Request for Proposals

Title: Recruitment of International Independent consultant on Food Security & Agribusiness Advisor
RFP No: 003/22/RFP/GCF/CI
Date of Issuance: April 06\textsuperscript{th}, 2022

1. Background
Conservation International protects nature for the benefit of humanity. Through science, policy, fieldwork, and finance, we spotlight and secure the most important places in nature for the climate, biodiversity, and for people. With offices in 30 countries and projects in more than 100 countries, Conservation International partners with governments, companies, civil society, Indigenous peoples, and local communities to help people and nature thrive together.

2. Project Overview
The “Sustainable Landscapes in Eastern Madagascar” project funded by the Green Climate Fund (GCF), has been implemented by CI Madagascar. The Project, which began implementation in 2018, aims to sustainably improve the resiliency of climate-vulnerable smallholder farmer families, reduce greenhouse gas emissions from deforestation, and create opportunities for climate investments in Madagascar. More information on the Project can be found at https://www.conservation.org/gcf/projects/sustainable-landscapes-eastern-madagascar.
Conservation International is currently Procuring a Food Security and Agribusiness Advisor of the project “Sustainable Landscapes in Eastern Madagascar “funded by the Green Climate Fund (GCF).

3. Terms of Reference, Deliverables and Deliverables Schedule
See Attachment 2

4. Submission Details
   a. Deadline. Proposals must be received no later than Thursday, April 27, 2022, 04:00 pm EAT TIME. Late submissions will not be accepted. Proposals must be submitted via email to infos.cimadagascar@moov.mg. All proposals are to be submitted following the guidelines listed in this RFP.

   b. Validity of bid. 120 days from the submission deadline.

   c. Clarifications. Questions may be submitted to infos.cimadagascar@moov.mg by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.

   d. Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

5. Minimum Requirements
   a. Required:
I. Distinctive technical expertise and knowledge that is requested for this assignment (see ToR)

II. Experience in similar countries

III. Have a knowhow of CIs approaches and the technical expertise, especially in food security and linking farmers in real remote areas via market approaches,

IV. Have strong experiences in promoting sustainable landscapes

V. Have experience in appraising team performance in the field for effective project implementation

VI. Ability to conduct thorough review of agriculture and value chain work, do site visits, and meet with key actors/stakeholders.

VII. Have experience in advising how to improve efficiency and effectiveness of training modules and stakeholder training

VIII. Fluency in English and French

b. Preferred

   I. Having a professional experience in Madagascar.

   II. Track record of raising co-finance for climate change trust funds

6. Proposal Documents to Include

   a. Signed cover page on bidder’s letterhead with the bidder’s contact information.

   b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)

   c. Technical Proposal.

      i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.

      ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).

      iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference (Attachment 2).

   d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

7. Evaluation Criteria In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

   Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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<tr>
<td>Methodology of the independent consultant appropriate to the assignment and consistent with the requirements of the RFP</td>
<td>25</td>
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<tr>
<td>Have the technical expertise for the scope of work</td>
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<td>Past performance demonstrates recent proven experience doing similar work</td>
<td>15</td>
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<td>The bidder demonstrates a specific technical expertise for the assignment</td>
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Proposal Timeline

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<tr>
<td>RFP Issued</td>
<td>April 06, 2022</td>
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<tr>
<td>Clarifications submitted to CI</td>
<td>April 17, 2022</td>
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<td>Clarifications provided to known bidders</td>
<td>April 22, 2022</td>
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<tr>
<td>Complete proposals due to CI</td>
<td>April 27, 2022</td>
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<td>Final selection</td>
<td>May 03, 2022</td>
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8. Resulting Award
CI anticipates entering into an agreement with the selected bidder by May 16th, 2022. Any resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

9. Confidentiality
All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI’s evaluation results are confidential and applicant scoring will not be shared among bidders.

10. Code of Ethics
All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics and the Green Climate Fund’s Policy on Prohibited Practices. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

11. Attachments:
   - Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
   - Attachment 2: Terms of Reference
   - Attachment 3: Cost Proposal Template
Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. 003/22/RFP/GCF/CI

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI’s Code of Ethics, we certify:
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.

