TERMS OF REFERENCE:

CONSULTANCY PROJECT FOR DEVELOPING ACTION AGAINST HUNGER VALUE CHAIN TOOLKIT

June 2018

BACKGROUND

Action Against Hunger is a global humanitarian organization that takes decisive action against the causes and effects of hunger.

For almost 40 years, across nearly 50 countries, we have led the global fight against hunger.

We save the lives of malnourished children. We ensure everyone can access clean water, food, training and healthcare. We enable entire communities to be free from hunger.

We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change.

Food security and livelihoods is a key area of expertise of our organization. Through the application of the value chain approach, Action Against Hunger aims both at stimulating inclusive local economic development and contributing to the reduction and prevention of undernutrition.

JUSTIFICATION OF THE CONSULTANCY PROJECT

The value chain approach is widely named in the last years, and there is a growing interest in the development sector (INGOs, donors, UN agencies) with a lot of publications and documentation on the topic. However, there is no existing step-by-step detailed guidance on how to design, implement, monitor and evaluate value-chain development projects both for agricultural and non-agricultural sectors, which can be easily used by field practitioners.

Therefore, the current consultancy aims at (i) revising Action Against Hunger framework for value-chains development and (ii) reviewing the existing tools for value chain selection, analysis and development in order to make a compilation of the most useful ones for every step of the Project Cycle Management.

OBJECTIVES OF THE CONSULTANCY PROJECT

The main objective of the consultancy is to develop a toolkit for designing, implementing, monitoring and evaluation value-chains development programs for Action Against Hunger´s field staff.

To reach that general objective, it is expected that the consultant will:

- Understand what is Action Against Hunger's interest and needs to work on value chains considering the diversity of our contexts of intervention.
- Propose a framework for value chain analysis and development relevant to Action Against Hunger´s mandate and objectives.

- Provide a user-friendly toolkit composed of the most useful tools and methodologies approaching value chains development with clear guidance on how to use each tool.
- Elaborate supporting documents for the dissemination and roll-out of the value chain toolkit.

GOVERNANCE CONSIDERATIONS

The overall management of this consultancy project will be done by a team of two (2) experts from the Food Security and Livelihoods Department in Madrid Headquarter office: one advisor and one senior advisor.

The role of this Project Supervision Team will be to:

- Supervise and support the consultant in accessing information and data,
- Provide guidance in the elaboration of the toolkit and the dissemination material,
- Revise and validate the final outputs of the consultancy.

All technical and methodological proposals made by the consultant will need to be approved by the Project Supervision Team.

METHODOLOGY

The methodology will have to be proposed by the consultant. Here is a tentative methodology suggested by Action Against Hunger:

1/ Desk review of Action Against Hunger´s technical documents and projects directly linked with value chain.

2/ Initial consultations to identify needs in terms of technical support and guidance.

3/ Desk review and analysis of available tools and methodologies related to Value chains in the private and the cooperation sectors.

5/ Working session(s) with the Project Supervision Team to define the content and the format of the value chain toolkit.

6/ Support to Action Against Hunger´s Food Security and Livelihoods department for the final presentation and dissemination of the outputs of the Consultancy project.

EXPECTED DELIVERABLES

- A framework for value chain analysis and development applicable to Action Against Hunger´s work.

- A proposed model of value chain toolkit.
- A finalized product of value chain toolkit with the most useful material and tools for the application of the value approach in each step of the Project Cycle Management, including a presentation of each tool (objective, how to use, tips…).
- A short consultancy report (2-3 pages) with lesson learned and recommendations.

TIMEFRAME OF THE CONSULTANCY PROJECT

The outputs of the consultancy are expected to be ready during the month of September 2018.

The duration of the assignment is foreseen for a period of 30 days, starting in July 2018. The assignment can be full-time or partial-time according to the consultant´s preferences.

A tentative workplan is proposed below:

Activity	Estimated number of days	July	August	September
Recruitment and signature of contract	N/A			
Briefing and desk review of Action Against Hunger technical documents and projects	3			
Initial consultations to identify needs	2			
Desk review of available methodologies and tools	10			
Definition of the framework and content of the Toolkit	5			
Elaboration of the toolkit	7			
Presentation and final revision of deliverables	3			
TOTAL	**30**			

PROFILE OF THE CONSULTANT/PROJECT TEAM

The consultancy might be implemented by a team (e.g. junior and senior category experts) or by a single expert covering all the expertise required. The minimum skills required from the expert or from the team are listed below.

Qualification and skills:

- Degree in Agriculture or Economy.

- Minimum 5 years of experience as technical consultant/expert in the area of agri-business, entrepreneurship or similar.
- Desired experience in both agricultural and non-agricultural value chain analysis and development.
- At least 1 year of experience in consultancy projects or activities focusing on adult learning and training.
- Good knowledge of the humanitarian and development sector.
- Good knowledge of nutrition security approach will be an asset.
- Good command of spoken and written English (French or Spanish are desirable).
- Full computer literacy.

LOGISTICS AND FINANCIAL CONDITIONS

It is a home-based consultancy. The consultant should have good access to internet and his/her own computer.

Mobility might be required for participating to Face-to-Face meetings (in Madrid).

All costs related to travels and/or accommodations for the Face-to-Face meetings will be covered by Action Against Hunger.

The consultant will have to verify that he/she owns all the necessary rights for the implementation of the service when using and making available to Action Against Hunger any product of which the rights are owned by a Third Party.

SELECTION PROCESS

Interested candidates should submit their proposal by the submission deadline, which is on Wednesday, 4 July 2018 (Madrid time). Each proposal should include a technical and financial proposal including at least the following elements:
- Project Team Capacity
- Contact information
- Motivation and interest to conduct the consultancy project
- Detailed methodology
- Detailed work plan
- Detailed budget
- References of similar consultancy projects

Proposals should be submitted by email, to: amichel@accioncontraelhambre.org with copy to: licitaciones@accioncontraelhambre.org.

Interviews might be conducted with preselected applicants.