



**MELCA-Ethiopia**



**Movement for Ecological Learning and Community Action  
(MELCA-Ethiopia)**

**Terms of Reference (TOR)  
For Re-advertised**

**Socioeconomic and Value Chain Baseline Survey Service Provider  
for Project on “Enhancing resilience of Sheka community to  
climate change through strengthening Conservation of UNESCO  
Sheka Forest Biosphere Reserve”**

**June 2021  
Addis Ababa  
Ethiopia**

## 1. Background

Movement for Ecological Learning and Community Action (MELCA-Ethiopia) is a non-governmental, non-profit making local organization founded in 2004. The organization re-registered with the Agency for CSO on the 14th of Nov. 2019 in accordance with the CSO proclamation No. 1113/2019 and having a registration no. of 0048. The Organization has a vision to see healthy and prosperous people, who preserve their bio-cultural diversity, and its mission is focused on working for healthy ecosystems, resilient communities, and critical young generation through developing and institutionalizing innovative approaches and experiences. Its core values integration of culture and environment, traditional and scientific knowledge systems, inter generational learning, celebrating diversity and ensuring equity.

In its effort to realize its mission, MELCA-Ethiopia has been initiating and involved in the implementation projects focused in the conservation of natural resources and livelihoods enhancement at varying degrees in five national regional states of Ethiopia among which SNNPR is found. Sheka Administrative Zone harbors 'Sheka Forest Biosphere Reserve (SFBR) covering a total area of 238,750 hectares has been one of the intervention areas of MELCA.

The Biosphere Reserve is one of the few reach natural resources endowed area in Ethiopia with great national and global importance for carbon sequestration and storage to mitigate the effect of climate change. However, empirical evidences indicate that over the past decades degradation of the local diversity, both ecological and cultural, has been observed. The Forest has been losing its biodiversity at a critical rate due to growing pressure on its natural resources, putting its ecological capacity and ecosystem services at risk. The core objective of this project<sup>1</sup> is, therefore, to contribute to the addressing to addressing some of the challenges and pressures undergoing on the biosphere reserve. To this end, the project is designed to work on interventions that would contribute to enhancing the natural resource management and governance system with the aim to improving conservation of the forests through facilitating effective and eco-friendly livelihoods support to minimize their vulnerability to adverse effects of climate change.

Evidences indicate that spices and coffee are the most important NTFPs as a source of household income and employment for the communities residing in and around forests and organized under Participatory Forest Management Cooperatives (PFMCs). Since recent decade, cereal-based agriculture and vegetable production has become among the important source of household food security and employment for the communities residing in and around the Sheka forests. In order to preserve the natural ecosystem and build the capacity of communities to cope with the adverse effect of climate change (CC), the need to diversify their income opportunities, is not overemphasized.

With the aim of contributing to sustainable management of SFBR and livelihoods improvement of the local community, MELCA-Ethiopia has secured a five year project support. Accordingly, the project namely "Enhancing Resilience of Sheka Community to CC through Strengthening Conservation of SFBR" being is financed by SOS-Faim Luxemburg and has been declared

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<sup>1</sup> Enhancing Resilience of Sheka Community to Climate Change through Strengthening Conservation of UNESCO Sheka Forest Biosphere Reserve

effective as of January 2021 for which the baseline socio economic survey and value chain study is sought to be conducted by a competent service provider guided by this TOR<sup>2</sup>.

## **2. Project Goal and Objectives**

The development goal of the Project is to contribute to the poverty reduction of target communities through supporting environmental and eco-system conservation and livelihoods support. The project objective is centered at addressing some of the challenges the SFBR is undergoing so as to contribute sustainable conservation of the forests in the area while minimizing vulnerability of the targeted community to the effects of climate change. As a mitigation measure the project will work on enhancing the natural resource management and governance system with the aim to improve conservation of the forests through effective and eco-friendly interventions through adopting participatory process.

More specifically, the objective of the project is to enhance the adaptive/resilience capacity of communities living within Sheka Forest Biosphere Reserve (SFBR) to the effects of climate change through improving their livelihoods and strengthening conservation of the ecosystem.

## **3. Project Outcomes**

The project is envisaged to achieve the following three major outcomes during its the implementation period.

