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**AGA KHAN RURAL SUPPORT PROGRAMME**

**Request for Proposals**

**Consultant for Agriculture Situation Analysis**

**Pakistan Flood Recovery and Resilience, Improved Resilience to Climate Change of Communities and Ecosystems (IRCCCE)**

**in Gilgit-Baltistan and Chitral**

Submitted by

Monitoring and Evaluation Section

AKRSP, Core Office

Gilgit

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# Background

The Improved Resilience to Climate Change of Communities and Ecosystems (IRCCCE) in Gilgit-Baltistan and Chitral, project, funded by the Optimus Foundation of Union Bank of Switzerland has been designed by the Aga Khan Foundation (AKF), Aga Khan Rural Support Programme (AKRSP), and Aga Khan Planning and Building Service Pakistan (AKPBS,P), all part of the Aga Khan Development Network (AKDN), a group of private development agencies working to improve quality of life and opportunities for the poor and marginalized. Since 1969, AKF has built a strong presence in Pakistan, with a community needs-informed approach in its program regions to respond to critical emergencies and development gaps.

The IRCCCE project is devised on AKDN’s hallmark community-rooted, and community driven approach and the interventions are based on the needs assessment conducted by AKDN agencies in the wake of the floods to identify priority needs as well as measures to encourage long term recovery, rehabilitation, and resilience. When designing the project, AKDN used this as a basis, and engaged its field teams to identify priority communities and actions within GBC which would be included as part of the proposed project’s intervention logic. This identification process was done in consultation with local communities and key stakeholders, including the government.

The proposed solutions and interventions are built upon established models that have demonstrated efficacy in enhancing. The climate change models have been implemented with support from GoP entities such as the National Disaster Risk Management Fund and as part of flagship government interventions such as the Ten Billion Tree Tsunami Initiative. These also draw on AKF, AKPBS, P and AKRSP’s work with other donors including UNOPS, KFW, and PATRIP Foundation etc.

In addition to the design of the project, AKF and its implementing partners have undertaken preparatory work to efficiently operationalize the project through existing footprint and field offices and identify the required human resources, including technical and administrative staff, to implement the project.

AKRSP is seeking high calibre professional(s)/firm(s) for carrying out Agriculture Situation Analysis in the planned geographies of the 10 targeted UCs (Ghizer 4 UCs and Chitral Upper 4 UCs, and Baltistan 2 UCs). These Terms of Reference (ToRs) highlight the objective, scope of work and timeline of the assignment. It will be discretion of AKRSP to select either one or two professional/firm for the two studies.

# The Agriculture Situation Analysis (ASA)

The purpose of the ASA is to leverage the relationship of AKF and its implementing partners with relevant government departments (e.g., KP/GB Department of Agriculture, Livestock and Fisheries) and research institutes (e.g., Pakistan Agriculture Research Council,) to develop two situation analysis reports on existing agricultural practices and recommendations for the target region.

As this information will depict the situation of programme area, to comprehensively analyse the present situation of agriculture productivity with the context of climate change, identify climate smart crops/plants for different cropping zones and provide strategic recommendations help to build resilience of communities and ecosystem contexts.

## 2.1 Objectives of the Survey

This outcome study will be carried out to achieve the following main objectives.

* To measure the status of key indicators of sub-project at outcome level against which change over the project period will be tracked and measured.
* To document the starting point of key elements of the planned/committed work by the AKRSP.
* To recommend strategies for achievement of sub-project outcomes in more effective and efficient way for consideration of stakeholders considering the findings of studies.

## 2.3 Scope of the study

The ASA will encompass a review of documents, collection of quantitative survey data and qualitative data; data management and submission of reports (inception and final ASA report). The following section details the main activities:

1. Base line Assessment: Conduct a thorough review of existing literature, data, and reports related to overall agriculture in single, double, and transitional cropping zones.
2. Field survey and data collection: Undertake field surveys to gather primary data on crop yields, land use patterns, farming practices, input use, and socio-economic factors affecting an agriculture crop production. Evaluate the specific impacts of climate change on agriculture, considering factors such as temperature variations, precipitation patterns, extreme weather events, and shifting agro-ecological zones.
3. Stakeholder engagement: Engage with local communities, farmers, indigenous groups, government agencies, NGOs, and other stakeholders to gather insights, perspectives, and traditional knowledge on climate change adaptation and disaster risk mitigation.
4. Analysis and Mapping: Analyze collected data to assess the status of agriculture crop production, including yield trends, crop diversity, pest and disease incidence, and environmental sustainability.
5. Identification of constraints and opportunities: Identify key constraints limiting agriculture crop productivity and opportunities for improvement in single, double, and transitional cropping zones.
6. Recommendations: Develop actionable recommendations for enhancing cereal crops/plants productivity, improving resilience to climate change, promoting sustainable farming practices, and strengthening market linkages.
7. Report preparation: Prepare a comprehensive report documenting the findings, analysis, and recommendations of the Agriculture Situation Analysis.
8. Submission: interested organizations are encouraged to submit their detail proposals outlining their understanding of the scope of work, proposed methodology, team composition, relevant experience, and proposed budget.

