

Terms of Reference

IDH Sustainable Trade Initiative

Capturing lessons learned and synthesizing a report from the Dembel¹-Shalla Sub-Basin Sustainable Landscape program, Ethiopia

1. Introduction

IDH accelerates and up-scales sustainable trade by building impact-oriented coalitions of front running companies, civil society, governments, knowledge institutions and other stakeholders in several commodity sectors. IDH brings together businesses, governments, farmers, communities, and civil society to build sustainable governance models in tropical commodity sourcing areas, or landscapes.

Through our production, Protection, Inclusion (PPI) approach, IDH drives sustainability from niche to norm in mainstream markets, delivering impact on areas where agricultural products are grown sustainably (Production), forests and natural resources are safeguarded (Protection), and communities thrive (Inclusion).

Our approach (also known as a jurisdictional or integrated landscape approach) is a framework for inclusive and multi-sectoral land use management and territorial development. Local or state government, private companies, civil society, producers, smallholders, NGOs, and any relevant stakeholders for a given area are integrated into the inclusive governance structure for that area, by being part of landscape coalitions. Coalition members are in charge of defining the vision for their landscape and accompanying targets (through what is called a Production-Protection-Inclusion Compact) as well as identifying and supporting projects that will contribute to the achievement of the targets defined in the PPI Compact. IDH currently works in 22 landscapes globally to co-develop sustainable development solutions with local and international stakeholders.

On basis of these Terms of Reference (“ToR”) IDH aims to select a consultant to collect key learning & insights from its Sustainable Landscape Program² in the Dembel-Shalla Sub-Basin (DSSB) in Ethiopia, which will be coming to a completion by mid-2023. The consultant is expected to develop a synthesis report that takes stock of all achievements, success factors and challenges linked to the program so the lessons learnt can be used primarily IDH to fine tune future program approaches but also by the program partners and other stakeholders who are interested and or affected by what happens in DSSB landscape.

¹ Formerly known as Ziway, hence the sub basin used to be called Ziway Shalla sub basin, and the lake was called Lake Ziway. Also, the town of Ziway in which the lake is found is now called Batu town

² In the early years, the program was called Initiative for Sustainable Landscape (ISLA). Now called, Landscapes program



2. Background on the sustainable landscape program of Dembel-Shalla Sub-Basin

Dembel-Shalla Sub-Basin is part of the Great African Rift Valley and is home to four major Rift Valley lakes within its jurisdiction: Lake Dembel (formerly Ziway), Abijata, Shalla & Langano. About 60% of the sub-basin is situated in the Oromia region and about 40% in the former Southern Nations Nationalities & Peoples Regional State (SNNPR). It covers an area of about 14,744 km².

The sub basin has a good natural resource base (land, water, climate, human resources) that makes it suitable for a wide range of sectors to thrive including tourism & hospitality (>10 lodges & hotels), horticulture, particularly export flowers (>4 million stems of flower produced per day) and fruit & vegetables, mostly for local market (produced by >5000 smallholder farmers), livestock rearing & processing for export, production of rainfed cereal crops by smallholder farmers, artisanal fishery, etc.

However, the sub basin is also under enormous pressure from anthropogenic and natural influences that jeopardize the sustainability of the ecology and the socioeconomic endeavors it supports. The various sectors mentioned above are mostly practiced in a way that is neither holistic nor considerate of the carrying capacity of the ecology. This threatens the landscape's ability to sustain itself as a system and to provide optimal economic and social benefits to its inhabitants. Particularly, the use and management of water by commercial and subsistence farms is not well planned and regulated, leading to excessive abstraction and uncontrolled release of polluting agrochemicals, resulting in decline of water quality & quantity. Similar challenges occur in land use where poor farming practices including deforesting remnant woodlands to expand farmland, ploughing lake buffer zones, unregulated use of agrochemicals lead to land degradation (desertification, gully formation lake sedimentation, etc). The widely practiced livestock rearing, usually poor breeds, by communities marked by ownership of large number of livestock trekking long distances for water & grazing pasture is also unproductive with limited milk and meat productivity. Similarly, the livelihood options that most of the communities resort to are limited and not as rewarding and are also heavily dependent on exploiting natural resources unsustainably.

These challenges in water, land and livelihoods, unless they are collaboratively addressed, will jeopardize the sustainability of the ecology and the socio-economic development of Dembel Shalla Sub Basin and its inhabitants. It was with this understanding that IDH came to the sub basin in 2015, to offer key stakeholders the opportunity to work in a multi-stakeholder platform to create common understanding of the opportunities & challenges DSSB faces and jointly find sustainable solutions.