**Outcome 1:** Improved natural resource management and governance system in place.

To realize this outcome, the project seeks to contribute for enhancement of NRM governance in line with the overall goals set by UNESCO for biosphere reserves which are - achieving the three interconnected functions of conservation, development and logistic support. The project will work on strengthening relevant local governmental institutions (key stakeholders) with the view to enhance their governance structure for improved management of SFBR through participatory approach. Community's sustainable forest management efforts will be enhanced through capacity building support. Moreover, the project will work on creating youth eco-advocates through school environmental clubs by enhancing their understanding the issues of climate change and inter generational ecological knowledge and environmental governance.

**Outcome 2:** Improved adaptive capacity of targeted beneficiaries (Farmers, Youth, Women and Marginalized Groups)

This outcome is meant to enhance the responsiveness of Project investments to the needs and priorities of vulnerable communities to diversifying their income opportunities in order to cope with the climate change effects. To this end, the project will support specially those communities whose traditional way of life is challenged as a result of climate change and other factors all contributing to their low adaptive capacity as their means of subsistence are weakened. The outcome is envisaged to be achieved by engaging the beneficiaries in different market-related IGAs based on VC and market study, facilitating the establishment of village level saving and credit scheme. Based on need assessment, the project intends to support enhancement of marketability and values of NTFPs thereby facilitating market linkages in partnership with the relevant institutions. In addition, selected beneficiaries engaged in

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<sup>2</sup> This TOR will be an integral part of the contract to be signed with the winning service provider

agricultural activities would be supported to adopt agro ecological practices and organic agricultural products with the aim to contribute to adaptation and improved household income.

**Outcome 3:** SFMBR carbon stock and livelihood of selected target groups enhanced through introduction of alternative energy efficient technologies

To contribute to this outcome the project aims to create awareness and facilitate greater access of community to improved cooking stoves which could enhance wood fuel and energy efficiency and thereby result in reduction of carbon emissions and deforestation. This would involve organizing and training vulnerable and unemployed members of the community. The project also to provide renewable energy source such as Photovoltaic Solar Panels (PVC) for off-grid local social institution like schools health posts. Other technologies to be introduced would include biogas digester. This will be a piloted in selected rural households by converting plants and animal products into useful form of household energy that would contribute to curbing green house effect.

#### **4. Objectives of the Baseline Survey<sup>3</sup>**

##### **4.1 Socioeconomic baseline survey**

The main objective of the socioeconomic baseline survey is to develop a comprehensive understanding of the current and historic baseline of socio-economic status of target communities and the general features of natural resources of the two Woredas covered under the Project in order to be able to evaluate the impact of the Project activities in the medium and end term. Accordingly, the study will establish the general feature of natural resources and socio-economic profiles of the communities and further provide information on the relevance of the project early in the Project start up phase. Moreover, the outcome of the survey will:

- Assist the MELCA-Ethiopia in fine-tuning its activities, through updating of Project indicators developed and establish a benchmark information against which monitoring, evaluation and feedback will take place, and
- Ensure that relevant information is made available to facilitate the identification and evaluation of the contribution of the project intervention the enhancement of resilience and improvement in the conservation of SFBR.

##### **4.1 The value chain study**

The objective of the value chain study is to generate baseline information an in-depth analysis that helps in identifying the gaps in the production and market systems/value chains and their market opportunities of, honey, spices, coffee and other potential NTFPs as well as eco-friendly IGAs by beneficiary communities in the project area. The study report will guide to inform the project interventions that enhance the local livelihoods which contribute to the conservation of the natural resource. The specific objectives are:

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<sup>3</sup> Both studies (Socioeconomic and value chain study) are complementary and will be undertaken by one competent service provider to be contracted for the assignment.

- Identify capacity gaps of local communities in sustainable harvesting, utilization and marketing of NTFPs (Honey, spices, coffee, and other potential products)
- Highlight key strategic entry points on the respective NTFPs market and undertakings for enhanced community participation in the market
- Provide recommendations for enabling the community's for optimum production and utilization of the product
- Explore possibilities of eco-labeling (geo-referenced) products - as a product from the natural resources.

The tasks of the value chain study will involve, but not limited to, the following:

- Assess the current production and processing and marketing aspects of the important NTFPs and other eco-friendly IGAs market systems including access to finance
- Review and understand existing formal and informal relationships and governance mechanisms among actors along the value chain
- Analyze the indirect value chain participants such as transport, warehousing, food safety institutions, logistics and marketing
- Identify potential markets for the selected natural resource products and explore strategic entry points into the identified markets
- Analyze the institutional support aspect and the existing business environment as well as the capacity needs of local communities in entrepreneurship and business management
- Assess the capacity needs of the target communities with key role in the value chain in entrepreneurship and business management.

