to be targeted, as well as their specific needs and constraints. It’s only after the baseline data collection and analysis that the indicators can be quantified.
4. **Scope of work:**

The role of the Consultant is to ensure the Inception report which fulfills all the requirement stated in this ToR be delivered by 11 Jan 2019.

* 3 counties in South Sudan will be selected by the Consortium for this inception study
* Secondary data review: Make use of secondary data from SSADP I, data from other agencies, and data from previous projects
* Field work in the 3 counties, interviewing all concerned stakeholders
* Make use of the Cordaid food security and fragility toolkit, and resilience toolkit, and Agriterra and SPARK tools.
* The Gender Specialist for this project will provide input in the design and tools of this Inception study
* CRSF Juba will provide guidance in the design and tools of this Inception study
1. **Key Content to be covered in the inception study (non-exhaustive)**
2. Overview of demographic data in the proposal with updated statistics in the counties:
* Key population, including IDPs and migration trends and refugees, gender and youth
* Poverty levels/ income.
1. Food security/ nutrition:
* IPC level and related indicators (FCS, HDDS, SAM/MAM rate, etc)
* What are the consumption patterns of men, women, children (major food crops, inclusive of cereals, root crops, vegetables, fruits, beans, animal products) and their sources of food?
* What are bottlenecks in food security? What are coping patterns in food security?
1. Agricultural practices/ value chains/ extension services
* Verify the information from the proposal related to agricultural and animal husbandry production (including pastoralism?), cropping patterns, cash/ food crops, Land ownership, Productivity/production level for the main crops, Agricultural calendar (include impacts of climate change on calendar), peak labor requirements (of men and women). Add information on vegetable and fruit production and the role of men/women in the production and marketing of vegetables and fruits.
* How are the agricultural extension services: Identify farmer field schools with development potential, are there other agricultural extension services? Potential of private extension services or farmer services of farmer organisations and/or cooperatives.
* How are food storage facilities arranged: at household level, at community level, at county level. How can these be improved? Asses post-harvest losses.
* Map sources of inputs used by farmers (seeds, tools, fertilizer, pesticides, etc), and do a needs assessment (include men and women) including meccanization and manual labor
* Map available input supply and dealers, and do a needs assessment
* Level of organization in groups/cooperatives/farmer organizations
* Map infrastructure, needs assessment
* Availability and access to financial products and services/ business support
* Identify/ map micro finance institutions, village savings and loans associations, savings and credit cooperative organisations. What is the access to these of men/women/youth? Analyze their capacities and needs.
1. Cooperatives:
* Map existing cooperatives: first mapping and scoping, main business, field of work and activities,
* It is important that we distinguish between cooperatives in name for access to support and “real “cooperatives with a farmer led business.
* Inclusion men, women, youth? If available membership numbers and their sexes and age under 30. The mapping could deliver a number of cooperatives ready for scoping and assessments at a later stage in the inception phase
* Other important points are: governance, financial management, membership commitment, internal capitalisation, reputation, gender and youth related to board of coops etc.
* Functioning of the cooperatives: Capacities/ needs/weaknesses? Especially of women and youth
* Note: Agriterra has tools for scoping and also for assessment in a later stage.
1. Markets
* Assessing the physical market structures in the 3 counties– size, conditions, functionality, accessibility by men/women etc
* Source of key products (local or from outside) and share of market
* Annual range of market price of key agricultural products in those counties
* Identify gaps: potential production versus no market possibilities
* Value chain analysis on key agricultural products
1. What financial products are being offered in those localities
* Characteristics like min/max amounts, repayment term, Interest rate, collateral, etc.
* Active or dormant?
* Portfolio quality
* Outreach information
* Profitability information
* External partners of the institutions
* Identify banks, other money transfer mechanisms in the counties. What is the access to these of men/women/youth? Analyze their capacities and needs.
* Identify existing micro, small and mid-size enterprises. What is the access to these of men/women/youth? Analyze their capacities and needs.
* Identify the percentages of subsistence farmers, small holders with surplus production, bigger farms who are potential enterprises
1. Conflict analysis:
* What is the security level/ are there security concerns.
* Do a conflict sensitivity analysis as to be discussed with CSRF Juba and supported by embassy’s own analysis for the hubs of stability
* How best to work with target groups in the counties considering the security risks for men, women, youth (do no harm, etc.) and staff
1. Hazard/ DRR analysis: (natural and conflict/ combine latest with above)
* Identify the most hazard prone areas within the focus counties, for which hazards and target groups, which capacities exist? Indicate whether a DRR approach is feasible in selected areas within the counties.
* How farmers cope with natural and conflict hazards. Spreading of risks and migration within the area (remote villages)
* Which coordinating DRR/DRM/ peace committees exist at county, boma level and what are their capacities and needs?
* Joint assessment of agribusiness bottlenecks at home and county level: identify hazard risks for agribusiness. Include weather related data, impacts of climate change and catchments
* Identify existing coping, mitigation, adaptation systems
* Environmental practices:
* What is the land and water use in the counties/ what are catchment areas within the counties?
* What are possibilities for a landscape approach?

