**TERMS OF REFERENCE for the Preparation of**

**Functional Landscape Management Plan (FLMP) for**

**Worja Washgula Integrated watershed in Lake Ziway catchment**

1. **Background**

Self Help Africa (SHA) is a dynamic international civil society organization with its headquarters in Dublin, Ireland, having operations in 8 African countries across East, Southern and West Africa. In Ethiopia, SHA’s track record working with smallholder farmers, farmer associations, cooperatives, SACCOs, and small and medium sized enterprises in the agricultural sector with an aim t o help them increase production, diversify diets, income, and agricultural activities by attracting better prices for their products through value addition and improved access to markets.

1. **Overview of Lake Ziway Project**

Self Help Africa in collaboration with its partners IDH and SHER Ethiopia has been implementing a Strengthening & scaling up of Rehabilitation of degraded lands and enhancement of livelihoods project. This is two years project which commenced in July 2019.

The project is being implemented in Lake Ziway catchment, in Adami Tulu Jido Kombolcha District of East Shewa zone, Oromia Region, Ethiopia

The project planned to benefit 802 households as direct beneficiaries, engaged as farmers to demonstrate selected natural resource management practice as well as livelihood initiatives in the project area. This is carried out in 2 administrative kebeles (Worja Woshgula and Kemo Gerbi Kebeles).

**Project Goal**

To contribute to livelihood improvement and the establishment of financially viable governance structures for sustainable land & water management in the Ziway-Shala Basin.

**Outcome**

To rehabilitate highly degraded areas into productive units of land, creating alternative incomes for communities that improve livelihoods and relieve pressure on land and water resources as well as building good relations among companies, communities, government and CSOs operating in the landscapes.

**Rationale for Developing a Functional Landscape Management Plan (FLMP)**

The rationale for the preparation of FLMP is to address weaknesses identified in previous approaches to Natural Resource Management (NRM) which prioritised conservation at the expense of social and economic needs of rural economies and focused on top-down management plans. The FLMA can be described as a holistic management approach that recognises the multiple interconnections between people and the environment. The FLMP works by ensuring communities see real benefits to using natural resources in a sustainable way and are therefore interested in investing in the long-term protection of the eco-system. Furthermore, the FLMP builds the capacity of communities to manage and monitor their natural resources through community-based institutions that enhance resilience and support sustainable income opportunities.

**The specific objectives of the FLMP development:**

* To enhance the resilience capacity of the watershed users by protecting the natural resources degradation, promoting biodiversity and reducing greenhouse gas emissions
* To create an enabling environment for the community to draw economic benefits from the landscape and willfully take care of the landscape to ensure sustainability of resources
* To clearly identify roles and responsibilities of key stakeholders in the management of the watershed
1. **Scope of Work**

**Outputs from the development of FLMP:** The consultant is expected to deliver the following outputs:

* Detailed a five-year FLMP plan developed
* FLMP plan familiarization and validation workshop will be conducted at Batu town for community representatives and other key stakeholders
* Amended final draft FLMP which incorporates inputs from stakeholders
* Final draft FLMP will be submitted to the ATJK Woreda local administration and the environment office for endorsement.

**Methodology**

The consultant is required to propose a methodology for the development of the FLMP. The proposal shall be guided by the following principles:

* The preparation of the FLMP shall follow the principle of participation and integrated watershed management planning
* The FLMP shall take into account environmental policies, norms and regulations that are enacted in Ethiopia and at international level
* Apply field level consultation with the local community and watershed committee members.
* All stakeholders of the Lake Ziway environmental rehabilitation plan will review and a refined FLMP will be developed. To this effect, inputs from stakeholders will be received, analysed and a revised FLMP will be produced.

**List of indicators to be measured:**

* Viable FLMP plan
* Survival rate of trees planted out as part of the project
* Community benefit (economic and measurable)
* Level of community participation in decision making regarding watershed related issues

**Deliverables**

The assignment should focus on the Warja watershed landscape i.e., ATJK Woreda, 2 kebeles (Worja and kemo kebeles). The deliverables will include the following:

1. Deliver inception report:
* Critical review of the ToR and develop recommendations for improvement
* Prepare a detailed methodology and analytical tools/instruments to be employed in the study. This should include questionnaires for household survey and checklist, and tools for group interaction including focus group discussion and key informants’ interviews.
* List of stakeholders/key informants to be contacted
* Prepare a plan of action/schedule covering orientation field work, data collection, analysis, draft and final report preparation with concerned project staff
1. Selection and training of data collectors
2. Collection of relevant data from relevant sources
3. Analysis of the data/information gathered
4. Preparation of draft report (the report should not be longer than 20 pages, (annexes can be additional), submission to Client for review and presentation of findings to relevant stakeholders for feedback
5. The main body of the FLMP plan (draft and final version) must be limited to 20 pages, excluding annexes. One of the annexes should consist of a table that summarizes the findings and recommendations.
6. Obtain comments and suggestions on the report from SHA and partners, and incorporate into the final consolidated report
7. Submit final report which incorporates feedback (hard copy and electronic version)
8. **Proposed Timeline**