##### **5. Scope of the survey**

The socio-economic and general feature of natural resources survey is expected to provide information about verifiable indicators as a benchmark for assessing the impact of the Project investments in line with its goals, outcomes and outputs as contained in the Logical Framework and results chain. The survey is therefore expected to establish the socio-economic profiles of the target communities and status natural resources against which the impact of the project will be evaluated.

The study on value chain of selected NTFPs and potential eco-friendly product is expected to establish baseline scenario and explore sustainable market potential, opportunities for value addition. In addition, the outcomes of the value chain study will be used as an input to support enhancement of marketability and values of NTFPs and other off-farm IGA products through facilitating market linkages in partnership with the relevant institutions.

To carry out the assignment, the Service Provider/Consultant is expected to design and use a set of survey instruments and data collection formats that will provide sufficient baseline/benchmark data to permit later evaluation of project performance and impacts.

The key performance indicators selected for measuring and monitoring progress towards the project development objectives will span a number of areas. Examples include;<sup>4</sup> Functioning of PFM Cooperatives, occupation and employment, access to markets for NTFPs and access to credit and micro-finance, major agricultural crops and NTFPs marketable/potential, production level and yields, prices of NTFPs and outputs and volume traded; income and asset level, food consumption, production shortfall seasons, post-harvest handling and transport issues, prevalence pests and disease, level of awareness on climate change and adaptation and mitigation options.

Moreover, basic data/information will be collected on the effects of climate change on socio-economic status of the communities. Accordingly, among key indicators to measure the project's climate impact include degree by which the relevant government offices are able to mainstream in planning, implement and monitor SFBR management plan, enabling legal instruments and practice of law enforcement mechanism for conservation and management of natural resources. Likewise, local communities in the latter case will also be collected to document the baseline scenario. The desegregation of data by gender, and studied Woredas and Kebeles is quite central to the survey and should be given attention starting from the design of survey instruments all the way through data collection and analysis process.

#### **4. Area Coverage**

The Project is being implemented in Masha and Andaracha rural Woredas, Sheka Zone, Southern Nations Nationalities Region (SNNPR). The baseline survey will be conducted within the two Project woredas rural communities and shall cover sample populations of adequate sample size so that the data generated represent the project target communities. The selection of sample kebeles shall be done in collaboration with the woreda focal sector and assigned staff through close facilitation and follow up of MELCA-Ethiopia Field project Office.

#### **6. Survey approach**

The Consultant is expected to design the survey methodology, develop survey instruments, guide its implementation in the field, and produce survey report in a reasonable span of time. Specifically, the consultant will undertake the following tasks:-

- Review of related documents,
- Identification of baseline information needs on indicators,
- Development of survey questionnaire,
- Design of survey and methodology,
- Supervision of data collection,
- Processing and analysis of collected data,
- Presentation of analyzed data(draft report) and
- Preparation and submission of the final report.

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<sup>4</sup> Please note that detailed indicator and variables for data collection are to be derived from the logical framework and results chain and these are to be obtained from the Narrative project proposal document, and other supporting design documents/correspondences with the Donor - all to be availed by MELCA-Ethiopia. For each outcome/result, specific indicators to verify project results and impacts are indicated.

## **7. Consultant's duties and responsibilities**

The consultant will carry out the whole sequence of activities from the design of the survey methodology up to the preparation of the survey report and presentation of the draft report for review team. More specifically, the service provider will undertake the following tasks:-

- a. Review the project logical framework, objectives, and activities planned during the Project years, as well as key assumptions
- b. Design draft questionnaire/instruments in accordance with the Project's logical framework for data collection,
- c. Pre-test the draft qualitative and quantitative instruments and make revisions, as necessary, based on the findings from pre-testing,
- d. Submit inception report that include, among others, survey design/ methodology, data collection questionnaires and guidelines for their administration and detailed plan of action for undertaking the assignment,
- e. Schedule, organize and conduct the enumerators and focus group moderators, to familiarize them with the appropriate use of survey instruments and procedures of data collection,
- f. Supervise closely and provide the necessary technical support to the regional baseline study teams during the data collection in the field,
- g. Check filled questionnaires for completeness, accuracy and quality during the data collection period in the field and take measures to correct identified issues,
- h. Computerize data entry, collate and analyze information collected from the field using statistical methods to produce a survey report,
- i. Submit the draft report to MELCA-Ethiopia for comments- with brief presentation on the key findings
- j. Submit the final report by incorporating the comments and recommendations given - both in hard copy and soft copy along with a clean electronic data set.

