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| **Integrated Rural Development Project (IRDP) GIZ**  **Project Number/Cost center:** 17.2105.9-002.00 / IRDP  **Period of implementation:** from July 10, 2023 to September 30, 2023.  **Location of delivery:** Jalal-Abad oblast  **Terms of Reference for a consulting company to collect and structure the knowledge and experience gained during the project for further dissemination and application by all stakeholders.** |

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1. **List of abbreviation**

AA Ayil Aimak

BMZ The German Federal Ministry for Economic Cooperation and Development

EU European Union

EEU Eurasian Economic Union

FA Field advisor

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

IRDP Integrated Rural Development Program

MCA Microcredit Agency

MoA Ministry of Agriculture

MoE Ministry of Economy and Commerce of the Kyrgyz Republic

MTS Machinery Tractor Station

RF Revolving Fund

NGO Non-governmental organisation

VC Value Chain

1. **Brief information on the project**

The Integrated Rural Development Project (IRDP) is commissioned by the German Federal Ministry of Economic Cooperation and Development (BMZ), financed by BMZ and by the EU, and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. It contributes to the GIZ programme objective of creating sustainable employment and better income opportunities within the framework of sustainable economic development for both sexes and all population groups, especially young people and including people with disabilities and members of ethnic minorities in Kyrgyzstan. In line with national strategies, the IRDP contributes to the development of regions, fostering the development of economic clusters.

The target group is the rural population in the Jalal-Abad region, in particular producers, small and micro-entrepreneurs, their employees, and underemployed persons. The focus is on young people, women, members of ethnic minorities, and people with disabilities.

The overall objective of the IRDP is to contribute to the reduction of poverty in rural areas through economic and social development initiatives.

The specific objective is the improvement of income opportunities of the rural population in southern Kyrgyzstan with a focus on Jalal-Abad Oblast to stimulate the local economy and social development.

With a geographical focus on Jalal-Abad Oblast, but not limited to its borders, it aims to achieve the specific objective through three interrelated outputs:

**Output 1** aims to strengthen producers/cooperatives and tourism networks within the production clusters in order to increase efficiency and competitiveness in agriculture and tourism by improving their degree of organization and co-operation, thus enabling them to coordinate their efforts in production, processing, tourism packages, and marketing.

**Output 2 aims** to make services supporting social and economic development available for the rural population by increasing the variety, number, and quality of services for rural businesses, with a focus on agriculture and tourism, and for the social needs of the population.

**Output 3** aims to improve the capacities of local authorities, the civil society, and the private sector to jointly implement projects through the creation of an ongoing dialogue between the private and public sectors as well as civil society to identify and jointly implement measures that improve the framework conditions for socio-economic development.

The core implementation element is Grant Agreements with civil society organisations /NGOs which participate in calls for proposals. The contracted NGOs / CSOs mainly implement activities for output 1 and Output 3, while the IRDP team implements complementary activities under Output 2. All outputs together are expected to lead to bottom-up production clusters.

**Background information**

In 2019 and 2021, in total eight project proposals (6 in 2019 and 2 in 2021) from local non-profit organizations on sustainable agricultural value chain development had been selected in a competitive manner under Output 1. Grant agreements have been concluded with these NGOs for periods from 1.5 to 3 years. The main objective of the proposed projects under Output 1 is to improve income opportunities of households (HH) along value chains through enhancing the cooperation among producers with a focus on economic activity of young people, women, and households below the national poverty line.

Additionally, a mechanism for repayment of grant funds used for procurement of input and machinery to the established "Revolving Funds" (RF) has been introduced in order to re-use these grant funds and thus, create affordable micro-credits for the target groups. The holders of the RF for input are 3 MCAs, the holders of RF for agricultural machinery are contracted NGOs themselves plus one of the three MCA. Through repayment of funds, the Revolving Funds provide the target groups with financial means for quality inputs and provide machinery service providers with loans for modern agricultural machinery. Multiple use of grant funds provided by the donors is hence ensured.

In total, more than 2,500 farming HH were trained and integrated into agricultural VCs. No-till and minimum-till technologies are used, and biological crop protection methods are practiced. Farmers are paying more attention to soil conditions and preventing soil degradation through regular soil analyses and rational fertilization of crops.

