Nutrition-Sensitive Agriculture Value Chain Chapter
Scope of Work

<table>
<thead>
<tr>
<th>Consultancy Title</th>
<th>Nutrition-Sensitive Agriculture Value Chain Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP number</td>
<td>US4945.07.2022</td>
</tr>
<tr>
<td>Location</td>
<td>Remote</td>
</tr>
<tr>
<td>Contract Duration and LOE</td>
<td>August 7 – Sept 30, 2022 Estimated LOE: 15 days</td>
</tr>
<tr>
<td>Due date for clarifying questions</td>
<td>July 14, 2022</td>
</tr>
<tr>
<td>Due date for full proposal</td>
<td>July 25, 2022</td>
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I. About CRS
Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

As an organization that celebrates and promotes diversity and inclusion, and which is committed to the ongoing work of racial equity and anti-racism, we welcome applicants of all backgrounds. CRS strongly encourages students from HSIs (Hispanic-Serving Institutions) and HBCUs (Historically Black Colleges and Universities) as well as all students who identify as Latinx and/or BIPOC (Black, Indigenous, People of Color) to apply.

Lastly, we welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

II. Background
CRS’ markets programming is committed to a triple bottom line that prioritizes people, the planet and profit. We prioritize people by supporting agro-enterprises to generate local employment, mitigate risk and decrease barriers to entry. We work with smallholder farmers to strengthen their economic viability and promote inclusive value chains that are profitable for everyone involved by linking them to equitable markets. CRS helps farmers build relationships with traders, processors, exporters and lead firms, so farmer organizations are competitive businesses within value chains.

To support CRS’ value chain programming, CRS produced the Value chain tool kit in 2019. The toolkit provides methods to support staff to design and implement value chain projects that male and female farmers can equitably and effectively engage and benefit. Although the toolkit includes a nutrition factor in selecting value chains to support within a specific geographical location, there is a need to include a chapter to specifically support staff with designing nutrition-sensitive value chain. The consultant will draft one chapter on nutrition-sensitive value chains to be included in the toolkit as well as provide suggested revisions to better incorporate nutrition within the existing toolkit.

III. Key Consultancy Responsibilities
The consultant will:
- Review and provide suggested revisions to incorporate nutrition-relevant content within the existing Value Chain Toolkit.
- Review the toolkit to understand the structure and writing style of the document.
• Review latest published and grey literature on nutrition-sensitive value chains as input into revisions and new chapter
• Draft a chapter on nutrition-sensitive value chains to be integrated directly into the toolkit. Citing resources appropriately.
• Revise content based on two rounds of feedback

IV. Deliverables and Estimated LOE

• CRS Value Chain Toolkit with suggested revisions
• First draft chapter on nutrition-sensitive value chains
• Second draft chapter on nutrition-sensitive value chains
• Final chapter on nutrition-sensitive value chains (not edited nor laid out)

Below is a list of specific deliverables under each tasks that the consultant will produce. In addition, is an estimated number of working days it will take to complete each deliverable:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Activity</th>
<th>Estimated LoE</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>CRS Value Chain Toolkit with suggested revisions</td>
<td>Hold virtual meeting to discuss consultancy expectations, timeline and deliverables</td>
<td>5 days</td>
<td>August 9</td>
</tr>
<tr>
<td></td>
<td>Review of value chain toolkit for inclusion of nutrition-relevant content</td>
<td></td>
<td>August 22, 2022</td>
</tr>
<tr>
<td>First draft chapter on nutrition-sensitive value chains</td>
<td>Drafting chapter on nutrition-sensitive agriculture value chains to be included in value chain toolkit.</td>
<td>7 days</td>
<td>August 31, 2022</td>
</tr>
<tr>
<td>Second draft chapter on nutrition-sensitive value chains</td>
<td>Hold call to discuss first round of review comments and suggested revisions</td>
<td>2 day</td>
<td>September 2nd</td>
</tr>
<tr>
<td></td>
<td>Revise chapter based on feedback</td>
<td></td>
<td>September 9, 2022</td>
</tr>
<tr>
<td>Final chapter on nutrition-sensitive value chains (not edited nor laid out)</td>
<td>Hold call to discuss second round of review comments and suggested revisions</td>
<td>1 day</td>
<td>September 13, 2022</td>
</tr>
<tr>
<td></td>
<td>Revise chapter based on feedback</td>
<td></td>
<td>September 20, 2022</td>
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A firm work schedule will be established once the consultant is on board and as per the Key stakeholders’ availability.

Key Working Relationships:
Internal: Senior Technical Advisor for Gender-Sensitive and Nutrition-Sensitive Agriculture, Senior Technical Advisor Market Systems and Value Chains
V. **Qualifications:**

**Education and Experience**
1. Minimum of master’s degree in agriculture, marketing, international development, nutrition-sensitive agriculture or a related field.
2. Sound understanding of nutrition-sensitive value chains
3. Nutrition-sensitive agriculture field experience of at least 5 years, preference for field experience in working directly on nutrition-sensitive value chains
4. Fluency in English
5. Strong written and verbal communication skills
6. Experience with web-based collaboration and communication systems technologies
7. Strong analytical skills

**Personal Skills**
- Self-directed and motivated with ability to work independently and remotely
- Proactive, resourceful, and results-oriented
- Strong interpersonal and communication skills

VI. **Application Components:**

Applicants must submit the following:
- 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.)
- 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.
- Resume/CV.
- 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 sent to gscmconsultancies@crs.org no later than July 25, 2022 [11:59 PM EST for electronic submission]. The solicitation name “US4945 Nutrition-Sensitive Agriculture Value Chain Chapter” must be included in the subject line.

**Q&A Opportunity**
Prospective bidders may submit any clarification questions to gscmconsultancies@crs.org, by July 14, 2022. Responses will be provided to any known prospective bidders on July 18, 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 schedule – Fixed Price**

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Based on the approved deliverable</th>
</tr>
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<tbody>
<tr>
<td>September 15</td>
<td>Deliverable 1 and 2 listed above</td>
</tr>
<tr>
<td>September 30</td>
<td>Deliverable 3 and 4 listed above</td>
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