



CALL FOR EXPRESSION OF INTEREST (EOI)

Date of EOI:	24 June 2020	Closing Date for Receipt of EOI:	15 July 2020
EOI Reference:	CaRC/DO/UNDP-01/20		

PROJECT BACKGROUND

The United Nations Development Programme (UNDP) in collaboration and partnership with other development agencies, public sector ministries and local groups in Guyana and Dominica is implementing a project titled “*Strengthening Disaster Management Capacity of Women in the Cooperative Republic of Guyana and the Commonwealth of Dominica*”. The objective of the project is to support hazard prone communities, especially vulnerable groups, including women, in strengthening disaster and climate risk resilience towards enhancing sustainable livelihoods within such communities in Dominica and Guyana. There are three major outputs expected which include:

- Output 1: Capacities of the target communities and government agencies strengthened for effective, gender responsive and timely decision making for disaster preparedness
- Output 2: Community resilience strengthened using gender responsive disaster risk reduction (DRR) and alternative livelihood approaches; and
- Output 3: Knowledge networks strengthened to foster adoption of best practices in livelihoods for resilience

The United Nations Development Programme (UNDP) has engaged the services of the Inter-American Institute for Cooperation on Agriculture (IICA) to oversee the implementation of **Output 2** in the case of Dominica. This component is geared towards making targeted agricultural livelihoods more sustainable and less vulnerable to the impacts of climate change. This is in response to the major concerns expressed from the hazard-prone farming communities about the lack of sustainable livelihoods to build resilience to the loss of farming income, as recently witnessed in Dominica. Agro-processing is one aspect of the value chain that has generated strong interest, but further emphasizes the need for resilience throughout the industry.

The assignment is expected to yield the following results:

- Gender responsive microfinance strategy for agricultural enterprises, particularly among vulnerable groups, which promotes strengthening the resilience of the sector, and an implementation plan for piloting gender-responsive microfinance in target regions
- Strengthened agricultural value chains and market opportunities
- Enhanced capacities among beneficiaries in climate-smart agriculture

In keeping with the aforementioned results, a microfinance or micro-grant scheme for female underserved groups and small business owners to invest in resilience will be developed. In this regard, an assessment will be conducted of existing microfinance schemes and the partner entities to administer the resources and to provide financial training, business planning and market studies will be identified. Based on the findings, a microfinance or micro-grant mechanisms will be established in Dominica to directly provide initial monetary support to foster sustainable livelihoods among vulnerable female farmers. The strategic investments and adoption of resilient practices will focus on integrating climate



smart systems and disaster risk resilience into all its investments, while creating a basis for expanding sustainable market opportunities.

The call for the Expression of Interest is specific towards the achievement of Results 1 and 2, which is gender responsive microfinance strategy for agricultural enterprises, and the strengthening of agricultural value chains and market opportunities. Assignment 1 addresses the microfinance analysis and development in which the resource person will be required to develop a culturally-appropriate and gender-responsive microfinance strategy for agricultural enterprises, particularly among vulnerable groups, which promotes strengthening the resilience of the sector. Additionally, the resource person is expected to develop a microfinancing scheme and to initiate an implementation plan for piloting gender-responsive microfinance. Assignment 2 places emphasis on agricultural value chain analysis and support. The Terms of Reference below provides the details on the assignments that are proposed towards achieving the results.

PROJECT COORDINATION

The Inter-American Institute for Cooperation on Agriculture (IICA) through a Letter of Agreement (LoA) has been assigned responsibility for implementation of Output 2 of the UNDP executed project, which will be coordinated by the IICA Delegation in Dominica. The LoA for this project component makes provisions for the hiring of Short-term Consultants within the active period (March 2020 June 2021).

TERMS OF REFERENCE

POSITION #1 *Microfinance Consultant*

Description of Duties

A qualified and experienced Microfinance Specialist/Consultant is being sought to undertake a microfinance assignment in three phases: (i) Analyse the existing local environment to determine avenues for alternative and microfinancing to small (<0.5 acres) and medium-sized (0.5-5 acres) farmers and fishers agricultural enterprises; (ii) Propose a culturally-appropriate and gender-responsive microfinance strategy for small and medium-sized agricultural enterprises; and (iii) Develop an implementation plan and initiate actions to pilot a *gender-responsive microfinance scheme* for small and medium-sized agricultural enterprises. The undertaking should contribute to livelihood resilience being strengthened in hazard-prone communities by integrating gender-response DRR and sustainable livelihood approaches.