To formalize cooperation and obtain legal status, some of the producers on their own initiative have created agricultural cooperatives or joined the existing ones. So far, about 30% of the project beneficiaries have become members of agricultural cooperatives. With the support of the project, the created cooperatives have been equipped with necessary machinery and other equipment and have started providing services to their members, such as: MTS services, grain processing, production of flour and mixed fodder, as well as quality seeds and fertilizers to farmers. Moreover, the management of the cooperatives received training in institutional development, financial management and strategic planning.

The implementation of the revolving fund mechanism within the VCs and formalizing the groups into cooperatives ensures the financial sustainability of the VCs and provides the opportunity to increase the number of beneficiaries of the invested grant funds. The established VC business model of IRDP consists of the development of the entire VC including all services like advisory service, input, machinery, micro credits, and marketing.

These processes have been realized using innovative technologies, and the experts involved in the projects have additionally developed/adapted a large number of information materials based on theoretical knowledge and practical experience.

The project intends to contract a consulting service to compile the knowledge generated and applied, and to develop handbooks and / or guidelines for further dissemination of best practices and innovations to all stakeholders.

1. **Objective**

Gathering information and consolidating all knowledge and, based on that, developing guidelines / handbooks of best practices and innovations for dissemination among all stakeholders.

1. **Specific Objectives / Tasks**
2. Collection and compilation of knowledge and experience from partner organizations of the project, and design manuals for each value chain.
3. Based on the collected data, develop manuals in 2 languages in the form of brochures of up to 50 pages each. The experiences and knowledge should be combined into one brochure per value chain.
4. Prepare the design of manuals for distribution (\*pdf format).
5. After agreement with IRDP, digital publication of all manuals, place to be decided.

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| **General Tasks** | **Results** | **Timeline** |
| Holding a kick-off meeting with the IRDP project team, obtaining baseline data and discussing the scope and methodology of planned activities | Tasks agreed, work plan approved | 3 days |
| Holding a meeting with all implementing partners of the IRDP | Overall implementation plan approved | 5 days |
| **Collection, processing and distribution of materials** | **Results** | **Timeline** |
| Meetings with all project partners and research of materials and experiences | Received the entire volume of material for consolidation and editing | By 20 days after contract start |
| The materials received were analysed and the manuals for each VC were prepared based on this analysis | Manuals for each VC are prepared:  wheat, maize, onion, and honey  Each VC with its specific innovative technology or approach is described in an understandable language with the use of visual and schematic elements. | By 40 days after contract start |
| Photos / pictures are carefully selected and added to the manuals, infographics for the structure of the VC and cooperatives are included to show | Manuals are designed with infographics and photos | By 60 days after contract start |
| Designing manuals, discuss final version with IRDP | The manuals are prepared in \*pdf format in two languages (Kyrgyz, Russian) and agreed with the responsible IRDP staff | By the end of the second month after contract start |
| Distribution of prepared manuals in the form of brochures in electronic format (\*pdf) | The prepared materials are posted on the portals of partner organizations (agricultural advisory services, governmental, nongovernmental, to be decided), and handed over to IRDP | Periodically during the contract |
| **Reporting** | **Results** | **Timeline** |
| Providing an interim report, providing draft manuals are prepared | Interim report, draft manuals / guidelines | By 60 days after contract start |
| Providing the final report | Final report | on September 20, 2023 |

1. **Methodology for the services to be contracted**

The program activities were carried out by contracted local organizations, mostly NGOs, cooperatives created within the IRDP, and IRDP staff and were structured in such a way that several organizations were involved in the development of each VC:

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|  | **VC:** | **Implementing partners (NGOs)** | **Target zone** |
| 1 | Wheat | NGO: RAS JA, Agrolead  Cooperative: Zolotoi Kolos, Bazar-Korgon Dan Azyk | Suzak, Bazar-Korgon |
| 2 | Maize | NGO: TES Centre, Bio Service  Cooperative: Altyn Dan, Kyzyl Ai | Bazar-Korgon, Ala-Buka |
| 3 | Onion | NGO: TES Centre, Aral Elim Barsynby  Cooperative: Aral Elim | Nooken |
| 4 | Honey | NGO: Agrolead  Cooperative: Altyn Kazyk Baly, Ala-Ary | Aksy, Ala-Buka |

The bidder must provide a concept on how to implement the tasks outlined in the table above in a structured manner, how the bidder will achieve the objective of this TOR, indicate success factors contributing to the listed results, and elaborate a clear work plan for the entire contract period from July 10 to September 30, 2023. In addition, the bidder may provide own recommendations for the methodology of the implementation that will help to achieve the objective. The description must be clear, unambiguous, and understandable (technically / methodologically / strategically).

