

REQUEST FOR PROPOSALS

Baseline Study for KOICA Coffee Project in Mbozi-Songwe Region -Tanzania

April, 2024

1. Project Profile

Project name	Promote Income-generating through empowering coffee producers' cooperatives on Climate Change Adaptation in Mbozi District, Southern Highland Tanzania
Project overall objective	To set baseline values for the project of Coffee in Mbozi district-Songwe region to be used as a benchmark of the project before implementation.
Project Goal	Establishment of a foundation for sustainable income generation for Tanzanian coffee farmers in response to climate change
Project location	Mbozi District- Songwe Region – Tanzania 3 AMCOS in Mbozi District
Project period	April to June 2024
Beneficiaries	3 AMCOS Approximately 778 Farmers and 618 Non member farmers
Implementing partners/stakeholders	Tanzania Coffee Board, Tanzania coffee Research Institute, Songwe Region, District Councils in Songwe Region, Curing Companies, Private coffee buyers, financial institutions, AMCOS, Farmers and Community leaders.

2. Introduction

Korea International Cooperation Agency (KOICA) was founded in 1991 with a mission to fight against global poverty. Since its establishment, KOICA endeavors to combat poverty and support sustainable socio-economic development of its partner countries as Korea's dedicated aid agency. By doing so, KOICA establishes and strengthens friendly ties with developing countries. KOICA operates 48 field offices in Africa, Asia, Latin America, Middle East, North America and Europe.

Good Neighbors Tanzania (GNTZ) is a Non-Profit organization established in 2005 with a mission of making the world a place without hunger, where people live together in harmony, respecting human rights of our neighbors suffering from poverty, disasters and oppression, and helps them to achieve self-reliance and enable them to rebuild hope in Tanzania;

Good Neighbors Tanzania (GNTZ) opened its office in 2005 with NGO approval from Tanzania central government to carry out community development projects including education, water and sanitation, health, income generation, advocacy and humanitarian assistance for children and local residents.

Since 2005, GNTZ has implemented socio-economic development projects in Dar es Salaam, Bagamoyo, Mwanza, Shinyanga, Dodoma, Mbeya, and Kigoma providing comprehensive support

through an inclusive and participative process denominated Community Development Programs (CDPs).

Through the Income generation and social economic development program, GNTZ is providing networks for promoting, advocating, conducting and facilitating sustainable agriculture through research, dissemination and application of findings. GNTZ's goals are to provide appropriate information and guidance to farmers on technologies, innovations and practices that improve sustainable Income in a socially, economically and environmentally friendly manner

Smallholder Coffee farmers' in Mbozi District, Songwe Region

Good neighbors Tanzania (GNTZ) has been working with smallholder coffee farmers in Mbozi District, Songwe Region and will be implementing a public-private partnership project named "Promote Income-generating through empowering coffee producers' cooperatives on Climate Change Adaptation in Mbozi District, Southern Highland Tanzania" which sponsored by Korea International Cooperation Agency (KOICA) to support smallholder coffee farmers to increase their household income by strengthening their resilience and adaptive capacity of climate change. The significant challenges of the farmers are the threat of climate change, low productivity and low quality of coffee, inadequate extension services, high prices of agriculture inputs, and insufficient access to reliable agro-inputs. Other factors include poor agronomic practices, deforestation, instability of market coffee prices, lack of financial institutions investing in the coffee value chain, the presence of old trees, and poor/no benefits of coffee return to women.

3. Purpose and Objectives of the Value Chain study

The aim of the study is to set baseline values for the project of Coffee in Mbozi district-Songwe region to be used as a benchmark for measuring outcomes and impacts of the project before implementation.

A. The purpose of this Baseline is therefore to

- Identify knowledge gaps and priorities for AMCOS and coffee farmers in the coffee value chain.
- Identify the information and practices for AMCOS and coffee farmers to improve coffee production and to participate in the value chain.
- Draw the attention to the best practices on involvement of all groups in the value chain (youth, gender considerations and marginalized groups).
- Present and deliberate the findings and recommendations of the baseline on the research stakeholders' workshop and call for other areas of research needs.