The tasks in this bid have to be accomplished by 20 July 2021 A maximum of 20 calendar days are allotted to the study. This includes feedback time as well as resubmission of amended report. Indicative timeframe for activities is shown below.

|  |  |
| --- | --- |
| **Activity** | **No. of Days** |
| Inception report | 3 Days |
| Travel to district for field work | 1 Day |
| Data collection in Worjia Woshugula and Kemo Gerbi | 3 Days |
| Analysis and Report Writing | 7 Days |
| Review of report and sharing of feedback by client | 3 days |
| Incorporation of feedback received and production of final report | 2 Days |
| Presentation of main FLMP results to workshop participants | 1 Days |
| **Total number of Days** | 1. **Days**
 |

1. **Deliverables**

The consultancy firm shall submit Technical and Financial proposal.

1. **Technical Proposal**

The consultant shall submit as part of the technical proposal the following:

* 1. Documents which certify that the consultant is eligible to compete in the bid. These documents include: renewed trade license; TIN and VAT registration certificates,
	2. Technical proposal, which is to include, among others, how the survey is going to be carried out depicting the time required for the whole evaluation reflecting the time allocated (to be discussed and finalized at inception phase); and end line survey process. methodology (approaches, techniques and tools) to be employed during data collection and analysis including sampling framework, work schedule etc.
	3. A capability statement demonstrating how they meet the required qualifications and competencies.
	4. **Staff requirements:** A survey team consisting of at least 2 core members are required, specifically, professionals with background in Agriculture, Natural Resource Management and agri-business. The team members are expected to have the following qualification and experiences:
* A minimum of 7 years’ experience in carrying out NRM planning; policy drafting and agri-business development
* Strong analytical, facilitation and communication skills.
* Good understanding of agriculture-based enterprises.
* Strong analytical and report writing skills.
* Data collectors should be fluent in local language.
* The lead consultant (team leader) should possess at least a Masters’ degree in Agricultural Economics, Sustainable Development, NRM, Rural Development, Economics, development studies or related subjects.
	1. At least three references (including one from your last client/employer). Submission of sample FLMP or integrated watershed management plan development report completed in the last 24 months will be beneficial to secure maximum points for experience of consultant.
1. **Financial Proposal**

The consultant shall submit a financial proposal indicating major cost breakdowns. More specifically, the financial proposal shall indicate:

* Staff level of effort and pay rate
* Other related costs such as equipment, stationery,
* Transport cost to and from the field
* Per diem and accommodation

Self Help Africa reserves the right to choose to pay per diem and accommodation AND provide transport service to and from the study area and deduct an equal amount from the consultancy service fee. SHA will provide staff to facilitate introduction to local administration officials; however, the SHA staff is not part of the survey team. SHA will cover cost of hall rent and per diem cost of stakeholders who participate in workshops for the review of inception and draft reports.

# Eligibility

# See Section 5. Deliverables ‘Technical Proposal’ for requirements around staffing, experience and licenses

# Proposal Evaluation

Proposals will be evaluated based on the following criteria

**Technical proposal 70%**

* Appreciation of the TOR and understanding of the assignment
* Company profile which clearly shows experience in similar studies
* Proposed methodology and work plan
* Qualification and technical competency of proposed staff

**Financial proposal 30%**

* Level of effort of staff and cost breakdown as required in Section 5 above. The least bidder will be given 30 points; others will get points as follows: Point = Least bidder’s offer x 30

Bid offer under consideration

The points secured in the technical proposal and financial offers will be added together to determine the least evaluated bidder. The most responsive consultant will be invited for negotiation of contract terms.

# Application Procedure

# Please submit the following documentation to the following email: procurementet@selfhelpafrica.org by the deadline of 28 June 2021. In the subject line, please use “you name” + “FLMP Lake Ziway”. The following documents shall be submitted as part of the bid proposal:

# Letter of intent

# A company CV outlining previous similar experience with names and contact details of references and short summary of study/research undertaken. Please limit experiences to works done within the last five years only

# The CVs of the team members proposed for this contract and the name of the designated Lead Person for this contract.

# An example of a previous report on similar assignment. It is the contractor’s responsibility to ensure that the report is either in the public domain or that they have permission to share the report.

# A technical proposal (not more than 5 pages)

# A financial proposal (not more than 2 pages)

# Self Help Africa reserves the right to cancel the bid partially or fully.