Implementation of the tasks should come from a basic assessment of project results and accomplishments. The contractor must closely work with partner organizations involved in each value chain to discuss the structure, main achievements and innovations per each value chain that will form the basis of the manuals.

The bidder must explain clear tools/methods of interaction with project partners including the newly founded cooperatives and other relevant stakeholders, e.g. to ensure smooth feedback and coordination of activities, to avoid distortion of knowledge. And, to work closely with other internal and external experts of IRDP.

The bidder shall describe the key processes for elaboration of the manuals / guidelines and draw the schedule for implementation of the services for which he is responsible. In particular, the bidder shall describe the necessary steps of the work and specify the intermediate results.

The manuals / guidelines must have a chapter on further knowledge management and scaling-up of project achievements (Learning and Innovation). The bidder must describe how the bidder will contribute during the assignment to this chapter. This includes a description of how the target groups may be supported in future by cooperatives and / or advisory services and / or agricultural units of the public sector in technical questions.

1. **Envisaged contracting period**

The planned contracting period is 70 days, from 10th of July to 30th of September.

1. **Personnel Concept**

The bidder must provide a company profile and several references to services performed. The company profile should be brief, but should contain sufficient information to demonstrate the potential of the organization and the selected team, and should reflect:

1. Proven and demonstrated experience of the organization in provision of the services to be delivered (references)
2. Composition of the expert team to best carry out the services (CVs of offered experts)
3. **Qualification of proposed experts**

The bidder must provide CVs of the experts who will work in the working group involved in the tasks.

4 experts should be proposed as a pool of experts covering the following topics with their specialization: VC of wheat with no/minimum tillage, maize, onion, honey.

The following working team structure is expected:

* Manager of organization
* Coordinator (team leader)
* 4 experts-agronomists
* Graphic designer

Below are the main tasks and qualifications for the experts.

**Manager of organization**

**Tasks:**

* Overall responsibility for the contract (quality and deadlines)
* General Coordination with IRDP, support coordination with project stakeholders
* Content and financial reporting according to rules of GIZ and deadlines.
* Negotiate with partners, including high-level partners (ministries, etc.)
* Lobbying for knowledge dissemination among partners and stakeholders (MoE, MoA and others).

**Qualification requirements for the manager:**

* Higher education in the field of business management, economics, finance, agriculture and other related fields. (2.1.1)
* Fluency in Kyrgyz, English and Russian. (2.1.2)
* General professional experience: 5 years’ experience in consultancy services. (2.1.3)
* Specific professional experience: 3 years’ experience in writing manuals, guidelines the agricultural sector (2.1.4)
* Excellent writing skills and very structured approach to drafting written documents (2.1.5)
* Leadership/management experience: 5 years’ experience in project implementation and coordination, leadership. (2.1.6)

**Coordinator**

**Tasks:**

* Responsibility for the implementation of the service (quality and deadlines).
* Coordinate the implementation with IRDP, partners and other project stakeholders, and ensure clear communication.
* Coordination and oversight of the expert team, in particular the planning and management of workflow and support close work with other experts involved in the project.
* Ensure a quality dialogue with partners of IRDP in order to obtain the full overview about knowledge and experience gained, for its further qualitative processing and drawing up manuals.