   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business

   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.

d. We have not engaged in any collusion or price fixing with other offerors.

e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: _______________________________________________

Signature: ___________________________________________

Title: _______________________________________________

Date: _______________________________________________
BACKGROUND TO THE PROJECT

Madagascar is already one of the most vulnerable countries to climate related risks and climate change projections threaten to exacerbate this situation, particularly in the landscapes targeted by the project [Ankeniheny-Zahamena Forest Corridor (known by its French abbreviation, (CAZ) and Ambositra-Vondrozo Forest Corridor (COFAV)].

These landscapes are characterized by i) a climate vulnerable and food insecure population of smallholder farmers; (ii), deforestation leading to increased GHG emissions and degradation of ecosystem services; (iii) deforestation further fueled by lack of carbon neutral and land neutral energy sources (e.g. renewables); and (iv) a lack of capital to invest in aforementioned sectors.

Climate change is expected to disproportionately affect smallholder farmers and make their livelihoods even more precarious. Malagasy smallholders, especially female smallholders, are particularly vulnerable to any shocks owing to their high dependence on agriculture for their livelihoods, chronic food insecurity, physical isolation and the lack of access to formal safety nets.¹

Smallholders are frequently exposed to extreme weather events (particularly cyclones and flooding), which cause significant crop and income losses and exacerbate food insecurity. Climate change projections for Madagascar predict more intense cyclones and flooding in the future.

The Sustainable Landscape Eastern Madagascar (SLEM) Project helps to improve climate resilience and diversified livelihood strategies through the following components (not all Components/sub-components are described) including:

**Outcome 1. Strengthened adaptive capacity and reduced exposure to climate risks:** This outcome of the Project will address adaptive capacity within landscapes by promoting sustainable agriculture and introducing ecosystem-based adaptation measures. As part of the participatory planning, important habitats (e.g. vegetation providing erosion control, forest areas around water catchments, etc.) providing ecosystem services will be identified and measures adopted for their protection or restoration.² Key to the long-term success of sustainable agriculture is that smallholders are able to successfully engage with markets by both accessing finance when needed and being able to sell their products with added value. The outputs under this outcome are:

- **Output 1.1. Vulnerability of smallholder farmer communities to climate change impacts is reduced through the establishment of a Sustainable Agriculture (including Climate-Smart Agriculture) Program;**
- **Output 1.2. Market and crop production information available at local level to inform crop production type and improve market access;**

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¹ Conservation International’s research on food security among smallholder households in forest dominated landscapes in Madagascar revealed that 75 percent of households reported that for at least one month of the year they don’t produce enough to feed their households, 40 percent reported that they have insufficient food during the “lean” season that is typically four months long and five percent never have sufficient food for all household members to have three meals a day.

² This component will have a particularly important emphasis on identifying the different needs and challenges of male and female farmers and on empowering women engaged in agriculture as well as identifying and addressing the needs of particularly vulnerable groups (e.g. migrants and young adults with limited opportunities for land acquisition).
• Output 1.3. Resilience to climate induced shocks and other risks is improved by supporting farmer-led gender-sensitive analysis, planning and risk management;
• Output 1.6. Critical ecosystems providing essential ecosystem services to smallholder farmers communities in current and future climate conditions are identified, assessed and managed (protected or restored) as ecosystem-based adaptation measures.

Outcome 2. Strengthened awareness of climate threats and risk-reduction processes: This outcome addresses the need for information and training on climate change. An important barrier identified during the project design was the lack of knowledge about climate threats and practical measures that could be used to address them. To address training needs, the Project will develop training modules and provide trainings that are suitable for three main audiences: 1) professionals working within government and civil society organizations; 2) academic training materials suitable for integration into university courses; and, 3) materials targeted at community groups.

Training materials will be designed to integrate gender considerations for each training topic and, for community groups, will be designed to be accessible for those with low literacy or without prior knowledge of climate change. The outputs under this outcome are:
• Output 2.1. Capacity of government employees, local conservation and development NGOs, farmer groups and local communities to implement mitigation and adaptation measures to achieve Climate-Smart Landscapes is strengthened; and,
• Output 2.2. Knowledge of the CAZ and COFAV population (including school children) about climate change issues and responses proposed by the project is improved.

Consultancy Rationale and Purpose:
The SLEM GCF Project has a large target where two key objectives need to be attained namely that approximately 142,800 individuals need to be trained so that they are more resilient to climate change and second that they have a wider selection of livelihood strategies supporting improved resilience to climate change.