Subsequently, IDH convened key stakeholders from private, public, NGOs and smallholder farmer organizations into a platform later named Dembel-Shalla Sustainability Partnership (DSSP). IDH then started facilitating dialogue among the stakeholders to create common understanding on the sustainability challenges the sub basin faces and identified priority areas for joint actions. Since the start of the program in 2015, *IDH took the role of a convenor, co-designer and co-financier* of more than 10 projects implemented in the period 2015-2023 with stakeholders who became members of the platform (see list of project and partners in Annex 1).



While the program delivered many results, the challenges that the sub-basin faces and the opportunities that can be harnessed, still need much collaborative work. In the other hand, the IDH supported program is coming to an end by mid-2023, as do all projects that are linked to this funding. To ensure a smooth transition to a new phase, IDH and the DSSPP members have, since 2021, been collaborating to ensure a phase over of the platform leadership and joint projects to members, so the work can contribute and be scaled up. **It is in this context of the program's end that IDH is looking for a consultant to develop a lessons learnt synthesis report for the program.**

3. The assignment

3.1 Objectives

The overall objective of this assignment is to capture the lessons learnt and synthesize a report by duly reflecting on the landscape program in the Dembel-Shalla Sub-Basin in Ethiopia.

By working very closely with IDH ISLA Ethiopia team, the consultant shall compose a report that will include at the minimum the contents below but also other key components s/he deems useful

- Tell the story of the program, the partners and the team from its inception until the closure (from 2015 until early Q2 of 2023), with a focus on how the strategy has evolved over time, to adapt to the changing situation in the landscape but also the program fine-tuning at organizational level
- Review achievements made & challenges faced by IDH and program partners including those who implemented the projects in the field or co-financed projects or contributed knowledge, etc
- Provide perspectives of stakeholders who were part of the Dembel-Shalla Sustainability Partnership (public sector, private sector, NGOs, CBOs), focusing on:
 - o Program achievements
 - o Program additionality
 - o Program sustainability
- Draw the lessons learnt from the program and field-level projects, with a focus on the following:
 - o Success factors of the program (both the convening work and field level projects)
 - o Hurdles faced by the program over the years
 - o Recommendations on how some of these challenges could have been addressed or could be addressed moving forward
- Provide an overview of the IDH exit strategy: how the exit strategy is structured and partners views on how it could be further strengthened.

3.2 Proposed methodology

The consultant shall use a mix of desk review and program partners, including in depth sessions with the IDH Landscapes team to collect key information and insights.

For this purpose, the following materials will be made available to the consultant once selected

- The program 2016-2020 Evaluation
- Reports of field level projects



- The program Theory of Change (the different versions through the years)
- Meeting minutes of the DSSP platform & program newsletters published by the program team
- Results from Value Monitor questionnaire (questionnaires developed to capture information on the value & benefits stakeholders got out of the IDH convening activities)
- Contact details for the partners to be included in the interview sessions

Regular calls (weekly) will be scheduled with the consultant during the assignment period to clarify any questions the consultant may have and to guide the development of the report by the team

3.3 Selection Procedure

The procedure and timeline will be as follows:

Procedure	Timeline
ToR published calling consultants to submit proposal for the assignment	20 Feb 2023
Deadline for submission of proposals	3 March 2023
Evaluation of the proposals by IDH & selection of the final candidate for the assignment	10 March 2023
Start of assignment	13 March 2023

The assignment will be awarded to the consultant with the most technically and economically advantageous proposal. IDH will reject the proposal if any illegal or corrupt practices have taken place in connection with the proposal submission or selection procedure.

Questions regarding the assignment or the ToR may be submitted by e-mail to [Mahlet Bekele on bekele@idhtrade.org or Hailemariam Kibret on kibret@idhtrade.org with an email subject: "Questions on IDH ISLA Ethiopia lessons learnt capturing assignment". It is the consultant's responsibility to ensure this exchange does not affect his/her timely submission of proposal

3.4 Proposal requirements

IDH is requesting the consultant

1. To submit a proposal of maximum 5 pages on how s/he intends to carry out the assignment (methodology) and additional pages including his/her company profile(if applicable), CV, sample work excerpt or links (at least 3) and contactable references(3).
2. The proposal must be handed in a MS Word as well as a PDF submission to facilitate any copy-and-pasting of content that we may need during evaluation.

