



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 Coffee 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.

#### 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 coffee following the PRDP Format
  2. Conduct consultations and workshops among the stakeholders
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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 **coffee** value chain analysis study covering the provinces within Region 8:

#### **Duration**

The engagement with the Resource Person/Consultant shall be three (3) months from receipt of Notice to Proceed (NTP).

#### **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 analysis for **coffee**.
- 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;
- 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 Three Hundred Thousand Pesos (P300,000.00) for professional fee, inclusive of government taxes and dues. It is also inclusive of the following:

- a) Cost of all transportation in relation to the delivery of outputs under the engagement;
- b) Workshops/meetings, FGD, KII
- c) Reproduction of instruments and related documents (questionnaires)
- d) Postage and communications; and,
- e) Incidental expenses relating to the fulfillment of the engagement.

However, expenses for stakeholders' consultation 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, FGDs & Desk Research) 5. VCA Assessment 6. Facilitation of Stakeholders Workshop 7. Participatory Analysis of findings and development planning 8. VCA Report Writing	300,000.00
Incidental Expenses of the VCA Consultant	

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

### Tranche Payments

ITEM	AMOUNT	TIMEFRAME
Upon submission of Inception Report following the prescribed format	15%	First Month
Upon submission of survey questionnaires, VCA Map	30%	
Upon submission of 1st draft of VCA report	20%	Second Month
Upon submission of Final VCA report	15%	
Upon complying all the recommendations of the VCA report by the NPCO	20%	Third Month

Prepared by:

Recommending Approval:

Approved by:

  
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