B. Objectives of the Baseline survey

- To review the Project Design Matrix and set baseline values for every indicator.
- To provide indicator baseline values of the socio-economic status for the targeted district.

- To provide information related to households in terms of income generating activities within the targeted district.
- To identify value chain actors and analyze the strength, weakness, and opportunities of the value chain on coffee perspective within the targeted district. .
- To document the available practices and best practices on the coffee value chain in every stage of value chain development within the targeted district.
- To assess living conditions of households, such as the status of livelihood assets, land uses, production trends, and climate change in the targeted region.

4. Specific task on the Coffee Baseline survey

S/No	Specific Task	Area of Focus
1	The proportion of income by coffee farmers	<ul style="list-style-type: none"> ■ The rate of employment to the population by AMCOS the last 3 years (disaggregated by sex) ■ Foreign currency income contribution rate per AMCOS in the last 3 years (disaggregated by sex) ■ Monthly and annual income of farmers including nonfarm income in the last 3 years (disaggregated by sex) ■ Total number of farmers in the target district in the last 3 years (disaggregated by sex)
2	Coffee Production	<ul style="list-style-type: none"> ■ Average annual production per HH/AMCOS/farmer ■ Type of coffee planted ■ Rate of replacement with new variety in the last 3 years ■ Average size of coffee farm owned by farmers and AMCOS in the last 3 years ■ Projection of coffee farm size in 3 years ■ Type of agricultural technique used by farmers ■ Number of farmers applying or being aware of Climate Smart agriculture techniques among AMCOS ■ Average size of land irrigated
3	Effect of climate change	<ul style="list-style-type: none"> ■ Climate changes such as increasing temperature and irregular rainfalls in the targeted region ■ The rate of decline in agricultural output such as the number of people suffering from food shortages ■ The rate of decline in agricultural growth ■ Water availability for coffee production and processing ■ Amount of water used for coffee production and processing
4	Status of coffee farmers (Both members and non-	<ul style="list-style-type: none"> ■ The total number of coffee farming per AMCOS (disaggregated by sex)

	members of AMCOS)	<ul style="list-style-type: none"> ■ Average of farms size and number of trees owned (old and compact varieties) ■ Access to CPU ■ Access to loan and farm inputs (modalities and challenges) ■ Number of farmers accessing loans (disaggregated by sex) ■ Number of farmers receiving trainings (disaggregated by sex)
5	Response of climate change and strategies	<ul style="list-style-type: none"> ■ Strategy or program developed and promoted by local authorities ■ Agriculture techniques developed and promoted by local authorities <ul style="list-style-type: none"> - Shade cultivation (Type and average number) - Response to pests (coffee berry disease, rust disease): resistant variety - Irrigation capability, access, challenges
6	CPU facility status	<ul style="list-style-type: none"> ■ Method of drying ■ Type of pulper (eco-pulper, disc-pulper) ■ Status of drying bed (number and need) ■ Size and status of fermentation tank ■ Cherry parchment loss rate per 100kg of coffee cherries ■ Amount of water used during the season ■ Source of water ■ Operating system
7	Problem analysis	<ul style="list-style-type: none"> ■ Reason of low productivity of coffee ■ Income generated by coffee per household and AMCOS ■ Contribution of coffee to HH income ■ Market accessibility challenges and solutions ■ Accessibility of water for irrigation and CPU for farmers ■ Accessibility of improved seedlings (Compact seedlings) ■ Availability of farm inputs ■ Linkage with market and challenges ■ Limited study visits to curing companies, buyers and other AMCOS ■ Limited participation of female and youth
8	Key stakeholder analysis	TCB, TACRI, Curing Companies, Local authorities, financial institutions, Non AMCOS Members, Roles & Responsibilities in the value chain.

5. The Baseline survey Deliverables

- (a) The baseline survey draft and final reports: The report should be logically structured including the executive summary, coffee description in Tanzania, survey purpose, methodology, findings, conclusions, recommendations, and annexes (key officials interviewed, documents consulted, and data collection instruments). The report should respond in detail to the key focus areas described above. It should include a set of baseline data for each indicator as well as recommendations for the project in the form of activities to be implemented in future.
- (b) Summary of the baseline survey report on PowerPoint Slides for presentations.