This consultancy is a part of a surge response to inject critical expertise to advise the project course to correct after a number of issues and challenges that the team has experienced so far while delivering. This consultancy is to provide substantial technical input, for scaling up activities, for more efficient and cost-effective activities and strategies, and identify and/or improve practical exit strategies with the focus on sustainability of key project activities.

For the sake of clarity, the relevant indicators underpinning the core activities required to meet project objectives specific to climate change resilience and livelihood strategies are as follow:

i) Number of people less affected by climate-related disasters (disaggregated by vulnerable groups) due to the Project = 119,952.

ii) Number of people adopting a wider variety of livelihood strategies that make them more resilient to climate change = 119,952.

The consultant together with the Chief of Party, Senior Technical and Management Advisor, and SLEM team will help to collate, review, evaluate and then select the most appropriate strategies that will help to adapt and scale up project activities based on lessons learned and achieve project outcomes as described above.

3. Of this number 119,952 should adopt resilient livelihood strategies and be less affected by climate change
SLEM project personnel have a range of existing materials and these need to be carefully evaluated to determine whether the approach, process, and methodologies are sufficiently, clear and appropriate to conditions in both SLEM project locations (CAZ and COFAV).

Key emphasis will be on:

- The need for a comprehensive and consistent use of training materials, methodologies, and tools (include ICT solutions) that will strengthen the team and the trained farmer trainers (approx. 460) to upscale the use in the topics aligned with the outcomes of SLEM so that project training targets (# individuals 119,952 adopting and usage) can be achieved. The link with the M&E system should be as straightforward as possible to ensure that all the achieved is captured in the M&E system.

- Review the capacity of the technical team, including key local partners, identify gaps (including why not all activities, impacts and outcomes are reported to the M&E system), and propose solutions or adaptation of the methodologies to deliver the training curriculum and other activities in a more cost effective, and facilitating and sustainable way.

- Identify current and potential private sector actors (including international) and asses if they are interested to invest and pilot in the regions through delivery e.g.; extension services, increase agent networks (i.e., maybe lead farmers can become extensionist for buyers or agents for input suppliers), markets, corporate social responsibility programs (tree planting i.e.), value chain finance (tripartite agreements i.e., buyer-farmer-seller), network providers interested in ICT delivering options, etc.

- Identify additional livelihood strategies towards resilience, e.g., forest food gardens, crafts from forest products, beneficiaries’ interest (i.e., ICT, processing of local livelihood products (soaps, tea, bio briquettes, fruit drying, etc.)).

- Identify practical exit strategies, steps for sustainability of the activities beyond SLEM, and capacity gaps of identified stakeholders (i.e., associations, gov, private sector) who have the potential to be the key players for the sustainability and advise possible needs for these stakeholders.

The consultant will provide comprehensive advice to adapt project strategies that will strengthen, upscale, increase sustainability and help to achieve key project outcomes, that they are logical and appropriate to Madagascan farming conditions, to key partners (private sector, associations, gov, etc.) as well as ensure gender concerns and considerations are embedded in the strategies. The consultant will also provide input, adapt, and improve, the upcoming plan of the training/implementation schedule building on initial planning and consideration that has been done by the team.

Scope of Work and Deliverables

Climate Smart Agriculture, diversified livelihoods, improved resilience to climate change, improved understanding of how sustainable land management practices can be used to support resilience and

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4 Note: Given the importance and urgency of this beneficiary strategy package to supporting broad uptake and understanding about the risks associated with climate change and the adaptation strategies that can be used it will be important for the training to include not only men, women but eligible youth as well within a household (so those male/female youth not attending school).
adaptation, all need to be covered in SLEM training and capacity building materials and strategies. The deliverables will include, but will not be limited to, the following prescriptive tasks:

