**ANNEX 1: TERMS OF REFERENCE**

 **TERMS OF REFERENCE**



**CONSULTANCY TO CARRY OUT CAPACITY BUILDING IN PLANNING AND EXECUTION OF AGRICULTURAL CENSUS IN BOTSWANA**

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BACKGROUND INFORMATION

* 1. Background

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

Article 14 of the SADC Treaty establishes the SADC Secretariat as the principal executive institution of SADC. The Secretariat performs its mandate and functions within the policy, strategic and programme provisions outlined in the Regional Indicative Strategic Development Plan (RISDP).

The foundation of SADC Vision 2050 is to attain higher levels of peace and stability, enabling the further prioritisation, pursuit, and achievement of its objectives of socio-economic development, poverty eradication and regional integration. Pillar 1 of the vision is where SADC aspires to be an industrialised and integrated region, where citizens equitably benefit from opportunities of a regional market. The aim is to achieve a transformed agricultural sector that practices sustainable management of the environment and its natural resources to reach the expected outcome of a highly productive agricultural sector.

The Regional Agricultural Policy (RAP) and the Regional Agricultural Investment Plan (RAIP) are the overarching strategic framework guiding the implementation of harmonized agricultural policies in the region. Article 18 of the SADC Protocol on Statistics relates to the statistical matters on agriculture statistics for Member States, through the National Statistical System and it covers specific variables on production, inputs, expenditures, land cover and others on crops, livestock, fisheries, forestry. The need for regular agricultural census and surveys are critical in this process to capture necessary information to measure regional agricultural policies in the region.

* 1. Current situation in the sector

Article 6 of the SADC Protocol on Statistics refers explicitly to data sources and collection techniques. Specifically, sub-article 6.2a states Member States shall conduct agriculture census at least once every 10 years using appropriate statistical methods, whether traditional or with latest technology. The SADC Regional Strategy for Development of Statistics (RSDS 2020 – 30) is another policy instrument guiding regional statistics programmes in order to be responsive to data needs to pertaining to measurement of regional policies and programmes of the RISDP 2020 – 30 in pursuit to the goals of the SADC Vision 2050. The RSDS focuses of developing harmonized methodological guidelines in statistics and rolling out of capacity building and subsequent assessment/reviews including in the area of agriculture statistics.

Currently, Secretariat, through a consultancy, has developed methodological guidelines for planning and execution of agriculture census. The SADC Statistics Committee, at its Meeting in Kinshasa, DRC, 30 May – 01 June 2023, approved the document for release and directed Secretariat to undertake in depth training at national level in this area to all Member States. Botswana has requested to be trained on the subject matter given that they are currently planning to undertake a census in 2024. It is within this background that Secretariat is looking for an individual consultant to deliver necessary tasks towards this consultancy.

OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS

* 1. Overall objective

The overall objective of this exercise is to harmonize agriculture statistics in the region through capacity building to Member States based on the SADC Agriculture Census Methodological Guidelines.

* 1. Specific objectives

The specific objective of the assignment is to undertake training as per the SADC Harmonized Agriculture Census Methodological Guidelines for assisting in planning, data collection, data processing, computation, analysis and dissemination and to produce a training and assessment report of Botswana on its current status and readiness in planning and conducting agriculture census. This report shall also identify best practices and gaps in the Member State on the subject matter with an implementation matrix that shall guide subsequent activities or interventions required from Secretariat and the Member State for implementation towards harmonization in agriculture statistics.

* 1. Expected results

The consultant is expected to achieve the following results:

1. Strengthened institutional and technical capacity of the stakeholders’ institutions of Botswana in the generation and use of agriculture statistics for evidence-based strategy setting in the agricultural sector;
2. The training will enable participants to:
3. Gain technical expertise for planning, fieldwork, data processing and compilation, analysis and dissemination procedures of agriculture census; and
4. Demonstrate good methodological practices on planning and execution of a census to users of agriculture statistics at national level including researchers, policy makers and in regional/international forums.

iii. The assessment exercise shall provide a repository of good practices and identify potential gaps that shall assist Secretariat in formulating effective actions for roll out.

SCOPE OF WORK

* 1. Scope of work

This assignment primarily consists of undertaking and servicing a national training and assessment of agriculture census planning and execution methods as a resource person in compliance with the SADC harmonized agriculture census guidelines. The preparatory work is a one-off work that consists of drafting an agenda/programme and approach for capturing the current status of agriculture census undertaking of the Member State as well as methodologies and practices and tools used. The training and assessment shall be done during 5 working days in a week with an audience that regroups data producers and users of agriculture statistics at national level. Among others, technical guidance notes, workplans, cost estimation, questionnaires to be used, manual for interviewers, guideline for cartography, sampling tabulation worksheets, report template, use of traditional and new methodology for collecting data (CAPI, GIS,..) is expected to be covered during the training. The training and assessment should provide findings in capturing the current state in play regarding planning and execution of agricultural census in the Member State and thereby demonstrated in a report. The report should also have an implementation matrix of tasks for Secretariat and the Member State for monitoring towards achieving harmonization in agriculture statistics.

