BID DOCUMENT
Consultancy Service to conduct data/information collection for a seed production and marketing information network in Ethiopia

Open TENDER No. CRS-SC-2022-52

Date & Time for submission of technical & financial documents:
December 18, 2022 up to 3:00pm Eastern Time

CATHOLIC RELIEF SERVICES- ETHIOPIA OFFICE

ADDIS ABABA

November, 2022
Bid Title: Consultancy service to conduct data/information collection for a seed production and marketing information network in Ethiopia

Catholic Relief Services (CRS) invites interested bidders to submit a quotation in accordance with the requirements of this Bid Document.

<table>
<thead>
<tr>
<th>Date advertised on the newspapers</th>
<th>November 27 and 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline of bid submission:</td>
<td>December 18, 2022 at 3:00 PM</td>
</tr>
<tr>
<td>CRS Point of Contact:</td>
<td>Banchamlak Mulalem: +251-112-788800</td>
</tr>
</tbody>
</table>

Complete Description of Need/Scope of Work/Specifications

CRS Ethiopia seeks a consultant/ firms to conduct data/information collection for a seed production and marketing information network in Ethiopia

Delivery Address/ Place of Performance: As listed in the bid document.

Payment Terms: As per the agreement to be signed between CRS Ethiopia and Selected Service Providing Company/ies

Quotes will be evaluated based on the following Evaluation Criteria:

- Experience in conducting quantitative survey
- Qualifications and experience of lead researchers in the relevant areas
- Understanding of scope of work (via review of sample technical and costed proposal)
- Feedback/recommendation from prior clients (especially from NGOs and USAID)
- Administrative/management capacity and responsiveness
- Least Cost Estimate
- Reasonableness/comprehensiveness of cost

- Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.
- By responding with a quote you are acceptance the requirements as outlined above, including any delivery requirements and payment terms.
- CRS Ethiopia’s invitation to bid is non-binding and in no way obligates CRS Ethiopia to award any contract. CRS Ethiopia reserves the right to purchase this services, to adjust requirements if necessary, or to make no service purchases. Firm commitment to this service purchase is not established until a written order is issued by CRS Ethiopia or contract is signed. CRS Ethiopia will not pay for vendors’ quote preparation costs.
- CRS Ethiopia employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An employee may not accept or solicit any gift, favor or service that might reasonably tend to influence him/her in the discharge of official duties or with the intent to influence official conduct. Similarly, the contractor shall not give or offer bribes, gifts,
gratuities, commissions or any other thing of value to an employee of CRS as an inducement or reward in relation to the contract. If the contractor fails to comply the agreement/contract with the organization will automatically be terminated. If any of the mentioned misconducts occur the contractor can report the incident through phone number: +251 11 278 88 00.

- Note: The Supplier or Service Provider agrees to adhere to the requirements laid out in the Supplier and Service Provider Code of Conduct.

This Bidding Document includes the following sections

Section 1 – Bidder Instructions
- Section 2 – Scope of Work (SOW)

Section 1. Bidder Instructions

The bid / proposal MUST include all the following information. Failure to include all the required information may be considered non-responsive and may result in the disqualification of the Bidder.

1. Interested bidders are expected to fulfill the requirements stated here below.
   - A valid and renewed Business License for the sector
   - Tax Identification Number (TIN) and Value Added Tax (VAT) Certificates.

2. Bids marked as:

   Open Tender No. CRS-SC-2022-52
   Consultancy Service to conduct data/information collection for a seed production and marketing information network in Ethiopia
   Swaziland St. Gulele Sub-city, Enkulu Facraca,
   P.O. Box 6592,
   Addis Ababa, Ethiopia.

4. Please sign and rubber stamp your quotation before sending the document. The scanned copy of the technical and financial documents should be sent through email to S34D@crs.org with the subject line TENDER No. CRS-SC-2022-52 before December 18, 2022 3:00PM Eastern Time.

5. Bids received after the closing date and time will be automatically rejected.

6. Bidders are seriously advised to read and comply with the instructions provided in this bidding document.

7. CRS Ethiopia reserves the right to reject all or parts of this bid.
Section 2. SCOPE OF WORK (SOW)

Feed the Future Global Supporting Seed Systems for Development (S34D) activity

SCOPE OF WORK

<table>
<thead>
<tr>
<th>Activity Title:</th>
<th>CCIR 1.2.5: Establish a seed production and marketing information network at the national and regional levels in Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy title:</td>
<td>Data/information collection for a seed production and marketing information network</td>
</tr>
<tr>
<td>Location:</td>
<td>Addis Ababa</td>
</tr>
<tr>
<td>Duration/No. of days:</td>
<td>55</td>
</tr>
<tr>
<td>S34D contact person:</td>
<td>Dr. Bhramar Dey</td>
</tr>
<tr>
<td>Project:</td>
<td>401735</td>
</tr>
<tr>
<td>Expenditure Organization</td>
<td>346</td>
</tr>
<tr>
<td>Contract:</td>
<td>20284</td>
</tr>
<tr>
<td>Task:</td>
<td>128</td>
</tr>
</tbody>
</table>

**Overview S34D**

S34D is a five-year LWA, funded by the Feed the Future through the Bureau for Resilience and Food Security and by USAID through the Bureau for Humanitarian Assistance. S34D focuses on the livestock sector, seed policies and regulations, forage seed, cultivated forages and feed reserves. S34D is promoting resilient, nutritious, productive and profitable seed systems to contribute to the agriculture-led inclusive economic growth objective of the host government and USAID. S34D is contributing to Ethiopia’s mission to “build modern seed industry to ensure users’ timely access to required seed at the right quality”. There are several factors that contribute to the realization of this mission: 1) Effective development, release, and registration of high-quality varieties, and 2) A vibrant market environment which enables public and private producers to produce, market and distribute seed effectively through multiple channels.