Phase 1 (Estimated time - 12 weeks):

Analyse the existing local environment for financing available to small (<0.5 acres) and medium-sized (0.5-5 acres) farmers, fishers and agri-entrepreneurs

Activities

- a) Meet with the Ministry of Blue and Green Economy, Agriculture and National Food Security; Bureau of Gender Affairs; Dominica National Council of Women (DNCW); Inter-American Institute for Cooperation on Agriculture (IICA); Cooperative Development Division; Kalinago

Council; Dominica Cooperative Societies League Ltd.; Dominica Agricultural Industrial and Development Bank; National Development Foundation of Dominica; Credit Unions; Commercial Banks and other lending institutions; Dominica Export Import Agency (DEXIA), as well as other key Non-Government Organizations (NGO's) within the selected communities such as farmers' associations active in the sector. This will enable the Consultant to understand their perspectives on financing needs and barriers to financing for agricultural development, and to confirm the scope and methodological approach to the assignment, including identification of wider stakeholders to be engaged in the process. This should also be informed by priorities and targets articulated in the Dominica Agriculture Disaster Risk Management Strategy Plan 2020-2030 Towards a Sustainable and Resilient Sector and the Dominica Climate Resilience and Recovery Plan 2020-2030, and with any other emerging policy or strategic documents with analysis of how this work will contribute to those objectives.

- b) Conduct a review of the existing financing instruments and agents serving the sector. The analysis should include, inter alia:
- Types of traditional and non-traditional financing instruments available and their characteristics (average tenor, average interest rates, risk mitigation practices, etc.).
 - Eligibility and documentation criteria.
 - Accessibility issues (geo-location of lenders, operating hours, etc.).
 - Characteristics of financiers (staff complements, capacities, etc.); especially those with high levels of success with agricultural lending.
 - Characterization of agricultural applicants (successful, unsuccessful, defaulting, non-defaulting); including identification of over and/or under-served stakeholders.
 - Case studies of female applicants or case studies of contrasting gender experiences.
 - Volume of applicants, disaggregated by sex, age, location, types of agricultural enterprise (i.e. at minimum by primary or secondary production; crop or livestock production, fisheries), size of enterprise (i.e. acres or number of vessels)
 - % approvals also disaggregated as above.
 - Rejection rates and rationale.
 - % of sector accessing these mechanisms.
 - Default rates.
- c) Identify and analyse the barriers to accessing financing, including disaggregation for specific groupings of persons.
- d) Identify and analyse the best practices to accessing financing including disaggregation for groupings of persons.
- e) Using a sample of no less than 5% of financing recipients, also examine how resources are used and to what extent they improve and can grow and sustain operations.
- f) Analyse success factors or detrimental factors in how the use of the financing impacted farm-level/ agribusiness operations.



Phase II (Estimated time - 4 weeks)

Propose a culturally appropriate gender-responsive microfinance strategy for agricultural enterprises to facilitate the adoption of sustainable approaches and risk mitigation practices, including climate-smart agriculture (CSA), and disaster risk reduction (DRR)/climate change adaptation (CCA) agricultural good practices.

Activities

- a) Undertake a brief review and analysis of relevant microfinancing strategies in the Caribbean;
- b) Conduct in-depth engagement with relevant stakeholders in the financial sector (banks, credit unions, cooperatives, etc.), sector practitioners (farmers, fisherfolk, agri-entrepreneursetc.), development agencies and the government, and modify/design a microfinance scheme (programme and implementation strategy) that will:
 - Incentivize the registration of beneficiaries with the Ministry of Blue and Green Economy, Agriculture and National Food Security, which can be facilitated, and receive agricultural extension services (AES), which provides support and monitoring.
 - Give priority to the most vulnerable, based on an existing or refined set of objective criteria, agreed in consultation with the Ministry of Blue and Green Economy, Agriculture and National Food Security; Bureau of Gender Affairs; Kalinago Council; Dominica National Council of Women; and a representative men's group.
 - Incentivize beneficiaries to directly and routinely invest in improving the hazard and climate resilience of their livelihoods as a business development and lending risk management strategy (to de-risk investment).
 - Support the beneficiaries in designing and implementing a sustainability plan through the agriculture extension service (AES).
 - Provide required training for financial service providers.
 - Provide access to appropriate training for beneficiaries to achieve the above, including business and financial management as relevant.
 - Specify an operational plan to regularly monitor and evaluate the success of the beneficiaries in reaching their objectives, up to 3 years post-programme participation.
 - Articulate clear sustainability and minimum self-sustenance requirements.
- c) While the scheme will receive capitalisation through the UNDP Project, the Consultant shall undertake an analysis of potential donors and in consultation with stakeholders shall identify potential partners/donors/alternative financing mechanisms for this purpose and for ensuring sustainability of the scheme.
- d) Provide evaluation criteria for the selection of a candidate to administer the microfinancing mechanism.

