



Terms of Reference

Short Consultation On

**“Developing Botswana Livestock and Fish Master Plan (BW-LFMP), and
Donor Seminar Concept Notes and
Conducting Stakeholders’ Validation and Donor Seminar.”**

**Within the context of Supporting Member States Incorporating Livestock in their National
Agricultural Investment Plans, NAIPs”**

LIVE2AFRICA PROJECT

1. Background

AU-IBAR’s Live2Africa project has the mandate to “Support Mechanisms, policies, and Strategies, for the Development of Animal Resources” for the Member States”. In light of the previous, AU-IBAR has been leading activities aiming to support the Member States to incorporate Livestock in the NAIPs of the eleven (11) selected countries with the contribution of stakeholders and national and regional experts. The list of selected MSs are:

- i. Central Africa: Cameroon and Chad; and Republic of Central Africa
- ii. Eastern Africa: Kenya and Rwanda;
- iii. Northern Africa: Egypt and Morocco;
- iv. Southern Africa: **Botswana** and Lesotho; and
- v. Western Africa: Burkina Faso, and Ghana

Two consultative workshops were conducted for this purpose. The first was conducted in Cairo, Egypt in the period 30th October to 1st November 2019 , while the second was in Accra, Ghana in the period 10th to 12th March 2020, with the overall objective: “To assist Member States to incorporate Livestock in Their Malabo Compliant NAIPs”. Findings of the two workshops indicated priority of developing the Livestock Master (investment) Plans (LMPs) for the supported Member for promoting their inclusion of Livestock in the NAIPs, and the classification of the 11 MSs into three groups:

1. Two MSs are in the phase of LMP implementation (Rwanda and Ethiopia).
2. Two MSs are in the process of preparing their national LMP-CN (Egypt and Kenya).
3. Six (6) MS (including **Botswana**) are in the process of preparing their national LMP-CN.

2. Aim of the Consultancy

To support Botswana in developing the national Livestock and Fisheries Master Plan and Donor Seminar Concept Notes and Work plans, and conducting Donor Seminar to mobilize resources to develop the BW-LFMP, as a step to support Botswana to incorporate Livestock in the National Agricultural Investment Plan.

3. Objectives of the Consultancy

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- ✓ To develop Botswana Livestock and Fish Master Plan Concept Note (BW-LFMP-CN).
 - ✓ To stakeholder-validate the developed BW-LFMP-CN and finalize it accordingly.
 - ✓ To analyze opportunities for investment actors and potential funding agencies for the development and implementation of the BW-LFMP.
 - ✓ To develop the CN/TOR for the Donor Seminar (BW-DS), including a list of participants and agenda to attract donors to fund the development and implementation of the Botswana-LMP.
 - ✓ To support conducting the BW-DS to help to mobilize resources for the development of the BW-LFMP.
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4. Proposed activities

- a. To conduct the consultative study to develop Botswana LFMP Concept Note (BW-LFMP-CN), with the highest qualified manner to accurately reflect the investment potentiality of the Livestock and fish sector in Botswana and to attract international donor and technical support agencies to fund and provide technical support for the development and implementation of BW-LFMP.
- b. To develop the TOR / CN for Botswana LFMP Donor Seminar (BW-LFMP-DS) indicating potential stakeholders and partners, implementation actors, potential funding agencies, the work plan and agenda of the seminar, and the detailed implementation budget breakdown.
- c. To conduct the Donor Seminar for support mobilizing required resources for the development of BW-LFMP.

The BW-LFMP-CN will cover, but not limited to:

1. *Background:*

General objectives of livestock development in Botswana:

- key-value chains in the Livestock and Fish Production Sector.
- Key production systems.
- Agri-ecological zones and climate factors.
- Institutional organizations of the sector
- Policies and legislation frameworks.
- Animal health and veterinary service.
- Livestock and Fish early warning and disaster management.
- Sector development constraints and gaps.
- The proposed role of Botswana Livestock and Fish Master Plan (BW-LFMP) in the Development of the Livestock/Fish production Sector in Botswana.

2. *Justification of the LFMP project*

3. *Description of BW-LFMP project*

- 3.1. Implementing Partners/stakeholders and partnership modalities.
- 3.2. Guidelines for selecting LFMP Team (local and international).
- 3.3. Objectives, results, outcomes, and outputs
- 3.4. Description of stages of LFMP
- 3.5. Detailed Workplan
- 3.6. Monitoring and evaluation of implementation.

4. *Cross-cutting issues.*

- 4.1. Gender and Equity
- 4.2. Women Empowerment and youth engagement.
- 4.3. Climate Change and Environment
- 4.4. Resilience and Sustainability.
- 4.5. Livestock-sourced Food Safety and Quality Control.
- 4.6. Food Security and Nutrition

5. Required Consultants

5.1. A main consultant is sought to:

1. Develop the draft BW-LFMP-CN
2. Present the draft BW-LFMP-CN in a stakeholder validation meeting and collect inputs/comments.
3. Improve and finalize the BW-LFMP-CN with adopting stakeholder inputs/comments.
4. Develop the TOR/ CN for the investment Seminar.
5. Contribute to the Donor Seminar in presenting and discussing the developed Concept Note.