1.0 **Initiate a robust review and evaluation of current training and capacity building activities, materials, and implementation strategies in CAZ and COFAV with the aim to modify existing implementing materials, tools and approaches and/or identifying new opportunities with the intension to optimizing greater resilience and reduced vulnerability for smallholder producers and increase efficiency in project implementation;**

a. Evaluate current approaches that the team is using to support smallholder training and resiliency - As a guiding principle ensure that training materials, strategies, and other support to smallholder farmers applied, is comprehensive and tailor made to address initially food security concerns that are perennial challenges for project beneficiaries in both CAZ and COFAV. Identify gaps, refine methodologies, include missing elements, and modify to the needs of the beneficiaries, and develop more cost effective and efficient strategies (see

b. **Annex A for more details.**

c. Complete a thorough review of all agricultural and value chain work completed in the region by the team (e.g., due to covid the priority of SLEM was to increase production). A specific focus should be on next steps in supply and demand side, selling/sales points and on understanding how this will contribute to successful achievement of project deliverables (both CAZ and COFAV). Special emphasis should be as well on sustainability (i.e. identifying collaborating private sector actors) and exit strategies of value chain work (see **Annex B for more detail).**

d. Carefully consider the pros and cons of engaging heavily with lead farmers as training and capacity building ‘champions’ to help access more isolated project target communities and locations (both CAZ and COFAV). Assess the training of trainers’ program and implementation, the lead farmers effectiveness, inclusiveness of household and how to make the approach sustainable? Is there an opportunity to make them entrepreneurs/agents for buyers or suppliers, or are there others interested in a task like that (keep culture in mind)? (**for more details see Annex C**);

e. **Work with the team Assess and consolidate training strategies to develop a detailed activity workplan (follow up visits, refresher trainings, demo plots for the coming two years (based on Gannt chart) to extend** and upscale implementation, improve on cost effectiveness, efficiency and sustainability with exit strategies: Once the priority content and methodologies have been selected work with the team to plan how, when, where and what training will take place. Review what support lead farmers will need and consider what specific training they will need to help drive engagement in more remote locations. This may mean dropping existing activities if they are not deemed to be effective or priorities

f. **Work with the team to identify cost saving strategies to improve achievement versus expenses:** As with other work elements review what existing expense may have been generated. Consider what changes may be necessary, work with the COP and STMA to develop a
reasonable budget that will achieve project deliverables and include these budgets in planning and if possible, linked to the no cost extension.

g. Identify M&E reporting gaps and consider whether existing M&E processes are sufficient to capture all field activities and impact. Assess the ID system as well (i.e. new ID cards versus biometric system), the reporting system of staff on technical activities into the system (i.e. paper versus ICT option)

**MILESTONE # 1 –**

- **RAPID BUT COMPREHENSIVE REVIEW OF TRAINING AND CAPACITY BUILDING STRATEGIES AND ACTIVITIES CONDUCTED WITH REPORT AND RECOMMENDATIONS FOR CHANGES, APPROACHES, AS WELL AS IDENTIFYING WHAT IS NOT WORKING (THAT SHOULD BE DROPPED), WHAT NEEDS TO BE IMPROVED, AND WHAT WORKS WELL TO ALLOW DUPLICATION AND SPEEDY SCALLING UP.**
- **IDENTIFY GAPS AND OPPORTUNITIES TO IMPROVE STRATEGIES AND CAPACITY BUILDING DELIVERY TO SMALLHOLDER PRODUCERS AND PROVIDE RECOMMENDATIONS KEEPING SUSTAINABILITY AND EXIT STRATEGIES IN MIND.**
- **provide substantial technical input to the project that can, if applicable, also be used for the no-cost extension request**

**MILESTONE # 2 –**

- **COMPREHENSIVE AND CONSOLIDATED STRATEGIES REPORT FOR NEXT STEPS TO UPSCALE AND EXTEND TRAINING IN A COST-EFFECTIVE MANNER, INCLUDES ALL RELEVANT TECHNICAL MATERIALS, METHODOLOGIES AND APPROACHES TO ACHIEVE CORE PROJECT GOALS.**
- **ENSURE THAT CONSOLIDATED METHODOLOGIES ARE DEVELOPED INCLUDING ACTIVITY TIMELINE FOR A TRAINING PROGRAM ANTICIPATED RESULTS AND BUDGET GUIDANCE TOWARDS COST EFFECTIVE STRATEGIES.**
- **DETAILED GUIDANCE TOWARDS SUSTAINABLE APPROACHES, EXIT STRATEGIES, AND PARTNERS (INCL PRIVATE SECTOR) TO TAKE ON ACTIVITIES AFTER SLEM.**

