



TERMS OF REFERENCE

Consultant for the Preparation of Ginger 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 on Ginger 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 ginger 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 8 & PSO for review and comply with any recommendations provided for the improvement of the VCA

Outputs

1. Six (6) Final Hard bound and electronic copies of the VCA for **ginger** covering the provinces in Region 8:

Duration

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

Scope of Work

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

- Prepare and finalize the value chain analysis for **ginger**.
- Orient RPCO 8 on the data needed for the value chain analysis and on the preparation process; and conduct workshops and other activities;
- Gather the data in collaboration with the RPCO 8 if secondary data are not available;
- Initiate discussions 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) Workshop/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 RPCO 8 but have to be scheduled 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, FDGs & 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 VCA Expert/Consultant 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 VCA Expert/Consultant shall possess the following qualifications:

- 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.

The applicant shall be evaluated on the following criteria:

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%

Work Plan

Activities	1 st Month	2 nd Month	3 rd 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

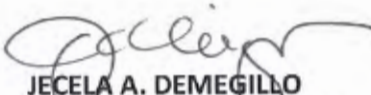
Tranche Payments

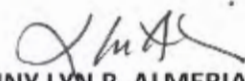
ITEM	AMOUNT	TIMEFRAME
Upon submission of Inception Report following the prescribed format	15%	First Month
Upon submission of survey questionnaires	30%	
Upon submission of draft of VCA report (after technical review at the RPCO level)	20%	Second Month
Upon submission of VCA report (for endorsement to PSO-Visayas)	15%	
Upon complying all the recommendations of PSO and NPCO and issuance of NOL)	20%	Third Month

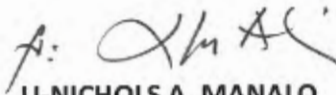
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