1. Stakeholder and governance analysis
* Key stakeholders per county related to above topics:
* distinguish between humanitarian aid and structural support stakeholders,
* Distinguish between NGO’s, government, UN, enterprises
* Who is doing what related to Agribusiness? Include all relevant stakeholders and also other Cordaid, SPARK and Agriterra programmes
* Which coordinating bodies exist? How do they function?

Goal is to prevent duplication of efforts and enhance collaboration. Analyze with whom and where there are possibilities for cooperation, how and for what. (include also linkages with health/ nutrition NGO’s for nutrition education on the use of vegetables).

1. Gender analysis: [This section will be covered by the Gender Specialist, though the Consultant should ensure coherence of their report with the part delivered by the Gender Specialist]
* Roles of / access of men and women in/to agricultural practices, rural extension services, storage, marketing, finance, cooperatives, income, in boards of cooperatives etc.
* How best to include women and youth, also considering security concerns for women and youth at each stage of the programme.
1. **Timeframe:**
* 1 Nov – 7 Nov 2018: Submission of detailed Inception Study workplan
* 9 Nov: Finalization of the workplan with the Consortium
* 12 Nov - 14 Dec 2018: Engagement with the Consortium staff, and conducting of field work in the 3 counties in South Sudan
* 15 Dec 2018 – 4 Jan 2019: Report writing (skype interview can also be conducted with our field team where required)
* 4 Jan 2019 – submission of first draft of the report
* 11 Jan 2019 – Presentation of the Full Inception Study Report (face-to-face, or by Skype)
1. **Deliverables of the consultancy**
2. Detailed study workplan
* Project documents analysis and methodologies review
* Development of research methodology, including sampling methods
* Tools for data collection
* Manpower and logistics plan for the study (e.g. enumerators)
1. Field testing of tools for data collection and training of South Sudan team
2. Inception Study Report
* Baseline data/information for the 3 selected counties per topic listed in section 3
* Adjusted theory of change/ results framework with realistic indicators for M&E
* Adjusted and more extensive risk analysis: environmental risk, conflict risk, hazard risk, financial risk, etc.
* Adjusted overview of stakeholders
* Recommendation on adjustments in the interventions to enhance effectiveness
* Overview of action research questions
1. Presentation of the Report (face-to-face, or by skpye)
2. **Institutional Arrangement**

The hired consultant will work together with support and guidance from the Cordaid Resilience and Livelihood Programme Manager.

Payment to the consultant will be made in two batches: 50% payment at the beginning of the consultancy, and remaining 50% upon completion of all the above activities and deliverables.

1. **Required experience and background from the consultant:**
* Master's Degree in social science, preferably in Agribusiness or relevant disciplines
* The consultant needs to have experience with M&E/ Baselines, Food security/ agri- business/ cooperatives, Conflict sensitivity/resilience building, and preferably within South Sudan.
* Profound professional experience in the field of Agribusiness;
* Substantial experience in design, implementations, monitoring and evaluation of Agribusiness projects;
* Familiarity with (prior working experience in) Agribusiness project in South Sudan will be an asset;
* Experience in delivering trainings and producing learning tools and resources on Agribusiness
* Excellent communication, interpersonal and presentation skills

Note: The Consortium has another separate consultant who will be studying on the gender issues.

1. **Requirement for submission of tender**
2. The firm/consultant should state their understanding and interpretation of the proposed consultancy work, listing the methodology, tools and their resource capability
3. Provision of a budget in US Dollars include:
	1. International travel cost (one round-trip for field work, if required)
	2. Consultancy cost: Number of persons, their capacities, and daily rate of each of those in this consultancy team.
	3. Tax payable (incl. 15% tax in South Sudan)
	4. Note: in-country travel and accommodation cost will be covered by the agency and they are not required to be included in the budget. The agency will not cover perdiem/meals, and insurance cost, as these should be part of the consultancy cost.
4. Attached sample of relevant study written by the consultant where available.
5. Contacts and reference letters by related organizations/ individuals
6. **General Conditions**

The closing date of this tender is fixed on **24/10/2018 at 5:00 pm** (East Africa Time). Bids must be submitted only by email to: <hr.southsudan@cordaid.org >. Late offers will not be considered. A tender opening session will take place on the **25/10/2018** at Cordaid Country Office in Juba, South Sudan.

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