



## Terms of Reference (TOR)

### **Provision of Individual Consultancy Service to undertake Plant Protection Policy Review for the project entitled “Strengthening the National Capacity of the Directorate of Plant Protection of South Sudan”**

#### **BACKGROUND**

##### **1.1 International Centre of Insect Physiology and Ecology (*icipe*):**

The International Centre of Insect Physiology and Ecology (*icipe*) was established in Kenya in 1970. *icipe* is the only independent international institute working primarily on arthropods. It employs a diverse range of scientific disciplines in a holistic manner to perform original research on pest and beneficial insects and arthropods with the goal of improving human and livestock health, crop production, ecological systems and well-being of communities. *icipe* has carved out a leading role in what may be termed tropical insect science, as reflected in the range, depth and impact of its strong publication record. The focus of this work is sub-Saharan Africa (SSA), particularly the large population of smallholder farmers. At the core of its mission is the development of affordable and effective tools and strategies to combat insect pests and vector-borne diseases in order to help alleviate poverty, ensure food security and improve the overall health of peoples of the tropic. Its mandate is to develop alternative and environmentally friendly pest and vector management strategies that are effective, selective, non-polluting, non-resistance inducing and affordable for uptake by resource-limited rural and urban communities.

*icipe*'s mandate, while unique, also introduces challenges, given that *icipe* works across the four health themes; Human Health, Animal Health, Plant Health, and Environmental Health. To have an effective impact in these diverse areas, *icipe* operates through different impact pathways, employing partnerships with different agencies across the public and private sectors. Few research institutes straddle such different sectors, creating challenges in both downstream delivery and in resource mobilization. Moreover, given the large number of insect and arthropod vectors that carry human, animal and plant diseases, an even larger number that directly attack plants, and many others that provide beneficial ecosystem services, particularly pollination, *icipe* must assess appropriate research priorities and strategies in the context of smallholder communities in Africa, an increasingly dynamic and changing environment, periodic pandemics emerging in Africa, and under-resourced national research and delivery agencies.

##### **1.2 *icipe*'s Mission**

“Help alleviate poverty, ensure food security and improve the overall health status of peoples of the tropics by developing and extending management tools and strategies for harmful and useful arthropods, while preserving the natural resource base through research and capacity building”.

### **1.3 *icipe* project**

Strengthening the National Capacity of the Directorate of Plant Protection – National Ministry of Agriculture and Food Security of South Sudan.

*icipe* has signed a Letter of Agreement (LoA) with FAO/South Sudan for strengthening the national preparedness system of the Directorate of Plant Protection of Ministry of Agriculture and Foods Security (MAFS) of South Sudan in the areas of capacity building, agricultural policy review, and plant protection research for a period of 6 months. The project has been extended for a period of 5 months from 2<sup>nd</sup> of December 2023, to 30<sup>th</sup> April 2024 to implement some remaining activities.

## **2. Objective of consultancy**

To strengthen the national preparedness system in policy review through collaboration and linkages with regional and international centres.

## **3. Methodology**

Ministry of Agriculture of South Sudan is lacking crucial documentations required to facilitate smooth running of plant protection. In particular crucial perquisite documents like policies, regulations, procedures, protocols are lacking or not updated.

The consultant is expected to conduct policy review analysis survey, interview, workshop, report in the process of developing or reviewing the plant protection policy, however, he may suggest additional details or modifications.

The consultant will work to develop or review the plant protection policy using a mixed approach including:

- Develop or review of the plant protection policy.
- Initiate the process of plant protection Bill: an act of Parliament to provide the prevention and control of introduction, establishment and spread of plant pests and facilitation of safe trade in plants and plant products.
- Other approaches and methodologies as appropriate.

The consultant should ensure that the proposed methodology adopts consultative and participative approaches to ensure that all the key stakeholders are involved.

## **4. Key deliverables**

**a. Develop or Review plant protection policy and initiate their bill processes** (From December 2023 to January 2024).

- Contribute on developing or strengthening existing Policies and Regulatory laws.
- Contribute on initiating plant protection bill to prevent and control the introduction, establishment and spread of plant pests and facilitation of safe trade in plants and plant products.

