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

**SCOPE OF WORK**

**Activity title:** CCIR 1.3.5 Facilitate and conduct a stakeholder discussion session on seed reserves

**Consultancy title:** Pros and cons of seed reserves in Ethiopia

**Duration/No. of days:** maximum billable days 35 Workdays

**S34D contact person:** Administrative Contact: Jason Sullivan ([jason.Sullivan@crs.org](mailto:jason.Sullivan@crs.org))

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**Overview S34D**

The Feed the Future Global Supporting Seed Systems for Development activity (S34D) is a five-year Leader with Associates Award Cooperative Agreement, funded by the Feed the Future Initiative through the Bureau of Resilience and Food Security (RFS) and by USAID through the Bureau for Humanitarian Assistance (BHA). The overarching goal of S34D is to improve the functioning of national seed sectors in an inclusive manner in our focus countries. The activity aims to meet its goals by increasing the capacity of each of the seed systems to sustainably offer quality, affordable seeds of a range of crops (Objective 1) and increasing collaboration and coordination among all seed systems actors and actions (Objective 2). This integrated approach is further strengthened by cross-cutting IRs that seek to improve policies and practices that support pluralistic seed systems, rather than focusing on individual parts of each system.

**Background:**

Ethiopia witnessed severe recurrent droughts over the past 30 years leading to hundreds of million dollars in foreign emergency aid. As a result, Ethiopia contemplates to set up a national seed emergency system that could effectively respond to emergencies caused by disasters. Within that system, the desire is to develop a national emergency seed reserve strategy which includes a pathway to create and maintain seed reserves. This would enable application of effective responses to specific seed security constraints. The strategy would also include approaches that aim to improve effectiveness and sustainability of existing seed emergency programs organized by the NGO community.

**Description of Work:**

The objective of this consultancy is to facilitate discussions with both national and international experts to derive the pros and cons of developing and maintaining seed reserves, and to inform the Ethiopian government and stakeholders about these pros and cons. The consultant will first identify national and international stakeholders and conduct both remote, and in-person (pending Covid19 pandemic moratoriums) key informant interviews, compile information and present findings through a facilitated workshop with national decision-makers and stakeholders. As part of the interviews of key informants, the consultant will also explore and illustrate possible country case studies that have or had national/local seed reserves.
### Deliverables:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverables</th>
<th>Location</th>
<th>Due date</th>
<th>Max. no. of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A literature review of cases where seed reserves exist and how they function as well as, governed.</td>
<td>5–7-page (11 point font) literature review with annexes (if any).</td>
<td>Remote</td>
<td></td>
<td>6</td>
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<tr>
<td>2. Develop a list of stakeholders who would be interviewed for gathering information. Develop a survey instrument for interviewing the stakeholders</td>
<td>List of informants. Survey instrument.</td>
<td>Remote</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>3. Conduct interviews and collect data. Compile, analyze and produce first draft of results and findings</td>
<td>Draft report (no more than 15-20 pages)</td>
<td>Ethiopia</td>
<td></td>
<td>15</td>
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<tr>
<td>4. Prepare a presentation deck to conduct a validation workshop and share findings and recommendations.</td>
<td>Presentation deck; validation workshop; minutes from the workshop</td>
<td>Remote</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5. Compile all feedback and comments to finalize report and associated annexes for publication</td>
<td>Report finalized</td>
<td>Remote</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>6. Prepare and support in presentation through a global webinar</td>
<td>Global webinar</td>
<td>Remote</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total number of days</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>35</strong></td>
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**Communication:**
Communication will include regular skype meetings and discussions around time of submission of deliverables.

**Period of Performance:** maximum billable days 35 workdays between March 28 and July 31, 2022

**Payment Methodology:**
Payment will be made upon satisfactory completion of deliverables.

**Qualifications:**
We are looking for a dynamic individual or a team of experts in seed policy. The candidates should fulfill the following criteria:

- Master’s degree required in agriculture or related field. Degree in seed policy preferred.
- An advanced degree such as Ph.D is preferred.
- Fluent in the knowledge and recent updates in the seed sector in Ethiopia.
- Demonstrated experience working in the seed policy and regulation space.
• Must have experience and knowledge with facilitating seed policy dialogues with national and international stakeholders.
• Experienced with implementing seed policies into practice on the ground – especially at the last mile.
• Excellent network and relationships with key government and national stakeholders in the agriculture, seed system or seed policy sector in Ethiopia.
• Must be an Ethiopian national.
• Fluent in English and Amharic.

Application Components:
Applicants must submit the following:

1. Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables. (Document cannot exceed 3 pages single-spaced.)
2. Compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (number of billable days) to complete the assignment.
3. Resume/ CV.
4. Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

Proposal Deadline
All proposals must be received by Jasmine Ferrell to jasmine.ferrell@crs.org no later than March 3, 2022 [11:59 PM EST for electronic submission]. The solicitation name “RFP US4128.02.22 Pros and cons of seed reserves in Ethiopia” must be included in the subject line.

Q&A Opportunity
Prospective bidders may submit any clarification questions to Jasmine Ferrell at jasmine.ferrell@crs.org, by February 24, 2022. Responses will be provided to any known prospective bidders on February 28, 2022.

Terms of Payment
The consultant/s shall be compensated for provision of the deliverables outlined above. Payment shall be processed after all work is completed upon receipt and approval of an invoice. Payment terms are net 30 days. Payment will be made according to the following schedule. All work will be considered complete once the following milestones are complete:
### Milestone

1) Deliverables 1, 2 and 3: 74% of contract total

2) Deliverables 4, 5 and 6: 26% of contract total