6. The Study Methodology/Approach

The Consultant is expected to develop an appropriate survey approach/methodology to address the coffee project baseline survey objectives. The survey strategy should demonstrate a close link between the data collected from value chain actors and the methodology that will be employed to ensure the further recommended research areas are unbiased. The Consultant, in consultation with the project team will develop a detailed and appropriate study methodology. The survey methodology and tools developed by the consultant will be reviewed and approved by GNTZ before the rollout of data collection. The survey methodology will include and not be limited to;

- (a) Review of relevant documents on coffee including value chain analysis report – Desk review.
- (b) Data collection approaches and tools, focusing on structured interviews
- (c) Data analysis techniques, capturing the gaps, priorities and information of coffee farmers and other stakeholders with reference to gender, youths and marginalized groups.

7. Responsibilities

S/No	Roles and Responsibilities for Consultant	Roles and Responsibilities for GNTZ
1	Provide Inception report with a detailed plan for how the Baseline Survey will be carried out in a methodologically sound manner; that should be approved by GNTZ before the field work	Elaborate Baseline Survey contract
2	The consultant will confirm to the suggested data collection methodology	Avail all relevant project documents to consultant
3	Source, hire and pay enumerators immediately after the fieldwork	Avail the list of AMCOS members and location of AMCOS
4	The consultant will train enumerators	Avail the list of key informers
5	Arrange and fund all transportation to the project sites/ logistics, etc.	Review all plans and tools before use

6	Arrange and fund for anthropometric measurement tools – digital weighing machine and height machine	Review all reports and provide feedback
7	Work with project field staff to coordinate Baseline Survey schedule	Liaise with local implementing partners on behalf of the consultant to plan data collection
8	Design questionnaires for data collection encompassing measurements for assessing all highlighted outcome indicators	Pay the consultant as per signed contract
9	Supervise enumerators during data collection in the field	
10	Data verification during data collection	
11	Data uploading, cleaning and analysis	
12	Clean and organize primary data set to be handed over to GNTZ at the completion of the analysis	
13	Baseline Survey report outlining impact for all outcomes and outputs	
14	An end of consultancy presentation of all findings drafted at a level of understanding acceptable for a wide range of audiences	
15	Arrange Key Informant Interviews and focus-group discussion as per the Baseline Survey	

8. Criteria for selection of consultant

The consultant(s) shall be selected on the basis of their proven experience, qualifications, and ability to deliver a quality product in a timely and efficient manner. Institutional applications presenting a team with specializations in relevant research areas will be preferred.

9. Experiences-& Minimum Qualifications

- (a) A Ph.D. or Master’s Degree. in Agricultural Sciences, Social Sciences, Statistics, Economics, or related field and at least 5 years of relevant experience (Team leader).
- (b) Experience of at least 5 years in conducting research/Project evaluations, particularly in the area of social sciences.
- (c) At least a 5-year experience in planning and conducting both qualitative and quantitative research (conducting survey fieldwork, data collection, validation, entry, and analysis)
- (d) Experience in leading teams in field (training, field logistics, human relations, teamwork)
- (e) Demonstrated ability and experience in working with communities and the capacity to undertake the study in rural and urban areas
- (f) Demonstrated ability to assess complex situations to analyze critical issues concisely and clearly and draw conclusions and recommendations.

- (g) Excellent writing skills, with publication record
- (h) Demonstrated analytical skills.

The exercise will require literature review and field data collection to the coffee farmers and AMCOS (production, processing, current key statistics, transportation, middlemen, marketers). The selected consultant will be expected to adhere to a code of conduct (Statement on Ethics), and conduct themselves according to the expected ethical standards.

10. Intellectual Property

Korea International Cooperation Agency (KOICA) and Good Neighbors Tanzania (GNTZ) shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The consultant is not allowed to post or publish (electronically or in print) any project related information without the explicit permission of KOICA and Good Neighbors Tanzania (GNTZ).

11. Period of performance and estimated level of effort

All services required under this solicitation will be delivered for a period of 2.5 months. The estimated level of effort shall be approximately sixty (75) working Days.