2.0 **Identify what other strategic opportunities might exist to support project delivery and/or the no-cost-extension request:**

a. **Investigate and Review** what other opportunities might exist to form partnerships – input suppliers, seed producers, network providers, etc;

b. **Consider how to strengthen demonstration plots (agricultural showcase)** work with the team to review and then strengthen the implementation and long-term approach of the demo plot ownership of the plot (e.g. community forest food garden, lead farmer) sustainability of the demo plot (training centre, can the sales of the produce maintain the plot add training)

c. Consider whether there is scope to collaborate or use pre-existing projects and embed activities that are working;
d. Identify entrepreneurship opportunities outside agriculture and forestry but with maintaining the conservation focus, i.e. IT, or supporting areas e.g., dew harvesting, trade routes.

e. Review the grants program with the aim to make the process simpler, effective, efficient but as well less donor dependent (e.g., can inputs be supplied through a company who gets a cost reimbursable grant rather than direct handout to the community). Link with training and capacity building activities. In addition to the above consider how leveraging the grants program could benefit the resilience and reduced vulnerability for both CAZ and COFAV;

MILESTONE # 3 –

- POTENTIAL INTERVENTIONS AND OTHER STRATEGIC OPPORTUNITIES TO STRENGTHEN AND LEVERAGE EXISTING OPPORTUNITIES ARE IDENTIFIED WITH PLANS AND COSTING GENERATED TO HELP INFORM THE PROJECT AND/OR THE NO-COST-EXTENSION REQUEST.

3.0 Identify areas where SLEM can consider the design and development of training film, short animation clips, social media videos, ICT material to compliment written materials:

Careful review during initial stages of the consultancy whether video or ICT material is appropriate – explore other ways for information to penetrate isolated villages which might include local radio broadcasts, ischool, short animation clips (for farmer field schools), mobile phone messages.

a. Identify SLEM training material that can be converted to video: Running parallel to the completion of training materials will be the need to consider developing and completing a series of videos. Ensure high quality film material that could be broadcast on national television if necessary;

b. Complete a review of existing films: Compile, review, and evaluate whether there are any successful, high quality films that might be appropriate for use by the project. Ensure key information, methods and skills that is covered is appropriate for the farmers and will help achieve project outcomes;

c. Develop appropriate format and methodological approach: Consider how training topics and modules might be sequenced so that farmers can access the information simply and readily. Review various approaches to films so that information is communicated appropriately and in a systematic, logical and compelling manner. Ensure that the videos are understandable at the level of the receivers (e.g. farmers in far rural areas might have different needs than Trainers of trainers) and that they are able to receive the material in different ways for different areas.

d. Identify content and sequencing: Ensure that the videos capture the rationale and science behind the processes and practices that are being recommended to include context and background as to why current scenarios with broad based degradation, erosion and collapse of many environments has happened. Consider reviewing materials at the following link as an example of how SLEM project materials might be communicated [see https://www.discoverpermaculture.com/pdc-2019 providing an example of how complex material are broken down into topics and sub-topics].
e. **Together with team identify film/ICT producer/teams, budget and time-line to complete:** Identify potential companies or vendors who have experience in making films or ICT material for ischools. Evaluate the proposed budget, shooting schedule, identify locations, develop story-board, identify actors and time-line including: filming, editing, sub-titling etc. or ICT material for ischool, and provide feedback to the materials. Identify what type of final product is most relevant/appropriate for the field setting (e.g. DVD, VCD other). Consider an appropriate event from which to launch the material (national, regional, series of events?);

f. **Complete films and consider reproduction:** provide feedback to the videos to finalize a draft that can be reviewed and approved for use. Identify potential ways of replicating.

**MILESTONE # 4.0 –**

- **GUIDANCE ON ICT USAGE, FOCUS POINTS FOR HIGH QUALITY FILMING MATERIALS COVERING ALL RELEVANT TOPICS TO DEVELOP FOR FARMER TRAINERS, FARMERS AND PROJECT BENEFICIARIES, LIST OF THREE FILM/ICT COMPANIES WHO CAN DELIVER THE MATERIALS.**
- **PROVIDE FEEDBACK TO DRAFT FILMS/VIDEOS AND OR ICT MATERIALS.**

**Schedule**

To be completed if approved

The assignment will ideally be completed as shown in the schedule below with deliverables achieved as per milestones mentioned above.

Applicant is required to submit a more detailed indicative project time-line that will achieve the milestones against targeted timeline. The timelines will need to allow for time to produce all reports in French.