* 1. Geographical area to be covered

The assignment will be carried and covered in Botswana.

* 1. Target groups

This consultancy is expected to target the statisticians handling agriculture, survey methodology from the National Statistics Office and the Ministry of Agriculture, national accounts and industry of Statistics Botswana. Users and researchers of agriculture statistics from Botswana are also targeted for the activity.

* 1. Specific work

The assignment will be carried out primarily through a national training and assessment seminar/workshop in Botswana.

In particular, the consultant will be required to:

1. Prepare training materials
2. Deliver training and attend to queries to the audience through PowerPoint slides and practical examples during the workshop week.
3. Produce a Training and Assessment Report of the Member State that should include the following:
4. summary of topics covered during training week;
5. detailed practices of the Member State on agriculture census as per the SADC Harmonized Guidelines;
6. Summary of best practices and gaps; and
7. Implementation Matrix for actions by the Member State and Secretariat.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant expert as the Master Trainer and there should be evidence of in-depth knowledge covering agriculture census methods. The specific profile is provided below:

**Qualifications and Skills**

* + A minimum of a Masters Degree in statistics, agriculture or related field.
	+ Must be computer literate, and competent in Word Processing, Spreadsheet Applications specialized PowerPoint Presentations.
	+ Written and oral fluency in the English language is essential.
	+ Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
	+ Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

**General Professional Experience**

* + The Expert Must have at least ten (10) years of experience in agriculture statistics.

**Specific Professional Experience**

* + Experience of planning and managing all processes in the design and execution of agriculture census at national level;
	+ Demonstrated experience in the drafting of methodological guidelines on agriculture census at national level and regional level;
	+ Experience in as a resource person in delivering training on agriculture census methods at national/regional/international stages;
	+ Experience in working with researchers, economists and users of statistics on agriculture matters.

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

* 1. Reporting requirements

The proposed duration for this assignment shall be a maximum of 90 calendar days.

All reports shall be in electronic format in MS Word, Excel or PowerPoint as the case may be. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within fourteen (14) days:

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Content description** | **Timelines** |
| Training and Assessment Report | The Report should contain the following:* summary of topics covered during training week;
* detailed practices of the Member State on agriculture census methods as per the SADC Harmonized Methodological Guidelines;
* Summary of best practices and gaps; and
* Implementation Matrix for actions by the Member State and Secretariat
 | No later than 14 calendar days after the conduct of the training and assessment week. |

* 1. Submission and approval of report

Electronic copy of the report referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

* 1. Project management

The Consultant shall report directly to the Officer – Research and Statistics in charge of agriculture statistics with the task to supervise and ensure the deliverables of the consultancy are in line with the requirements TOR. The Senior Officer – Research and Statistics shall provide guidance and oversight during the execution of the consultancy on both technical and administrative aspects.

* 1. Management structure

The Consultant shall report to the Officer, Research and Statistics in charge of agriculture statistics.

The consultant will continuously via email update the Secretariat on progress and/or challenges with the assignment.

LOGISTICS AND START DATE

* 1. Location

The assignment will involve traveling to Botswana.

* 1. Office accommodation

None required

* 1. Facilities to be provided by the contracting authority

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in Botswana, if required.

* 1. Facilities to be provided by the contractor

The contractor must ensure he/she is adequately prepared and equipped for delivery of the training and drafting of deliverables. Moreover, the Consultant is expected to be fully self- sufficient in terms of international travel associated expenses in Botswana and laptop and related device connectivity for projector for this consultancy.

* 1. Equipment

No equipment is to be purchased on behalf of the contracting authority / procuring entity as part of this service contract or transferred to the contracting authority / procuring entity at the end of this contract. Any equipment related to this contract that is to be acquired by the procuring entity must be purchased by means of a separate supply tender procedure.

* 1. Start date and period of implementation

The intended start date is as soon as both parties have signed the contract agreement and the period of implementation of the contract will be 60 calendar days from the date of signing the agreement. Please see Article 3 of the specific contract for the actual start date and period of implementation.

MONITORING AND EVALUATION

* 1. Definition of indicators

The indicators to be used are timeliness, technical coverage and analytical quality of the Report as detailed in the section 5 above.

* 1. Special requirements

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium of group (s), or any expert proposed in their offer is engaged.

ASSUMPTIONS AND RISKS

* 1. Assumptions underlying the project

It assumed that the consultant would be procured within the reasonable time-frame and activities implemented within the schedule provided of 60 calendar days spread over 3 months.

* 1. Risks

The nature of the assignment presents negligible risks associated with the consultancy. Some of the foreseen risks are the following:

| **Possible risks** | **Risk Level** | **Mitigation Measures** |
| --- | --- | --- |
| Delayed delivery of expected outputs as per minimum standards | Medium | Monitor implementation and delivery of outputs every 15 calendar days through Technical Meetings |

FINANCIAL PROPOSAL

* 1. Financial proposal

Financial proposal should include all consultancy fees and all costs .

* 1. Schedule of payment

Payments for the assignment shall be related to the reports and their approval as follows: 100% of the contract price shall be paid upon submission and approval of the training and assessment report.