**Background**

One of the bottlenecks identified is mismatches between seed production volumes and farmers’ demand. Currently, Ethiopia faces significant challenges in forecasting effective demand – both in variety and volumes (Seed System Development Strategy, 2020 MoA/ATA). This constraint was repeated as a major bottleneck in every consultation held by S34D. Therefore, S34D initiated an assessment of the current system and processes in place to forecast demand for certified seeds at varietal levels. Furthermore, currently, a market-oriented seed demand assessment system is missing. The system also lacks flexibility to incorporate shifts in demand by farmers/pastoralists (National Seed Policy, 2020).

S34D proposes to establish a seed production and marketing information network at the national and regional levels. This would strengthen national seed demand estimation and local market assessments and support the seed marketing system with ICT (Information and Communication Technology) capabilities, making data and information available on national and regional platforms. It will involve downstream actors in the demand estimation processes.

**Description of Work**

The objective of this consultancy is to collection data/information for a seed production and marketing information network. To provide information, S34D will start with the starter seeds – that is, EGS (early generation seeds) that is produced by the agricultural research centers. In the beginning of this activity, the consultant will collect data for the recent 5 years from the federal agricultural research centers (ARCs). The
variables for which information will be collected will include (but not limited to): crop-variety names, area planted under EGS for each variety, expected yield, harvested yield, amounts of clean seeds (in Kg) disaggregated by basic, pre-basic, and breeder seeds. Other fields will be identified as necessary.

Once the information is collected, the consultant will create a dashboard for use by the ARCs that displays infographics based on the dataset.

**Output:** Information on EGS for a variety of crop seeds from all the federal ARCs are available in the market for seed producers to use.

### Activities, deliverables, and due date:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Location</th>
<th># days</th>
<th>Deliverables</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selection of the federal ARCs and the variables. Design the data collection template</td>
<td>Ethiopia, Addis</td>
<td>3</td>
<td>Data set template</td>
<td>2 weeks from contract start date</td>
</tr>
<tr>
<td>2. Stakeholder outreach and sensitization of the activity needs</td>
<td>Ethiopia, Addis</td>
<td>2</td>
<td>Outreach conducted</td>
<td>2 weeks from contract start date</td>
</tr>
<tr>
<td>3. Collect information</td>
<td>Ethiopia, Addis</td>
<td>35</td>
<td>17-18 data sets collected from the 17 or so federal ARCs</td>
<td>6 weeks from contract start date</td>
</tr>
<tr>
<td>4. With CRS input and guidance Design infographics in PowerBI to create usable dashboards</td>
<td>Addis Ababa</td>
<td>5</td>
<td>Thematic dashboards delivered in PowerBI</td>
<td>8 weeks from contract start date</td>
</tr>
<tr>
<td>5. Disseminate and launch the dashboards via workshop</td>
<td>Addis Ababa</td>
<td>5</td>
<td>2 workshops conducted (in-person or virtual); Convening report produced.</td>
<td>10 weeks from contract start date</td>
</tr>
<tr>
<td>6. Outreach to regional research centers to demonstrate outputs and gauge interest for replication at the regional levels.</td>
<td>Region, woreda and kebele TBD</td>
<td>5</td>
<td>Data collected synchronized to the system</td>
<td>11 weeks from contract start date</td>
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</table>

**Period of Performance:** The period of performance is from December 2022 till April 2023. Maximum 55 billable days.

**Payment Methodology:** First payment after deliverables 1 and 2 have been completed and have been approved; Second payment after approved deliverable 3; final payment after deliverables 4, 5, and 6 have been completed and approved by CRS.

**Note:** Travel costs will be reimbursed/paid for by CRS upon prior written approval.

**Requirements/Qualifications**

- Master's degree seed systems economics, Sustainable Livestock Production and Sustainable Bioeconomy, or another equivalent quantitative field. Ph.D. preferred.
- Must have superb experience on working knowledge of EIAR and federal ARCs.
- At least 15 years' experience working in seed systems, forages and animal feed in Ethiopia.
- Established track-record of dealing with ODK and other open-source data collection forms.
- Experience with PowerBI is preferred.
- Demonstrated experience in leading assessments and conducting Key Informant Interviews (KII) and Focus Group Discussions (FGD).
- Field experience in Ethiopia, working with national and regional governments, pastoral communities and partners, and especially with the ARCs.
- Superb collaboration skills to work with a diverse set of partners, especially with Ethiopian stakeholders.
- Must demonstrate national expertise and leadership.
- Excellent communication in English and a local vernacular.
- Must be an Ethiopian citizen.

Application procedure:
For consideration of this Scope of Work, submit the following information to S34D@crs.org by December 18, 2022: Current Curriculum Vitae, (maximum 4 pages) which specifically addresses the points in the requirements above, three referees; proposed daily rate as well as daily rates/fees for last three clients. All submissions should include subject line: TENDER No. CRS-SC-2022-52.