## **8. Personnel and skill requirement**

The consultant should be at least a Post graduate degree holder and should have a track record of working successfully in the required service area. The consultant will closely work with MELCA-Ethiopia and project field office staff to ensure effective undertaking of the task. The consultant is expected to hold post graduate degree in Agricultural Economist, Economist, Statistician, Sociologist, Marketing Specialists with relevant experience in designing of the survey, data collection, handling, interpretation of the survey result and reporting. The specific skills required of the consultant include:

- Familiarity with environment, natural resources and agriculture sector,
- Design of socioeconomic baseline survey including M&E indicators,
- Proven experience in VC study mainly on NTFPs and other eco-friendly off farm products
- Use of participatory survey methods,
- Awareness of gender and social inclusion issues, particularly with respect to environment and natural resources management,
- Data handling, interpretation and report writing,
- Training in participatory survey methods, and
- Experience in conducting and coordination of field surveys.

## 9. Deliverables

The consultant is expected to deliver:

- Inception report (for socioeconomic and value chain (VC) study in one document) along with detail methodology, baseline document outline and procedure that will be followed to develop undertake the survey,
- Progress reports of the assignment,
- Draft socioeconomic baseline survey report<sup>5</sup>
- Draft value chain study report
- Final Socio economic baseline survey and VC study reports according to the comments received both in hard and soft copies.

## 10. Reporting duration/timeline

The duration of the survey, including field work for data collection and completion and submission of the reports will be within six weeks starting from signing of the contract. Detailed timeframe will be part of the inception report that is to be submitted by the Consultant and reviewed by MELCA-Ethiopia.

No.	Types of Reports	Due Date from signing of contract
1	Draft Inception Report (including outline of the survey document, methodology and survey instruments/data collection tools )	One week
2	Final inception report incorporating comments received	10 days
3	Progress Reports	20 days
4	Draft socioeconomic baseline and value chain reports	35days
5	Submission of final reports	40 days

## 11. Responsibilities

### 11.1 Responsibilities of the Consultant

- Preparation of detail action plan, including elaborated methodology and **inception report**
- Regular progress reporting and consultations to MELCA Project coordinator and HQ staffs in a timely manner,
- Presentation of draft report and incorporating feedback;
- The production of all the deliverables respecting the set conditions.

### 11.2 Responsibilities of MELCA-Ethiopia

- Assign the project coordinator to facilitate the work of the Consultant
- Provision of guidance throughout all phases of execution of the assignment
- Review and approval of all deliverables

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<sup>5</sup> The socioeconomic baseline and value chain documents need to be presented in different volumes

## 12. Criteria used for the Selection of Consultant

The potential consulting firms (candidates) for undertaking the assignment will be evaluated in three stages: according to minimum qualification criteria; technical and financial evaluation based on the following seven criteria

NO	Technical proposal elements (Weight 70%)	70%
1	Deployed consultants qualification and experience: Overall capacity and experience in related areas to undertake the assignment	25%
2	Experience in undertaking similar assignments (engagement at NGOs)	10%
3	Understanding of the assignment or task	10%
4	Proposed implementation plan and the time required for the consultancy service	10%
5	Review of policies and procedures and training plan	10%
6	Other relevant information extracted from the proposals	5%
<b>II</b>	<b>Financial proposal (Weight 30%)</b>	
7	Total cost of the consultancy including VAT	<b>30%</b>
	<b>Total Weight</b>	<b>100%</b>

NB: Availing of competent female expert has advantage of 10% bounce point in the selection process

## 13. Payment modalities and specification

The payment terms will be in four installments:

- 40% up on the submission of inception report that incorporate methodology and detailed action plan.
- 40% up of submission of draft survey report documents
- 20% up on the submission of the final documents with comments incorporated

## 14. Guidelines for submission of the proposals

The applicants should submit the quotation clearly marked technical and financial proposal separately in person with WAX SEALED ENVELOP with “original” and “copy” of the quote to MELCA Office.

Interested applicants can collect the ToR having all the needed information from MELCA-Ethiopia head office in 5 working days from the date of this advertisement on wards during regular working hours, from Monday to Friday, at the address mentioned below.

### Physical Address:

MELCA-Ethiopia, Physical Address: In front of Ambassador Theatre or at the side of Main post office, Kedane Beyene Building, 1<sup>st</sup> floor, Room No 903/6, Telephone +251 (0) 115 50 71 72 or +251 (0) 115 54 45 54 E-mail: [melca.ethiopia2004@yahoo.com](mailto:melca.ethiopia2004@yahoo.com)