# Methodology

The Technical Hub Established by AKRSP through involvement of Government Departments (e.g., KP/GB Department of Agriculture, Livestock and Fisheries) and research institutes (e.g., Pakistan Agriculture Research Council) will oversee and monitor the study from EOIs to the final report. The consultant will propose methodology consisting of mixed method approach and tools. The consultant will share the draft methodology along with proposed tools with AKRSP and will refine as per feedback received from the technical team. In terms of population coverage, the study/studies are expected to cover 10 UCs in 4 districts of GBC. Following is the expected population frame for the study.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program District | Program UC | Total HHs | Male Population | Female Population | Total Population |
| Upper Chitral | Khot | 2218 | 8187 | 7,865 | 16,052 |
| Upper Chitral | Terich | 1884 | 7673 | 7,372 | 15,045 |
| Upper Chitral | Mastuj | 2321 | 8456 | 8126 | 16582 |
| Upper Chitral | Laspur | 2453 | 8781 | 8437 | 17218 |
| Sakardu | Basho | 757 | 3215 | 3575 | 6790 |
| Shigar | Gulapur | 2154 | 7394 | 7713 | 14988 |
| Ghizer | Sherqilla | 2050 | 5050 | 8650 | 13700 |
| Ghizer | Chatorkhand | 1704 | 6837 | 6007 | 12844 |
| Ghizer | Tause | 1668 | 5250 | 5362 | 10612 |
| Ghizer | Gupis | 856 | 2859 | 2940 | 5799 |
| **Total** | | **16333** | **57531** | **60120** | **117532** |

# Consultant’s ToRs

The consultant will be responsible for the following task.

1. Draft an inception report, receive feedback from AKRSP and incorporate feedback. The inception report should discuss in detail the study plan, methodology, sampling matrix, survey tool and survey protocols,
2. The consultant will work with the technical hub under the supervision of PM AFS of AKRSP
3. Train the enumerators for the survey
4. Conduct pilot testing of the survey tools and revise and refine the tools (if it is required) in consultation with AKRSP,
5. Develop survey manuals and to implementations the full-scaled study.
6. Collect data from the field/beneficiaries with the support of AKRSP field teams.
7. Maintain database in MS Excel and submit the database with analysis to AKRSP at the end of the study,
8. Cleaning and analysing quantitative and qualitative data and preparing a concise study report documenting all preliminary findings based upon quality and quantitative study approaches for review.
9. Finalizing the report incorporating feedback/input given and its submission within the timeline agreed.
10. Prepare and submit a draft survey completion report to the AKRSP on the agreed template and on agreed deadline,
11. Present findings based on the draft report in a workshop and receive feedback,
12. Incorporate any feedback provided by AKRSP on the report.
13. Develop a consolidated report which includes findings of the assessment and agreed feedback to be submitted within a week after the validation workshop.
14. Ensuring confidentiality of collected information and safeguarding (No Harm to anyone) of data collection teams, all respondents and participants in the survey will be mandatory.

# Key Deliverables

The consultant will submit the work in the form of a final report on an agreed template of AKRSP. Overall, the report should cover the overall objectives/purpose and scope of the work. Specifically, the report should discuss in detail:

1. Inception Report: focusing on objectives, methodology and detailed work plan.
2. Copies of NOCs for data collection and approval of an ethical board (if required)
3. Data Sets (both quantitative and qualitative)
4. Data interpretation workshops
5. Draft Report – covering Objectives, Methodology, Key findings, other findings, and programme recommendations. Formal format of report will be shared with approval of inception report.
6. Final Report

# Data analysis plan

The consultant will share a data analysis plan to assess each outcome indicator and tables, infographics will be used to highlight key findings.

# Qualification and Experience of Consultant

The consultant/firm should include the technical expertise and practical experience required to deliver the scope of work and evaluation outputs with regards to:

* Have at least master’s degree in agriculture preferably Agronomy and Horticulture
* Have completed at least 4 similar assignments /consultancies plus Working experience of at least 5 years as Researcher or Studies with a reputable development organization conducting large scale surveys or evaluations.
* In-depth understanding of ‘Disaster Management programming, especially knowledge of Resilience to Climate Change of Communities and Ecosystems Approach’
* Proven expertise in data analysis and drafting high quality reports.
* Fluency in English and Urdu is mandatory. Additional relevant local languages (e.g., Khowar, Brushaski, Shina, and Balti etc), an asset.
* Excellent interpersonal and communication skill and capability to simplifying complex concepts into simple and intelligible language.
* Demonstrated experience in safeguarding and respecting vulnerable populations.

