

**Population Health and Environment Ethiopia Consortium (PHE EC)**  
**Terms of Reference for Baseline Assessment Network Creation and Capacity**  
**Building in Yayu Biosphere Reserve**

**I. Background**

PHE Ethiopia Consortium (PHE EC) was initially registered legally on August 13, 2008. It has also reregistered as resident charities consortium having registration number of 1496 by the Agency for Charities and Societies in February 2009 and renewed its license in 2013. The consortium strives to make a balanced people-oriented intervention with sustained ecosystem services mainly through conservation of biodiversity and management of natural resources. PHE Ethiopia Consortium exists to enhance and promote the integration of population, health and environment at various levels for sustainable development. Goal of the organization is supporting the development of Ethiopia, and contribute to the success of Ethiopia's Growth and Transformation plan (GTP) and the Millennium Development Goals (MDGs).

The Consortium and its member organizations have accumulated rich experiences in addressing socio-economic, ecological and demographic problems of communities by engaging multi-sector stakeholders through an integrated approach. Moreover, in order to increase the nation's climate change resilience capacity, the Consortium is engaged in national policy communication related to integrated watershed management of basins, management of protected areas, and biodiversity conservation.

PHE EC is currently implementing a project entitled 'Network Creation and Capacity Building in Yayu Biosphere Reserve' in Ilu Ababora Zone, Oromia Region with the intent to improve the Management of the Biosphere Reserve in multisectoral partnership and improve the livelihood of the community. The overall objective of the project is that 52,603 hectares of the Biosphere Reserve which encompasses three woredas; Chora, Hurumu, and Yayu better managed for conservation and development interventions as well as environment sustainability. PHE EC implements the project in partnership with Oromia Forest and Wildlife Enterprise (OFWE). PHE EC, therefore, wishes to hire a competent professional/consultant/firm who shall carry out baseline assessment in the three project woredas of Ilu Ababora Zone, Oromia Region.

The general objective of the Project is that 52,603 hectares of Yayu Biosphere Reserve better managed for conservation and development interventions and environment sustainability.

The project will produce the following results at the end:

- 3 task forces, consisting of around 60 people each, effectively making joint decisions about the Yayu Biosphere Reserve,
- Direct relationship between local stakeholders and regional-federal decision-making structures developed,
- Improved involvement of school youths and their families in conservation activities through the established 30 school clubs,
- 50 coffee and honey producer associations improve their product handling and improve their income by 5% due to the post-harvest handling training,
- 100 jobless youths capacitated with fuel briquette production skill and involved in production, and
- Informed decision about the biosphere reserves by the parliamentarians because of the field visit to the biosphere reserve.

## **2. Objectives of the Baseline Assessment**

The overall objective of the baseline assessment is to describe the existing situation and establish benchmark information or indicators based on the project logic to inform its monitoring and evaluation plan and form platform for the impact evaluation of Network Creation and Capacity Building Project in Yayu Biosphere reserve in Hurumu, Yayu and Chora woredas.

The specific objectives of the baseline assessment are:

- Assess how the local community is making use of the Yayu Biosphere Reserve and what their contribution is and would be in managing the forest,
- Explore whether task forces, joint committees or equivalent consisting of stakeholders involved in the biosphere reserve conservation and management activities are available and functional; and assess whether they are making effective joint decisions about the biosphere reserve,
- Identify availability, mandate and the nature of relationship between local stakeholders and regional-federal decision making structures involved in the biosphere reserve conservation and management,
- Assess involvement of school youths (clubs) and their families in the biosphere reserve conservation activities,

- Explore the nature of product handling and level of income of coffee and honey producers' households and associations; as well as its relationship with (impact on) the biosphere reserve conservation,
- Identify the magnitude of jobless and/or landless youths and their skill gaps in the three weredas and the influence of the same on the biosphere reserve conservation,
- Assess whether the parliament is making informed decisions about the biosphere reserve, and
- Explore other relevant factors affecting (positively or negatively) the biosphere reserve conservation and management in relation to sustainable development.
- Identify the communities' and other stakeholders' recommendations for the proper and sustainable management of the biosphere.