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**Oversight**

To be completed if approved

**Budget**

To be completed if approved

**Annex A**

a. **Review existing materials that SLEM Project Team has identified:** review training materials for various commodities and themes (see below) and discuss the relative merits of which materials should be improved and why;
b. **Evaluate other training materials**: Beyond what the team currently has review materials from both national and donor projects that have been used in Madagascar and that are considered as being practical and appropriate. Ensure diagrams, photos and other communication aids are high quality and can be clearly read;

c. Review previous field trip reports, examine what the team has been doing and **assess which commodities (of the identified list) are most appropriate for CAZ** – rank these in order of successful production, ability to address food security concerns and potential scope as a means of generating additional income, and if necessary, identify new crops/trees to pilot in these areas,

d. Review previous field trip reports, examine what the team has been doing and **assess which commodities (of the identified list) are most appropriate for COFAV** – rank these in order of successful production, ability to address food security concerns and potential scope as a means of generating additional income, and if necessary, identify new crops/trees to pilot in these areas;

e. **Identify technical gaps** in training materials and then prepare draft training materials with supporting approach and methodology that can be included in the general set of training materials;

f. **Refine Training Methodologies**: Develop a list of practices / approaches that should be continued, avoided and explored. Develop a refined list of ‘showcase practices’;

g. **Ensure all key technical elements are included**: Ultimately all training strategies will need to align to help smallholder farmers and community members understand and have sufficient skills to diversify livelihood strategies (beyond current practices and beyond agriculture or agroforestry, e.g. crafts from forest, body products like soaps, etc.), agribusiness training for all ready trained lead farmers and nursery managers, next steps for farmers who have their coffee fields planted. Based on to understand how agroforestry and diversity will help support resilience, understand climate change and key adaptation strategies, as well as understanding simple but effective land management strategies that will help to mitigate environmental degradation;

h. **Conservation, Agroforestry and Ecosystem based Adaptation (EbA)**: Assess and upscale that the background, context, and rationale as to why agroforestry is important as a key element of SLEM training materials, including why conservation of remaining forests is critical to securing/maintaining rainfall;

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5 The main EbA activities to improve agricultural productivity (food security), are identified below in bold, these are probably the most important ones. The key will be delivering training and agricultural inputs through COBA/VOI to reach as soon as possible the most number of farmers. A critical element is that the CI Project Team and Farmer Trainers (FTs) should make sure that the farmers adopt those practices and continue implementing it to get short-term benefits (while waiting for longer-term benefits): 1. **Soil conservation** (e.g. mulching, composting, organic fertilizers, no-tillage); 2. **Agroforestry and tree planting for fruit/timber**; 3. Contour plowing/terracing; 4. Change to more resistant crops; 5. **Multi-cropping system(s)** – use of legumes to support nitrogen fixation and crop cover; 6. Irrigation systems, integrated water management, drainage canals; 7. **Off season rice cultivation**; 8. Improvement/creation of grain storage facility; 9. Integrated pest management; 10. Establishment of savings groups; 11. **Diversification of livelihoods** (e.g. bee keeping, making improved charcoal, fishing crayfish, selling orchid plants and wild fruits, temporary job); 12. **Improving market products & access**; 13. Improved animal production (vaccinations, materials for hen houses, complimentary feeding, breed improvement); 14. **Better protection of forests** in critical places for water, soil, protection from cyclones and other climate hazards; and 15. **Restoration of forests** in degraded areas for water, soil, protection from cyclones and other climate hazards.
i. **Climate Change, Adaptation and Resilience**: Assess implementation of the activities, tools, and understanding of the beneficiaries, and identify gaps and needs to improve adaption and resilience.

