

## **TERMS OF REFERENCE (ToR) LEARNING STUDY FOR RESILIENT ARID LANDS PARTNERSHIP FOR INTEGRATED DEVELOPMENT PLUS (RAPID+) PROGRAM.**

### **1. Background:**

The Resilient Arid Lands Partnership for Integrated Development Plus (RAPID+) program is a five-year program running from November 2021 – September 2026 convened and led by Millennium Water Alliance (MWA). The program has primary funding from the Swiss Agency for Development and Cooperation (SDC) and contributions and investment funds from private sector actors, four facilitating partners including CARE Kenya, the Catholic Relief Services (CRS), Food for the Hungry (FH) and World Vision (WV) and five hosting county governments. The goal of RAPID+ is to improve access to safe and sustainably managed water and rangelands for 200,000 people in Garissa, Isiolo, Wajir, Marsabit and Turkana to contribute to resilient livelihoods for communities in these counties in a peaceful environment. The program is contributing to this goal through two outcomes: (1) Pastoralist communities have increased access to sustainable and safe water for multiple uses benefiting men, women, and youth, and (2) Pastoralist communities have improved access to safe and ecologically healthy rangeland resources that promote greater integrity, social cohesion, and gender equity.

RAPID+ concentrates heavily on the intersection of these two main issues of water and rangeland access and the intricate relationships involving shifting climatic circumstances and other context-related aspects. The program also provides a platform for institutional and systemic changes through incorporating gender transformative and system development approaches ensuring equitable and sustainable access to and use of water and rangelands.

### **2. Purpose of the external evaluation**

To support generation of outcomes and learnings from the RAPID+ program, the Swiss Agency for Development and Cooperation (SDC) will be supporting an independent learning study on the demand for fodder in the arid lands of Northern Kenya.

To build community resilience to cyclical droughts, a key strategy RAPID+ is promoting the growth and sale of fodder among the communities it is working with. This serves to provide pastoralists with alternative livestock feed sources particularly during droughts when range resources have been depleted. RAPID+ is cognizant that several initiatives have been undertaken in attempt to increase fodder production in the ASALs. Program team have observed that most of the fodder farmers have significant volumes of fodder bales stored with limited access to markets, signalling the need for a more nuanced understanding of fodder production, marketing, sale and use. Under RAPID+, the program team is particularly keen to understand the demand side of fodder market system in order to link producers to markets, minimize wastage of stored fodder, incentivize continuous production of fodder by agro-pastoralists, and to embed sustainability in fodder production.

### **3. Scope of Work**

The consulting team is expected to focus on the aspects below.

1. Quantify the demand for fodder within the RAPID+ counties and other neighbouring counties.
2. Identify aggregators and buyers in the target counties and their relationship with the producers.
3. Assess the cost, profit, marketing, and demand dynamics of fodder in the target counties.
4. Identify opportunities for more effective marketing of fodder within the RAPID+ counties.
5. Determine the fodder storage facilities available in the RAPID+ counties and their status and recommend how the infrastructure can be developed in a more strategic and optimal manner to boost the shelf life of fodder while guaranteeing easy access to pastoralists.
6. Determine appropriate and viable models for commercialization of fodder in the RAPID+ counties.
7. Provide recommendations that will guide programs that work on fodder production, marketing and use in the target counties to benefit local communities and enhance livelihood development.

### **5. Suggested Methodology**

The review team is expected to propose a study methodology and analysis tools that guarantee the highest degree of accuracy to ensure credible findings. The assessment is expected to be primarily qualitative in nature supplemented by secondary research. Qualitative data will be collected from

diverse stakeholders, individuals, and groups in the community including MWA, RAPID+ facilitating INGO partners, County government officials, fodder traders, agro-vets and livestock marketing associations among others. Qualitative data-gathering procedures will entail but are not limited to Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs). There will also be some quantitative data collected via household surveys. The consultant shall propose suitable data management, validation, and dissemination techniques.

## 6. Deliverables

The following products are expected from the evaluators:

1. **Inception report:** The report shall detail the study methodologies which must include the proposed data collection and analysis techniques to address the key study questions and an operational work plan. The inception report shall also include questionnaires and interview protocols. The timeline for submission of the inception report is ten working days after the inception meeting with SDC.
2. **Draft Study Report:** The consultant must submit consolidated draft study report fifteen working days after the end of qualitative data collection, including all data aggregated per county and combined, for preliminary comments.
3. **Copies of raw and cleaned data sets** including field notes, audio tapes, photographs, transcribed materials must be submitted alongside the draft report.
4. **Presentation of Report:** The team will present the major findings of the study to key stakeholders. A PowerPoint presentation will be developed by the study team and submitted two days before the presentation. The debriefings shall include discussions of methodology, limitations, key findings, conclusions, and recommendations.
5. **Final Report:** Ten working days after the stakeholders debrief, the consultant shall produce a report aligned to the study area of focus. Each of the final reports shall incorporate the comments and suggestions from SDC and stakeholders. The final reports must not be more than 30 pages excluding annexes.