The proposal must at least include:

- a. A succinct, well-documented approach addressing the requirements set out this ToR. We request that the proposal structure include the contents outline indicated under section 3.1 (Objectives)



- b. Maximum of three client references and a sample of previous work relevant to the deliverables this ToR (insights/lessons of a program, media briefs on project closure, evaluation reports etc)
- c. Budget presented in Euros (including VAT) with a break-down of days/rate within assignment timeline indicated in this TOR. Transport and accommodation cost for the interview with partners will be separately organized by IDH so do not include those in your cost breakdown
- d. Completed detail request form (annex 3)
- e. Copy of most recent (audited) financial accounts/company details (renewed registration certificate, VAT number (if applicable to the consultant, if not, please express clearly your mode of consulting work as it is important for tax deduction during payment)

The proposal must be submitted to [Mahlet Bekele on bekele@idhtrade.org and Hailemariam Kibret on kibret@idhtrade.org with CC to Violaine Berger on berger@idhtrade.org before or by 3rd March before 17:30pm East Africa time.

The proposal will be assessed based on the following selection criteria:

Component	Criteria	Max. Grading
1 Proposal overall	The extent to which the Consultant demonstrates that a clear design and development process will be followed and how s/he plans to adequately engage IDH for input during the design & development	5
2 Track record	The extent to which the Consultant presents the required level of expertise and knowledge to fulfil the requirements. Including <ul style="list-style-type: none">- Experience in program reviews and/or evaluations for learning and dissemination purposes- Proven analytical skills to synthesize summary of technical & strategic program matters- Experience in story-telling & writing captivating reports in a well-articulated manner for local & international audience (in English)- Experience in qualitative interviews- Familiarity with Environment & Agriculture sectors opportunities and challenges- Excellent knowledge and understanding of the local language (Amharic and if possible Oromifa also)- Relevant experience in learning communications & dissemination- Experience in the non-profit sector and project implementation will be advantageous	10



The final selected Consultant will be contracted via a letter of assignment (LOA) following IDH's Terms and conditions (Annex 4).

4. Deliverables

Upon selection, the consultant shall follow these procedures to competently deliver on the assignment:

Procedure after being selected for the assignment	Deadline
Consultant to have a meeting with IDH ISLA Ethiopia team to gather and understand IDH's story of the program & attend the final all partners meeting in Batu	13 & 15 March 2023
Consultant to submit an Inception report focusing on the methodology to collect & analyse the data (s)	24 March 2023
IDH team to approve inception report or recommend revision if necessary	29 March 2023
Consultant to make desk review of documents provided by IDH on the program journey	30 March -6 April 2023
Consultant to touch base with IDH team for any clarification on desk review and confirming planned interviews with stakeholders	7 April 2023
Consultant to conduct one-on-one interviews with selected partners of the program as listed in Annex 1 (Government(at least 3 representing local/regional and federal govt)/Private Sector(at least 3 representing flower, wine & tourism sectors /Farmers Union(1), NGO (3).IDH will provide guidance on most relevant partners to speak with	10-21 April 2023
Consultant to synthesize combined report of the desktop review & interviews and submit written 1 st draft report to IDH and present thought process via Zoom call	28 April 2023
IDH team to review draft report and provide feedback to consultant	4 May 2023
Consultant to review and submit Final report to IDH	12 May 2023
<i>If further revision of the report is found to be necessary, IDH may request the consultant to make an additional review/adjustment to the report</i>	

5. Communication and Confidentiality

The documents provided by or on behalf of IDH will be handled confidentiality. The Consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Consultant or its engaged third parties will give IDH grounds for cancelling the contract with the Consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Consultants will be handled with due care and confidentiality by IDH. The provided information will after evaluation



by IDH be filed as confidential. The provided information will not be returned to the Consultant and the synthesized report remains in the sole ownership of IDH.

6. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw, or suspend the ToR, or any decision regarding the selection or contract award for this assignment. IDH is not obliged to make a contract award decision or to conclude a contract with a participant.

Participants in this call for proposal cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur. By handing in a proposal, participants accept all terms and reservations made in this ToR, and subsequent information and documentation for this assignment.

7. Annexes (please refer to the attached annex documents)

Annex 1: List of partners in the program partnership & List of projects co-funded by IDH & the partners

Annex 2: Program Theory of Change (as it evolved over the years)

Annex 3: Detail request form

Annex 4: IDH General Terms and Conditions for Services