# Reporting and management

After selection the consultant/firm will work closely with AKRSP team. The lead consultant(s)/firm head will be monitored and supervised by General Manager AKRSP or his nominee during the assignment. The AKRSP M&E team will provide technical support in ASA survey designing, its implementation and preparation of the report.

# Study Execution Plan

# Consultancy Timelines

The Programme Manager AFS with technical support from Technical Hub will be responsible for the conceptual design and contract out ASA. As per ToRs, the consultant will be responsible for collecting data and produce a consolidated draft narrative report incorporating analysis of findings against each indicator preferably by first week of June 2024. It is anticipated that 49 working days would be required to complete the assignment. The tentative activities with LOE will be:

|  |  |
| --- | --- |
| Activity | Days |
| Documents review | 2 |
| Preparation of survey design | 5 |
| Preparation of tools | 10 |
| Drafting Inception Report | 3 |
| Identification of data collectors and their training and field-testing of tools | 3 |
| Data Collection | 7 |
| Data Analysis and sharing of preliminary findings with AKRSP | 4 |
| Inputs on findings provided by AKRSP and incorporated by the consultant | 5 |
| Draft Report of ASA Study Submitted to AKRSP | 3 |
| Feedback on draft ASA report provided by AKRSP | 3 |
| Preparation and Submission of Final Report | 4 |
| TOTAL LOE | 49 |

# Hiring Process

AKRSP will hire services of consultant through competitive process by evaluating proposals.

# Application package

Applicants are required to submit following as part of the application package.

1. Letter of interest, including the names and contact information of two previous clients who can be contacted regarding relevant experience. Consultants are also expected to disclose any conflict of interest related to this mandate with AKRSP and AKF.
2. Detailed technical proposal of not more than 8 pages clearly demonstrating a thorough understanding of this request for proposals and including the following:
   * 1. Description of study approach and methodology, including preliminary sampling strategy, data collection, data management and data analysis, gender equality and ethical standards
     2. Demonstrated previous experience in conducting similar studies and other qualifications outlined in this TOR.
     3. A proposed timeframe detailing activities and a schedule/work plan (including a Gantt chart)
     4. Team composition and level of effort of each proposed team member
3. A financial proposal with a detailed breakdown of costs for the study (considering an additional VAT as per Pakistan’s taxation rules)
   * 1. Itemized consultancy fees/costs
     2. Itemized field data collection expenses
     3. Itemized administrative expenses.
     4. Validity period of quotations
     5. Expected payment plan and method.
4. CVs of all proposed team members outlining relevant experience (annexed to technical proposal having Singed by the individual)
5. A copy of a previous report of similar work undertaken on a) study; OR b) endline study
6. Copy of legal registration (For registered firms)
7. A Consulting Firm profile (if applicable).

# Evaluation Criteria

Proposals will be evaluated based on the following set of criteria:

|  |  |
| --- | --- |
| CRITERIA | MAXIMUM SCORE |
| Technical Component | |
| Demonstrated experience in conducting and coordinating similar studies | 25 |
| Education and Technical Experience of Team | 15 |
| Proposed Methodology, Workplan and Approach (Gender Lense and technical) | 30 |
| Relevance of Sample work to study | 10 |
| Total Technical Component | 80 |
| Financial Component | |
| Realistic and appropriate costs for proposed work | 10 |
| All relevant costs included to carry out proposed work | 10 |
| Total Financial Component | 20 |
|  | 100 |

# Confidentiality and Ownership of the Data, Documents, and Equipment

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* AKRSP shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the consultant,
* All the data collected must be handed over to AKRSP before final payment,
* All documents, reports and information from this assignment will be regarded as AKRSP's intellectual property, so the mentioned outputs or part of it cannot be sold or used in any case without the prior permission of AKRSP.

# Ethical/Safeguarding Considerations

The responses will be taken after the consent of the respondents. The consent question will be added in the beginning of the questionnaire/tool. The consent will be taken after informing objectives and purpose of the survey and abiding by the AKRSP’s safeguarding policy.

*AKRSP-AKF is an Equal Opportunity Employer and is Committed to Safeguarding and Promoting the Welfare of Children and Vulnerable Adults and Expects all Staff and Partners to Share this Commitment.*