



**Republic of the Philippines**  
**DEPARTMENT OF AGRICULTURE**  
**Regional Field Office 8, Tacloban City**  
**Philippine Rural Development Project**  
**REGIONAL PROJECT COORDINATION OFFICE VIII**  
DA-RFO8 Compound, Kanhuraw Hill, Tacloban City

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## **TERMS OF REFERENCE**

### **Consultant for the Preparation of Cacao Value Chain Analysis (VCA) Study For Region VIII**

#### **Rationale:**

The Regional Program Coordination Office (RPCO) 8 needs to produce a solid Value Chain Analysis to be able to maximize the impact of the investments of PRDP, the local government, and the private industry stakeholders. It will also result in a more efficient use of these investments.

Based on the pilot implementation of the PRDP, particularly in the preparation of the value chain analysis for prioritized commodities, the following issues were encountered:

- Delays in the implementation of the VCA action plan (i.e. doing Key Informants Interviews or KIIs, writing of the draft VCA report, etc...)
- Need for technical expert in conducting the Stakeholders Workshop
- Lack of experience in the finalization of the VCA reports (i.e. integration of findings of KIIs, incorporation of comments/suggestions, packaging of the outputs of the FGDs and Stakeholders Workshops, etc...)

These issues can be addressed by hiring a VCA Expert/Consultant who will be directly involved in the conduct, writing and finalization of the Value Chain Analysis. This directive approach would ensure that the needed activities are properly implemented, the process is strictly followed, and a good quality output is timely delivered.

It is also necessary to capacitate the RPCO on the Value Chain Analysis by providing coaching and mentoring during the preparation of the VCAs especially on how to integrate data gathered and workshop outputs and package them into an actionable development plan. This would ensure that the RPCO would have a VCA that clearly identifies what is needed in the PCIP and the PRDP sub-projects.

#### **Objectives**

By the end of the engagement, a VCA for RPCO 8 should have been finalized and submitted and the PPMIU involved should have gained all the skills and knowledge needed to prepare a VCA.

The proposed engagement aims to achieve the following:

1. Prepare a VCA study of cacao following the PRDP Format
2. Conduct consultations and workshops among the stakeholders
3. Gather relevant data that will be made available to the DA & PRDP
4. Verify interventions that shall be used in preparation of the subprojects
5. Finalize and submit e-copies of Value Chain Analysis studies to RPCO & PSO for review and comply with any recommendations provided for the improvement of the VCA.

## Outputs

1. Final Hard bound copies and electronic copies of the **cacao** value chain analyses studies covering the provinces within Region 8:

## Duration

The engagement with the Resource Person/Consultant shall be starting on October 2015 – December, 2015.

## Scope of Work

The Resource Person obligates himself/herself to undertake and perform the following tasks and services as **Consultant**:

- Prepare and finalize the value chain analyses for **cacao**.
- Orient the RPCO concerned on the data needed for the value chain analysis and on VCA preparation process; and conduct workshops and other activities;
- If secondary data are not available, the Second Party will gather the data in collaboration with the RPCO;
- Initiate discussion and meetings with other agencies (*e.g. DPWH, NEDA DTI, DOST, DSWD, DA attached bureaus*) and/or private sector groups relevant to the completion of the studies;
- Initiate and facilitate the conduct of Key Informants Interview (KII), Focus Group Discussion (FGD) and other stakeholders consultation workshops;
- Integrate KII, FGDs, and stakeholders workshop outputs and other findings into the VCA report;
- Finalize and submit e-copies of Value Chain Analysis reports to the RPCO 8 for review and comply with any recommendations provided within the next two (2) weeks after submission;
- Prepare Inception Report;
- Prepare Monthly Progress Reports; and,
- Prepare a Completion Report.

## Estimated Cost of Services

The Estimated Cost of Services is Two Hundred Fifty Thousand Pesos (P250,000.00) as the professional fee, inclusive of government taxes and dues. It is also inclusive of the following:

- a) Cost of all transportation expenses in relation to the delivery of outputs under the engagement;
- b) Postage and communications; and,
- c) Incidental expenses relating to the fulfillment of the engagement.

However, expenses for workshops/meetings, FGD and Stakeholders' consultation, supplies & materials, reproduction of instruments and related documents (questionnaires) will be taken cared by the RPCO but have to be submitted to RPCO with enough lead time.

ITEM	AMOUNT (PhP)
Professional Fees for: 1. Customization of Tools 2. VCA Orientation 3. VCA Action Planning 4. Data Gathering (KII & Desk Research) 5. VCA Assessment 6. Facilitation of Stakeholders Workshop 7. Participatory Analysis of findings and development planning 8. VCA Report Writing	250,000.00
Incidental Expenses of the VCA Consultant	

The proposed budget covers only the professional fees and incidental expenses (travel and accommodation) of the VCA expert.

### **Logistics and Administrative Requirements**

The Service Provider shall be responsible to provide his/her own transport means, computer unit, supplies and materials required for the duration of the engagement.

### **Skills and Educational Qualification Requirements**

The service provider's qualification will be the following:

- 1) A graduate of Economics, Agri-business, Agriculture or other Agri-related courses;
- 2) Must have a substantial experience (at least 5 years) in facilitating review and the conduct of value chain studies in agriculture and similar approaches; and,
- 3) Must have an experience working with Foreign Assisted Projects and other Overseas Development Assistance project support to the Philippines.

### **Work Plan**

Activities	Oct 2015	Nov 2015	Dec 2015
1. TOR Signing, Finalization of Tools	<b>X</b>		
2. Orientation of VCA Team	<b>X</b>		
3. VCA Action Planning	<b>X</b>		
4. Data Gathering (KII, FGD, Desk Research)	<b>X</b>	<b>X</b>	
5. Draft VCA Writing		<b>X</b>	
6. Review of VCA Draft		<b>X</b>	
7. Revision of Draft		<b>X</b>	
8. Stakeholders Workshop			<b>X</b>
9. Finalization of VCA			<b>X</b>
10. Submission of Output			<b>X</b>
11. Revision based on PSO, NPCO comments			<b>X</b>

### **Tranche Payments**

ITEM	AMOUNT	TIMEFRAME
Upon submission of Inception Report following the prescribed format	15%	October 2015
Upon submission of survey questionnaires	45%	
Upon submission of 1st draft of VCA report	20%	November 2015
Upon submission of Final VCA report	10%	
Upon complying all the recommendations of the VCA report by the NPCO	10%	December 2015

**Evaluation Criteria of Consultants:**

Criteria	Description	Relative Weight Distribution
1. Experience of the consultants	Consultant's general experience and record in the field covered by the TOR	40%
2. Adequacy of methodology and work plan	Adequacy of the proposed approach, methodology and work plan	30%
3. Qualifications and competence of staff to be hired (if needed for the KII)	Experience and records of the staff to be hired and to be assigned to the work.	30%
3.a. General qualifications	Education, length of experience, etc.	10%
3.b. Suitability for the project	Experience of performing the duties which will be assigned to him/her in the project	10%
3.c. Familiarity with the language and the conditions of the region.	Familiarity with the language and the conditions of the region in which the work (KII) is to be performed or experience in similar environments.	10%

Prepared by:

Recommending Approval:

Approved by:

**(sgd)JECELA A. DEMEGILLO (sgd) JENNY LYN R. ALMERIA (sgd)LEO P. CANEDA, CESO III**  
I-PLAN Component Head      RPCO 8 Focal Person      Regional Executive Director/  
PRDP RPCO 8 Director