## 7. Review Team

The Consulting firm shall provide specialised team that meet the following qualifications.

- A minimum 6 years' experience and a proven track record of conducting studies on fodder (with special focus on linking supply to demand) and natural resource management in the ASALs.
- Expertise in drylands systems management focusing on building resilience against drought for nomadic pastoral communities.
- Have a proven track record in value chain development, market systems and business development services approaches (BDS).
- Demonstrated ability to work with the private sector and relevant government departments.
- Experience with quantitative and qualitative statistical analysis packages (SPSS, STATA, NVivo and MAXQDA) is required.
- Excellent report writing, analytical, and communication skills are essential.
- Consultants based in Kenya are preferred.

## 8. Timeframe, Budget and Logistics

The maximum time frame for this evaluation is **30 working days**. The allocation of working days to inception, desk review, field visits, etc. will be agreed upon based on the inception report and the decision of conducting a verification workshop.

## 9. Reporting

The consultant(s) will report to the Program Manager Food Systems of SDC for the entire duration of the assignment. MWA and the program manager will provide the consultants with the relevant documents.

## 10. Award criteria

The bids received will be assessed according to the following award criteria.

Award criteria	Weighting
Technical proposal	50%
Team qualification and experience	30%
Financial offer/value for money for the service provided	20%

## 11. Application Process:

Complete applications have to be submitted by 30<sup>th</sup> September 2024.

The proposal should include:

- i. **Letter of Confirmation** of interest and availability (for all team members) stating the Point of contact (PoC) of the proposed team.
- ii. **Technical proposal** including description/understanding of the assignment, the proposed detailed methodology and work plan.
- iii. **Composition of the proposed team including:** CVs (max 3 pages per person including three references and documents/reports proving relevant experience) and division of responsibilities between team members; A sworn statement as to the absence of any conflict of interest of each team member. In the case a group of consultants, Embassy of Switzerland will only engage with one point of contact or person for contractual and obligation for the deliverables.
- iv. **Financial proposal** including total budget in USD including all taxes (WHT, VAT etc.) and incorporating a detailed budget break-down (daily fees rate per consultant, living expenses, travel, etc.)

The winning bidder shall be required to submit the following administrative information to be verified and validated before the contract is awarded.

- i. **Corporate person/company**
  - Certificate of registration/Incorporation of the company.
  - Latest Tax Compliance Certificate of the company
  - Copies of academic certificates of proposed consultant(s).
- ii. **For natural persons/individuals**
  - A copy of the identification card or passport.
  - Latest Tax Compliance Certificate.
  - Copies of academic certificates of the consultant(s).

## 12. Compliance with local law on taxation

### a) Withholding tax (WHT)

Taxes, charges and social security contributions will be applicable in conformity with local legislation. The Embassy is obligated to deduct and submit Withholding Tax (WHT) to the Kenyan Revenue Authority (KRA). WHT is a percentage of the earnings and will vary depending on the country of origin of the consultant.

- i. For non-residents, the Embassy will respect existing "double taxation agreements (DTA)". The maximum WHT rate of 20% (subject to change depending on legislation) for non-residents, will be deducted.
- ii. For residents, the maximum WHT is 5% for this type of consultancy.

More information on the applicable tax rates can be found here: <https://www.kra.go.ke/en/helping-tax-payers/faqs/more-about-withholding-tax>.

### b) Value Added Tax (VAT)

The Embassy is exempt from VAT. The service is subject to VAT according to the local law, the resident corporate person will within 30 days reimburse the VAT amount to the Embassy as soon as the exemption certificate is availed by the Embassy.

### The legal status of the consultant in the country of engagement

The consultant must have valid a work permit or equivalent authorization before travelling, which allows such a person to live and work in the respective country.

**All applications have to be submitted to:** [nairobi@eda.admin.ch](mailto:nairobi@eda.admin.ch) under the subject line: **Learning study RAPID+**, latest by 30<sup>th</sup> September 2024.

No applications shall be accepted after the deadline. Only complete applications will be considered

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