Deliverables of consultant:

- (i) An accepted Inception Report and work plan for the consultation (within 10 calendar days from the date of signing the contract).
- (ii) The final version of the BW-LFMP-CN.
- (iii) Final TOR/CN for Botswana-Donor Seminar.
- (iv) Final report on the Donor Seminar.

Qualifications and Competencies:

1. At least Five (5) years' experience in developing and working in livestock development and investment plans, preferable the livestock master plan approach.
2. At least 5 years experience in economic analysis of livestock sector.
3. Proven record of familiarity with livestock policies and strategies, legislations, and institutional capacity, including those for NAIPs and CAADP implementation.
4. Proven record of facilitating stakeholders' consultations.
5. Proven record of experience in conducting national consultations and reporting.
6. Good interpersonal skills and ability to work with people of different cultures and professional backgrounds.
7. Fluency in English; bilingual French/English will be of add value.

Evaluation criteria and scores

Criteria	scores
Qualifications / Education (in relevance to the consultation).	15
General experience criteria (in relevance to the consultation).	20
Specific experience criteria (in relevance to the consultation).	40
Methodology and approach of the consultation implementation plan	10
Other skills (reporting/writing, interpersonal, data analysis, etc.)	10
Proficiency in AU Language	5

5.2. A Focal Person/Field Facilitator is sought to:

1. Contribute to data collection (desk reviews, KII and FGD) and provision for the consultant.
2. To contribute in consultation reports presentation to the stakeholder validation meeting and collect inputs/comments.

Qualifications and Competencies:

1. Proven record of experience in animal production and/or veterinary services.

2. Experience in working with livestock and Fish stakeholders and accessing source of information.
3. Experience in economic analysis of livestock sector.
4. Familiarization with livestock policies and strategies, legislations, and institutional capacity.
5. Experience in facilitating stakeholders' consultations.

Evaluation criteria and scores

Criteria	scores
Qualifications / Education (in relevance to his/her function in the consultation).	15
General experience criteria (in relevance to his/her function in the consultation).	20
Specific experience criteria (in relevance to his/her function in the consultation).	40
Other skills (data management and analysis, communication, reporting, interpersonal, etc.)	20
Proficiency in AU Language	5

6. Supervision

The consultants will be under the overall mandate of the Director, AU-IBAR, but will be supervised by the Animal Production, NRM, and Resilience Expert.

7. Remuneration of the Assignments for Developing the BW-LFMP and BW-DS CNs

7.1. For the main consultant

A total number of Twenty (20) working days within the period of 45 days. The Donor Seminar will be conducted in 4 weeks period following the finalization of both the BW-LFMP and BW-DS Concept Notes and agenda.

7.2. For the Field Facilitator/Focal Person

A total number of Fifteen (15) working days within the period between date of signing the contract to the date of delivery of final BW-LFMP-CN.

8. Budget and Payment

8.1. For the Consultation:

A daily honoraria rate of USD 300 (three hundred US dollars) will be provided for a total consultation period of 20 days for the Main Consultant (the total nominated amount is USD 6,000) and 15 days for the field facilitator/Focal person (the total nominated amount is USD 4,500). An advanced payment of 30% will be made upon the delivery of accepted Inception Report (that will be developed by the Main consultant and the focal person) and invoice. The payments up to the 100% of the contract value amount, as specified in the current TOR, will be made upon the provision of an invoice and submission of the accepted Deliverables and conducting the Donor Seminar, as indicated in this TOR.

8.2. For conducting the stakeholder validation meeting and Donor Seminar

For conducting the Stakeholder consultative meeting and the Donor Seminar, a total amount of USD 29,000 (Twenty five thousand US dollar) will be nominated. Travel is not envisaged but should it be required, an air ticket and DSA will be paid where applicable, according to AUC rules and regulations.

9. Status and responsibilities of the consultant

The contracted consultant for the Short Consultancy Mission is not engaged as an employee of AU-IBAR and therefore is entirely responsible for his/her own medical and life insurances. There will be no other entitlements.

The consultant will have no authority to incur any liability or make any commitment on behalf of AU-IBAR, nor will hold himself/herself out as being an employee of AU-IBAR.

As an independent consultant, he/she will be solely responsible for any tax, national insurance contributions and any other similar payments and will keep AU-IBAR indemnified against any claims or costs in relation to those matters.

10. Ownership of information and confidentiality

Any information arising out of this work is the property of AU-IBAR and Botswana government and should be available on request. The consultant should obtain a written agreement from AU-IBAR before divulging information relating to the study to any third party.

11. Application

Applicants are required to submit the following:

- A technical proposal: Letter of Interest, stating why you consider yourself suitable for the assignment, and provisional workplan with cost estimate for conducting the study.
- Personal profile on handling related assignments.
- Personal CVs for individual consultant highlighting qualifications and experience associated with the consultancy field of expertise.
- Technical proposal shall not exceed five pages

Please ensure that the attached Declaration Form is duly filled in, signed, and stamped.

The Declaration form has to be submitted together with the other requirements (*Curricular Vitae, and Technical Proposal*). Failure to do nullifies your application.

Please note that the attached Personal Data & Privacy Statement is for their perusal and notice. It requires no action

12. Deadline

The deadline for the offer is **22nd October 2021** 17.00 EAT

13. Submission of Proposals

The email address for submission of the proposals is: procurement-211001-1@au-ibar.org.