### **3. Expected Deliverables/Outputs of the Assessment**

Output 1: The professional/consultant/firm would be selected to conduct this baseline assessment is expected to produce one baseline analysis report in both soft copy and signed hard copy that describes the existing situation in Hurumu, Yayu and Chora weredas concerning Yayu Biosphere Reserve conservation and Management. The document should be very precise and address each specific objective. The consulting firm/bidder will submit the following:

- i. Share questionnaire and field test result before finalizing the questionnaire.
- ii. Draft comprehensive report within 30 days and the report including at least the following:
  - Executive summary
  - Introduction
  - Methodology
  - Limitation of the methodology
  - Rational of the assessment
  - Findings
  - Conclusion
  - Annexes (Data collection tools)

Output 2: The consulting firm/bidder will produce a systematic baseline database and deliver with final report.

Output 3: The consulting firm/bidder will also deliver a high quality Power-Point presentation before finalizing the report.

#### **4. Key Activities**

- Develop appropriate data collection tools (individual questionnaire, key informants interview guide, focus group discussion guide, formats for secondary data collection, etc) to gather qualitative and quantitative data that will address each specific objective.
- Determine sample size and sampling techniques.
- Gather the data from concerned sources/respondents of the project area.
- Use relevant software (SPSS or others) and apply the appropriate statistical analysis.
- Produce draft analysis report and submit to PHE EC and OFWE for comment and feedbacks.
- Incorporate the comments/feedbacks and produce final copy of the report using standard research result writing outline.

#### **5. Timescale**

The total time required for this work is one month; 10 days for the field work/data collection and 20 days for data processing and compilation of final report. The final comprehensive assessment report shall be submitted in hard and soft copies before or on the 30<sup>th</sup> day starting from the date of the contract.

#### **6. Eligibility: Required Capacity and Skills**

Individual professionals/consultants/firms having the following competencies/skills and capacities are eligible to apply for this baseline assessment.

- Educated to Masters Degree level in area of Natural Resource Management or other related subject.
- Profound knowledge on natural resources management issues particularly on biosphere reserve conservation and management.
- The consultant should mention previous works in regard/relation to quality assessment/evaluation processes, significant experience of undertaking desk reviews, collecting and analysing quantitative and qualitative data from small-scale sample surveys, as well as rapid assessments and/or evaluations in their proposal and give reference to previous clients.

- Excellent understanding and experience in climate change and adaptation, Ethiopia's Climate-Resilient Green Economy Strategy and environmental sustainability of development.
- Strong background and a minimum of 5 years' experience in conducting researches including baseline surveys.
- Registered under the set legal provisions or under any other valid legal cover (optional for individual consultants).
- Commitment to meet the deadlines, with enough resources and human power to make necessary logistical arrangements.
- Provide a sample previous work of similar study.
- Basic communication skill in local language, Affan Oromo.

## **7. Terms of Payment**

- 45% upon signing of the contract.
- 30% upon submission of first draft to PHE EC
- 25% upon satisfactory completion of the task, delivery and acceptance of the final study report by PHE EC and OWFE.
- The payments will be made in A/C payee cheques in the name of the consultant/firm. PHE EC will deduct income tax. Besides no other benefits shall be admissible beyond what is stipulated in the contract, nor does it guarantee a regular position in PHE EC.

## **8. Submission of Proposals**

Interested and qualified Individual professionals/consultants/firms may send/submit their proposals, along with the following information:

- i. Profile, giving background and experience of the organization or a detailed CV of an individual professional- especially in conducting baseline surveys,
- ii. Technical Proposal consisting of:
  - Proposed detail plan to undertake the baseline assessment.
  - Human resources available for the contract, including team composition and task assignment.
  - Time period needed for completion of the contract.
- iii. Financial proposal: Indicate the total price with detailed breakdown.
- iv. Copy of renewed Registration Certificate, License or Work Permit or CV.

- v. Other relevant supporting documents.

## **9. How to Apply**

Potential interested and qualified individuals/consultants/firms are requested to submit proposals with all the necessary documents such as cover Letter, CV including reference details of previous clients etc to PHE Ethiopia Consortium, P.O.Box 4408, Addis Ababa, Ethiopia or in person to the PHE–Ethiopia Consortium office located at Mamitu Building 3<sup>rd</sup> floor in front of Bole St. Medhanealem Church, next to Edna Mall by September 9, 14.