**Qualification requirements:**

* Higher education in a field of agriculture, agricultural economics, business management, economics, finance or other related fields. (2.2.1)
* Fluency in Kyrgyz and Russian (oral and written). (2.2.2)
* General professional experience: 10 years of experience in consultancy services. (2.2.3)
* Specific professional experience: 6 years of practical experience in the agricultural sector. (2.2.4)
* Leadership/management experience: 5 years of experience in leading and managing expert groups and project coordination (2.2.5)
* Regional experience: 5 years of project experience in the southern regions of the Kyrgyz Republic. (2.2.6)

**Expert pool - 4 agronomists.**

**Tasks:**

* Collection and analysis of knowledge applied and developed within the project on the development of VCs: onion, rain-fed wheat by using "no tillage" and "minimum tillage", technologies, maize, and honey.
* Meet and discuss with IRDP agronomists, heads of cooperatives and NGOs to get clear and high-quality content for manuals.
* Structure the knowledge gained into documents and practical methodologies and develop manuals (4 manuals, up to 50 pages each) in Russian and Kyrgyz languages.

**Qualification requirements:**

* Higher education in agriculture, agricultural economy, and related fields which enable the expert to do the tasks. (2.3.1)
* Fluency in Kyrgyz and Russian (oral and written). (2.3.2)
* General professional experience: 7 years’ experience in agriculture consultancy services for each expert. (2.3.3)
* Specific professional experience to be covered by the pool of experts: The pool of experts should be a combination of practical experience in agronomy, gross margin calculations, development of instruction manuals, e.g. crop and plant protection manuals, covering the following crops: wheat, maize, onion and honey, and should be 5 years for each expert. (2.3.4)
* Regional experience: 7 years of experience in the southern regions of the Kyrgyz Republic for each expert. (2.3.5)

**Graphic designer**

**Tasks:**

* Designing manuals, the final versions must be in \*pdf format.
* Placement of all developed materials on websites and other sites of partners and stakeholders.

**Qualification requirements:**

* (Higher) education in related topics, e.g. graphic design. (2.4.1)
* Good knowledge in Kyrgyz and Russian. (2.4.2)
* General professional experience: 3 years’ experience in designing handbooks / manuals (2.4.3)
* Portfolio with samples of work performed in the last two years, confirming the qualifications of the expert. (2.4.4)
* Proficiency in Adobe (Photoshop, Illustrator, InDesign) and other graphics programs. (2.4.5.)

1. **Calculation of the cost**

**Assignment of personnel**

The financial bid must indicate the foreseen number of expert days, the fee per expert-day in local currency separately for each expert as well as the total cost of the experts.

The following number of expert days is envisaged for the implementation of the contract:

* Manager of organization – up to 18 days
* Coordinator (team leader) – up to 40 days
* Experts – agronomists – up to 140 days
* Graphic designer – up to 30 days

**Travel**

The bidder is required to calculate the travel costs of the specified experts it has proposed based on the places of performance stipulated in Chapter 5 and to calculate the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

The budget includes up to 70 days of business trips in Jalal-Abad region. The budget provided by GIZ for trips is KGS 404,000 (including transportation services, per diem and accommodation).

All financial documents for the report must be prepared in accordance with the requirements of GIZ.

1. **Reporting**

During the implementation of the assigned tasks, the contractor will report to the IRDP on the progress of the work when each task is completed as stipulated in the table above. After completion of all tasks, the consulting company shall submit a detailed progress report. A briefing on reporting (narrative and financial) will be given after the contract is signed.

1. **Contributions of GIZ and others**

If it’s needed, GIZ IRDP will provide logistical support in organizing general meetings, discussions with partners in Jalal-Abad.

1. **Requirements to the format of the offer**

The structure of the proposal shall follow the structure of the ToR. The bid shall be easy to read (font size must be Arial "11"). The bid shall be written in two languages Russian and English. The bid should include a tentative implementation plan and a clearly formulated approach / methodology.

The total length of the bid shall not exceed 8 pages (not including the CVs).

In calculating the cost of the offer, please observe the requirements set out in the Costing section above. Under the contract, the consultancy does not have the right to require the program to use the entire budget. The contract will stipulate the budget "up to" a certain amount.

1. **Special Conditions**

In case of unforeseen circumstances that may affect the achievement of the tasks the contract can be prolonged; however, the absolute limit including for handing in financial reports is the 20.10.2023. In case of changes in the scope of work, the already proposed individual rates in the financial offer will be taken as a basis.