12. Value Chain Study Plan

S/No	Task	Responsible	Due	Output	Remarks
Development plan for in depth Coffee Project Baseline in Mbozi, Songwe Region –Tanzania					
1	Development of ToR	GNTZ	10 th March 2024	ToR drafted & reviewed	Draft of TOR will be drafted and submitted to CD for final review and approval.
2	Tender/Consultancy advertisement	GNTZ-HO	16 th April 2024	Tender advertised/ procurement	Tenders will be advertised for 21 days according to GNTZ procurement policy.
3	Shortlisting and interview and evaluation	GNTZ-HO	21 st May 2024	Shortlisted applicants shared for evaluation and interview	The shortlisted candidates will be called for an interview and evaluation report to be shared for further approval.
4	Contract Drafting and Negotiations	GNTZ-HO-IGD	29 th May 2024	Submitted Draft Contract for further review.	Drafted contract will be submitted to CD for review and also Selected candidate will be called for negotiations. (Based on Budget)

5	Signing of Contact	Consultant firm and GNTZ-CD	6 th June 2024	Final Contract signed	CD and Selected Consultant will sign the contract based on the agreement of both parties.
Start the Baseline survey work – Subjected to change based on the schedule plan for the selected consultant					
6	Development of the Inception Report	Contracted Consultant	10 th June 2024	Submitted Inception Report for review	Consultant will submit the Inception report to GNTZ for review and further discussions
7	Recruiting and Training of Enumerators	Contracted Consultant	15 th June 2024	List of Selected and trained enumerators for data collection.	Consultant will train enumerators for data collection one day training.
8	Desk review and Data Collection	Contracted Consultant	20 th June 2024	Data collection started in the field.	Based on the Consultant schedule plan – One month.
9	Survey implementation – monitoring surveying	Consultant /GNTZ	All time during the study- June-July 2024		
10	Data transfer	Contracted Consultant	July 2024		
Analysis					
11	Date entry	Contracted Consultant	July 2024	Data set	
12	Data Analysis	Contracted Consultant	July 2024	Analysis report & Presentation.	

13. How to apply

Tender Application, Evaluation and Marking Criteria

The Consultant shall seal the two envelopes (both Technical and Financial bids in two separate envelopes). One envelope marked as “Technical proposal” and another envelope marked as “Financial proposal”. The two envelopes should be put in one outer cover marked “**TENDER No. GNTZ/HO/004/2024 Baseline Study for KOICA Coffee Project in Mbozi- Songwe Region - Tanzania**”.

The proposal should contain:

A letter of interest addressed to GNTZ

- 1) The application should include ‘Expression of Interest to Conduct Baseline Survey’ in the subject.
- 2) A Technical proposal showing eligibility, understanding and interpretation of the ToR and indicating a detailed proposed methodology for the work demanded.
- 3) A detailed financial proposal (expressed in Tanzania shillings indicating the cost required for the undertaking of the work required).
- 4) CV of the consultant or consultancy firm personnel showing previous relevant experience.

14. Eligibility of Consultant firm or Individual

- 1) Correct number of copies, i.e. **1 Original and 2 copies** of both the technical and financial proposals.
- 2) Copy of Registration Certificate
- 3) TIN Certificate
- 4) VRN Certificate (If Applicable)
- 5) Valid copy of Tax Clearance Certificate or exemption
- 6) Valid copy of Appropriate License
- 7) Company profiles/Portfolio with details of the management structure and related services offered
- 8) Completed Form of Declaration by Directors (*this can be substituted by Power of Attorney*)
- 9) Bank statement for six months (November 2023 to March 2024) or bank confirmation letter.

Technical and Financial Proposal

The maximum scores allocated to Technical and Financial	
Technical Score	70%
Financial Score	30%
Total	100%

NB. Non-compliance to the separation of the technical and financial bids and any appearance of the financial figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to the bidder’s responses that do not have the required number of envelopes for the technical and financial bids.

- Pass for Technical score shall be **56 Marks**

15. Evaluation of Bids

The following table shows the criteria which will be used to evaluate the proposal. The criteria will be rated on a weighted scale as shown in the table below.