**b. Conduct a Validation Workshop** (January or February 2024).

- Discuss with MAFS staffs associated with the project,
- Organize workshop approach and conduct one-on-one discussions where appropriate individual and group interviews with stakeholders

**c. Evaluate the structure and capacities for implementation of Plant Protection Policy** (January to February 2024).

- Discuss with MAFS on the structure and capacities for implementation
- Propose an appropriate Plant Protection Policy structures

**d. Develop Strategic Plan for the directorate of Plant Protection** (February 2024 to March 2024).

**5. Mandatory requirements**

**Academic qualification:**

Possess a PhD degree in Agricultural Economics, Social science and/or Rural development or equivalent level of education with at least 5 years working experience in agriculture related pests. Must have basic computer skills such as MS Office and must be able to communicate via e-mail. Skype or Zoom; and familiar with statistical tools.

**Professional qualification:**

Social science specialist with a focus on applied research. Have strong knowledge of insect science. Have an excellent working familiarity with the multidisciplinary group of scientists. At least 5 years' experience in Policy with demonstrated skills. Proven experience in policy review development in similar projects or in other institutions. Excellent written and verbal communication skills in English. Ready to travel to the target project country.

**6. Management of the consultancy/evaluation**

The consultant will report directly to the PI and co-PI of the project.

*icipe* will provide:

- Relevant project documents
- Guidance and technical support as required throughout the consultancy.
- Copies of all key background resources identified.
- Introductory meetings with key stakeholders where necessary;
- Comments and feedback on, and approval of, all deliverables within agreed timeline.

The consultant will be responsible for:

- Developing a more detailed methodology and submit inception report;
- Conducting all data collection
- Production of deliverables within agreed timeline and in accordance with quality requirements
- Seeking comments and feedback from *icipe* in sufficient time to discuss and incorporate these into the final report.
- Production of the final report containing evidence-based responses to the deliverables for future implementation.

*icipe* requires two reviewers with experience in assessing Policy review with expertise and knowledge in the fields of agriculture, capacity building and social science.

## 7. Time and Schedule

Invitation of Proposals:	29 November, 2023
Receipt of Proposals:	6 December, 2023
Evaluation of Proposals:	8 December, 2023
Contract Issuance:	11 December, 2023
Assignment commences:	15 December 2023
Report on workshop validation	31 January 2024
Second report on activities	29 February 2024
Preparation and discussion of report:	10 March 2024
Submission of final report:	15 March 2024

## 8. Reporting

**Inception report/ evaluation plan:** The inception report will be prepared including an evaluation matrix presenting how the key issues will be addressed, the Development or Review of plant protection policy, phytosanitary regulation and initiation of bill processes. The inception report will be approved by *icipe*. The consultant will develop an analytical framework based on the deliverables defined in this ToRs, and consistent with the project Results framework and Theory of Change.

**Draft report and preliminary findings presentation:** The consultant will submit a draft report to *icipe* and present the preliminary findings for discussion with project management. It will include any areas that require further attention or discussion prior to drafting the Final Report.

**Final report:** The consultant will then prepare and submit a final report of his/her assessment of the effectiveness of the intervention and to suggest improvements or changes to the project to achieve its objectives. The recommendations shall be presented in order of priority. The report should include an executive summary of maximum 1 page. The executive summary should be able to be read as a

standalone document. The report should clearly state that *icipe* has commented and agreed to the report.

Methodological challenges and hence potential limitation in findings and conclusions must be included in the report.

## **9. Budget and Payment terms**

The Consultant(s) shall be paid by *icipe* an agreed professional fee upon completion of the following milestones.

- 20% after approval of the inception report
- 30% after preliminary findings presentation
- 30% after submission of draft report
- 20% after the approval of the final reports and final presentation.

Travel, accommodation and any other related expenses shall be reimbursed based on actuals.

## **10. How to apply**

Interested consultants are requested to submit the following

- i. A Technical proposal which should include a description of the proposed methodology to be used and a schedule of planned activities (3 Pages Max). Provide your physical address and contact details (Tel/E-mail).
- ii. CV(s) of the professional(s) with suitable references to undertake the consultancy.
- iii. Work plan clearly indicating the maximum time/duration required for the assignment.
- iv. Two (2) samples of previous work done in the last three (3) years.
- iv) Financial proposal (KES or (USD) - Total discounted quote for the assignment clearly broken-down and showing all the chargeable taxes.

Consultants who meet the requirements of the assignment should submit their proposals by email to [icipetenders@icipe.org](mailto:icipetenders@icipe.org) not later than **6<sup>th</sup> December 2023 at 11:00 hrs EAT**.