Phase III (Estimated time - 6 weeks)

Develop an implementation plan and initiate action for piloting gender-responsive microfinance scheme.

Activities

- a) Conduct in-depth engagement with relevant stakeholders in the financial sector (banks, credit unions, cooperatives, etc), sector practitioners (farmers, fisherfolk, etc), development agencies



and the government to validate the Microfinance Scheme and to prepare an implementation plan that includes:

- Activities and timelines for the short (1 year), medium (2-5 years) and long term (>5 years) for the roll out and sustainability of the instrument.
 - Details of resources needed (e.g. financial, software, personnel, capacities).
 - Specific, measurable, attainable, realistic and timely (SMART) results framework for monitoring and evaluation.
 - Identification of leading and supporting entities for each step.
 - Internal controls (standard operating procedures, portfolio control risk analysis and mitigation, internal auditing, etc.).
 - Feasibility report including sensitivity analysis.
- b) Examine the readiness of the institutions for executing the micro-finance schemes and work closely with the national authority (the team), to guide the selected financial institution(s) in the establishment of the instrument towards the activation and sustainable execution of the micro financing scheme.

Minimum Qualifications and Requirements

The Consultant should be an individual with the appropriate qualifications and experience in the field of finance and possess a master's degree preferably in Business Administration, Finance, Banking, or any related area and an understanding of gender equality and gender equity. Having qualifications or experience in rural development or similar field would be an asset. The Consultant will have at least 10 years of relevant experience in microfinance, preferably in both advisory and in field management positions with regulated microfinance institutions. The Consultant will have previously developed risk management systems for microfinance or microcredit organizations. The Consultant will have working knowledge of the Caribbean agribusiness environment.

POSITION #2.

Value Chain Specialist/Consultant

Description of Duties

A qualified and experienced Value Chain Specialist Consultant is being sought to undertake an assignment that involves strengthening the value chains for selected commodities and increasing market opportunities and linkages for the value chains chosen. The specific activities and actions required to be undertaken are as follows:

1. Meet with the Ministry of Blue and Green Economy, Agriculture and National Food Security; Bureau of Gender Bureau; Cooperative Development Division; Kalinago Council; National Council of Women; Dominica Export Import Agency (DEXIA); Caribbean Agricultural Research and Development Institute (CARDI); Inter-American Institute for Cooperation on Agriculture (IICA); associations of farmers and other stakeholder groups in the sector. This will enable the Consultant to understand their perspectives on the needs and barriers to resilience and equality in the agribusiness sector, and to confirm the scope and methodological approach to the assignment, including identification of wider stakeholders to be engaged in the process. This should also be informed by priorities and targets articulated in the Agriculture

Disaster Risk Management Plan (ADRM) 2019-2024 and the National Climate Resilience and Recovery Plan with analysis of how this work will contribute to those objectives.

2. *Conduct market analysis of selected value chain:* With stakeholders, there should be a prioritisation of the most critical value chains to focus on. The criteria to determine this may consider, but not be limited to:
 - Economic importance (e.g. contribution to GDP or to sector's output).
 - Number and types (sex and age disaggregated, persons with disabilities (PWD), indigenous groups, migrants) of persons engaged (employed/business owner, formal/informal) in the sector at each stage.
 - Significant research and investment already planned/initiated.
 - Relative climate resilience (including consideration of comparative levels of exposure and vulnerability to hazard or climate change impact).
 - Livelihoods that can be rapidly restored post-disaster.
 - Emerging value (e.g. commodity value and avenues for economies of scope and scale).
 - Existing/growing demand and existing/potential for product and income diversification and job creation.
 - Determine the primary outlets for products in the domestic market and market opportunities within the regional and global markets.
 - Contribution to traditional/cultural practices, social cohesion.