A. Technical Proposal Evaluation Criteria

Marks for the evaluation shall be awarded according to the following criteria scale:

1. CAPABILITY OF CONSULTANT FIRM	SCORE=35
Educational Qualification for key staff (including CV and copies of academic certificates in related field)	5
List of 5 project contracts for the same or different Client served within 5 years (the list to show the related service offered, Year, Contract value, Clients contacts (Phone numbers, Email & Address))	5
Provide at least 5 references of agreements for the same or different Client served within 5-years for the related service to this proposal, whereby other supporting documents per each agreement may be requested for substantive test to be carried out for the successful consultant)	15
Number of staffs needed and their role (Team leader having more than 5 years in consultancy agricultural projects)	5
Program knowledge and experience in Tanzania Country wide specifically intended project areas	5
TOTAL	35
2. LITERATURE REVIEW	SCORE=5
Literature review is extensively covered	2
The literature review is relevant to the study.	2
The literature clearly outlines the conceptual or theoretical framework.	1
TOTAL	5
3. METHODOLOGY	SCORE=20
The research study design has been identified.	2
The design/approach has been explained and is relevant.	2
The sampling method has been determined.	2
The sampling method is appropriate.	1
The right sample size has been determined	3
Data collection strategies are fully described and relevant.	3

Collection instruments are appropriate	3
Ethical consideration issues	3
Data analysis procedures are fully described	1
TOTAL	20
4. PROJECT PLAN	SCORE=10
A detailed time plan has been included showing how and when the activities will be achieved	10
TOTAL	10
GRAND TOTAL	70

B. Financial Proposal Evaluation Criteria

Marks for the evaluation shall be awarded according to the following criteria scale:

FINANCIAL SCORE	SCORE=30
Price score (= Lowest bidder/Bidder price) x 30%	30
TOTAL	30

If you believe you are the right candidate for the above consultancy and can clearly demonstrate your ability to meet the qualifications required, then submit the above-mentioned documents to;

16. Clarification and Amendment of RFP

Consultants may request a clarification of RFP only up to Five (5) days before the submission deadline by sending email to: gntzHO@goodneighbors.or.tz .

17. Proposal Submission

If you believe you are the right candidate for the above consultancy and can clearly demonstrate your ability to meet the qualifications required, then submit your proposal directly (hand delivery) to our office located in Dar es Salaam, along Bagamoyo road, Boko area, near Chama before 10:00AM, 9th May 2024.

18. Proposal opening details

- Technical Proposals will be opened on the same day after deadline.
- There will be no price read out during technical proposal opening
- After evaluation of technical proposals, Successful bidders will be invited for financial proposal opening,
- Loose documents (not-binded) will be rejected.

Annex 1: Baseline Report Layout

1. Title page (with the logo of KOICA and Good Neighbors Tanzania and title of the assignment)
2. List Contents page
3. List of abbreviations and acronyms
4. Executive Summary (maximum 2 pages, clearly summarizing the assessment, key findings and recommendations if any)
5. Background (on the context of the intervention and project objectives)
6. Methodology (detailing what data was collected, how it was collected and by whom, what the sample size was and any possible limitations to the survey, measures taken to ensure data quality etc.)
7. Findings and analysis (giving the results of the assessment according to the objectives given in this ToR, combining qualitative and quantitative data, disaggregated by village, sex and age. The Findings section should also include a summary table showing updated information for project results framework indicators. Data reliability and validity analysis should be addressed comparing to studied target area.
8. Lessons Learnt and/or Recommendations (lessons and recommendations must be clearly related to the evidence given in the findings section of the report. This should also include recommendations for the project team on the future monitoring and evaluation of the project.)
9. Annexes: These might include:
 - i. Work plan/schedule
 - ii. List of people and organizations consulted
 - iii. References / list of documents reviewed
 - iv. All data collection tools used (e.g. questionnaires, interview guides, interview questions, focus group discussion guides, cleaned data sets and code book for data sets),
 - v. Additional methodological information if required (e.g. more detailed information on sampling)
 - vi. Full data tables of all quantitative results (if appropriate and if not, all included in main report)
 - vii. Description of Data Quality Assurance and data storage
 - viii. Additional maps, photos or more detailed case studies if available
 - ix. All raw data (quantitative data files, transcripts of FGDs etc.) should also be submitted to the project team in both print and electronic/soft copy format for reference and future use.

/END/