j. **Ensure strong links between Project Components**: A key requirement is that the training materials accurately and sufficiently well capture the aims and objectives of the project in a simple but effective manner and that the various themes and concepts are inter-linked so as to avoid silos. A key requirement is that Farmer Trainers are just as knowledgeable about climate change, conservation, rationale for agroforestry, and adaptation as they are on conventional approaches to agriculture;

k. **Ensure training materials are gender inclusive**: In finalizing materials consider appropriate tools, approaches and methodologies that support inclusive participation of females in SLEM project training. If necessary, provide dedicated methodology and socialization of project objectives to both men and women in separate sessions or as appropriate. As stated above consider how Farmer Trainers might also conduct stand-alone sessions for community youth so that the materials, skills and information is disseminated broadly across target communities in CAZ and COFAV;

l. **Sufficient Safety Training Incorporated**: Ensure that technical materials are appropriate and consistent with CI-GCF policies and procedures specifically linked with chemical inputs (pesticides, fertilizers etc). Ideally no use of pesticides/insecticides etc will be supported. Consultant should carefully review training materials to ensure appropriate safety, storage and handling practices are included in all training where organic fertilizers are being provided to farmers, as well as use of micro-organisms/microbes to prepare teas or liquid fertilizers as well as potential hazards of composting;

m. **Review and ensure appropriate training methodology**: Review and add required steps or methods to ensure that training materials utilize appropriate methods, techniques and steps specific to adult training needs. The training needs to be consistent, replicable across the project and that Farmer Trainers (via TOTs) are provided with sufficient knowledge, information, skills and methodological consistency so that project impacts have a greater likelihood of achieving consistency. The consolidation of training materials into a single package will support amplification and replication by others.

n. **Drive Inclusive Training for Households**: Noting the large numbers of individuals to be trained and the critical need for more than just the head of the household to be trained develop a specialized training and capacity building program (Consider digital training if possible, i.e. ischool mwabu, could link up with a network provider) that ensures eligible members within a household are provided with access to and engagement in SLEM training – to include males and females so that training opportunities are leveraged and go beyond typical or traditional focus on the head of the household.
Annex B

a. **Assess food and commodities:** A number of food/cash crops including rice, beans, vanilla, ginger, and coffee are the basis for the general smart agriculture practices. Assess and add as well supplementary planting of legumes (nitrogen fixing) and other companion trees that will provide food (i.e., bananas, papaya, fodder trees, coconut trees, food forest gardens) as well as contribute to greater diversity (i.e., natural forest products medicinal, oils, herbal teas,) – aim to replicate food forest gardens, and how to make climate smart agriculture sustainable;

b. Work with the team to conduct a rapid stakeholder mapping exercise for both CAZ and COFAV to update and assess current partners, advise on gaps and needs of current partners, and identify potential new allies and partners;

c. Identify additional interested companies that want to buy from the beneficiaries in CAV and COFAV and willing to economically and environmentally invest in these areas as part of their CRS programs or as part of their marketing strategy to gain more and better products through extension services and or expand their input markets through increased agent networks (e.g. farmer leads could be part of this);

d. Identify private sector actors in or that provide support services to the value chains, who are interested in CRS programs and/or extension services for their products;

e. Consider and identify what **partnerships, collaboration** with current/ongoing projects are viable and help to leverage existing project activities.

Annex C

a. Work with the team to assess effectiveness of lead farmers in CAZ and COFAV and then consider how to motivate the lead farmers, who will ultimately assume responsibility as field trainers (reviewing current efforts to date) to introduce and maintain sustainable practices and secure improved resilience / reduced vulnerability, identify the needs from the beneficiaries, and investigate farmers possibility and/or willingness to pay for service (in-kind or cash) to lead farmers/agents;

b. **Lead in the design of additional/upgrade of the Training of Trainers Program:** Determine likely capacity-building training needed to support Training of Trainers for both CAZ and COFAV. Work with the SLEM Project team to refine a detailed implementation program that will ensure that targets are achieved;

c. Carefully consider how **demonstration plots** might be deployed to help farmers see improved agricultural practices – consider how to embed (i.e., community food forest gardens, pay forward of seedlings to farmers of the demo group) these demonstration plots so more isolated communities can also engage (both CAZ and COFAV);
Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in USD.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

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<thead>
<tr>
<th>Deliverable</th>
<th>Price (Lump Sum, All Inclusive)</th>
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<td>Insert deliverable 2 from Section 3 or attached TOR</td>
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Cost Breakdown by Cost Component (example only)

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<tr>
<th>Description</th>
<th>Unit of measure (day, month etc)</th>
<th>Total period of engagement</th>
<th>Unit cost/rate</th>
<th>Total Cost for the Period</th>
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<tr>
<td>Travel Costs (if applicable)</td>
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<tr>
<td>Other related Costs (please specify)</td>
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<tr>
<td><strong>Total Cost of Financial Proposal</strong></td>
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