The analysis should include, but may not be limited to:

- Factors influencing its performance, including access to (e.g. contractual agreements or supply exclusions and restrictions, market incentives) and requirements of the end market (e.g. Hazard Analysis and Critical Control Point (HACCP), nutrition labelling).
 - Legal, regulatory and policy environment.
 - Level of coordination and transparency between players in the industry.
 - Horizontal¹ and vertical² mapping of relationships (social connection), linkages (business) and trust (social capital).
 - Type, level and accessibility of support services e.g. from agricultural extension services (AES), financiers, DEXIA.
 - Flows of goods, information and finance through various stages.
 - Quantification of value addition along the chain.
 - Price points and margins (investments, revenues, profits, etc) for actors at different stages, and their changes in time and between chains.
 - Equity in benefits sharing, including gender equity.
 - Identifying challenges and opportunities at each stage to improve contribution of specific actors and the overall performance of the chain.
3. *Analyse barriers and opportunities for integrating greater resilience within priority value chains and develop plan of action:* Following in-depth engagement with stakeholders in the specified value chain(s), propose short (1 year), medium (2-5 years) and long term (>5 years) recommendations for opportunities for improving the resilience to external shocks and the equality of participation and benefits sharing, specifically how they address existing barriers to such. This should include empowerment and increased capacities of women and other vulnerable groups, articulating criteria for determining which groups are the most vulnerable

¹ within same stage of the value chain

² between stages of the chain

to inform future actions. As far as possible, such analytical processes and tools should be able to be applied across other value chains. Recommendations should also demonstrate alignment with the ADRM, climate risk recovery programme (CRRP) and sustainable development goals (SDG) targets.

Once validated with stakeholders, an implementation plan should be developed to implement at least 2 of the recommendations, with buy-in across the value chain. It should include:

- Activities and timelines.
- Identified target groups.
- Identification of leading and supporting entities for each step.
- Risk analysis and mitigation plan.
- Specific, measurable, attainable, realistic and timely (SMART) results framework for monitoring and evaluation.
- Details of resources needed (e.g. financing budget, software, personnel, capacities).
- A plan for long-term sustainability.

4. *Provide Technical assistance for implementation:* Technical assistance should address gaps or barriers that cannot be overcome by the actors without additional specialised support. This should specifically include capacity building on applying climate-smart agriculture and sustainable land management approaches, which should be done in conjunction with the AES to ensure it remains within their capacity to extend throughout the sector in the country.

Minimum Qualifications and Requirements

Master's Degree in Economics, Development Studies; Agribusiness Management/Rural Management/Rural Marketing, or MBA in Marketing.

Excellent knowledge of value chains, marketing systems; understanding of gender equality and gender equity; and private sector development with a minimum of 12 years' experience in a livelihood development project at senior management level in either livelihoods promotion/value chain development/market linkage. Candidate should also have a minimum 6 years of experience working in rural value chains; strong analytical, research and presentation skills and excellent report writing skills.



METHOD OF APPLICATION

Specific Requirement/Information

1. Proposals must be written in Standard English.
2. The Proposal should provide the following information:
 - a. A description of the individual's experience on comparable assignments.
 - b. At least two client references, with information regarding similar services must be provided along with contact information (name, telephone numbers and e-mail addresses).
 - c. Recent CV of the individual.
 - d. A detailed description of the proposed methodology.
 - e. Costs associated with the assignment; these costs should be broken down by activity.
3. The following contact information must be provided:
 - a. Legal Name of Individual(s)
 - b. Full address
 - c. Telephone and Fax numbers
 - d. Email address
4. IICA will be the Contracting Party.
5. IICA's policy requires that vendors provide professional, objective, impartial advice and always, hold IICA's interest paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Vendors shall not be hired for any assignment that would conflict with their prior or current position of not being able to carry out the assignment in the best interest of IICA.
6. Applications should be submitted to the address below no later than 15 July 2020, either:
 - i. in **hard copy** by mail in sealed envelope containing the submissions to include the name and address of the applicant and should be clearly marked with the relevant position for which the application is submitted to:

ATTN: Technical Specialist
Inter-American Institute for Cooperation on Agriculture (IICA)
P.O Box 976
Botanic Gardens, Roseau, Commonwealth of Dominica

or

- ii. by **e-mail**, to the address under subject caption: Application: UNDP Project to:
kent.coipel@iica.int copied to iica.dm@iica.int