

Population, Health and Environment Ethiopia Consortium (PHE EC)
Network Creation and Capacity Building in Yayu Biosphere Reserve
Terms of Reference for Stakeholder Analysis

Population, Health and Environment Ethiopia Consortium (PHE EC) is implementing a project in Yayu Biosphere Reserve with the intent to improve the Management of the Biosphere Reserve in multisectoral partnership and improve the livelihood of the community.

I. Background

The current national structures for natural resource management are designed under sectoral approaches, and are not addressing the root causes that can contribute to integrate community benefits and biodiversity conservation in a harmonized manner. Conservation will be more successful if learning institutions, organizations, and networks enable conservation practitioners to identify gaps and enable them solve their own problems by taking advantage of linked opportunities. In particular, there is a need to empower all stakeholder institutions to fulfil their role in Biosphere reserve management in a coordinated way. This is essential for sustainability of Biosphere reserves under consideration because the degree to which biosphere reserves meet conservation objectives, contribute to the well-being of society, and achieve broad social, economic and environmental goals is closely related to the quality of their governance. Studies reveal all the problems in Ethiopia relate mainly to limitations in institutional capacity, collaboration among stakeholders, integration of activities, and lack of community stewardship. This project is, therefore, intending to address these enormous gaps by building the capacity of stakeholders and creating partnership for sustainable management of the Biosphere reserve.

2. Expected Outcomes of the project

Major achievements expected from the project implementation include enhanced participatory Biosphere Reserve management; participation of local community in Biosphere management; stakeholders' and community groups capacity developed. Therefore, PHE Ethiopia Consortium wishes to hire a competent professional who will carry out stakeholders' analysis in the four woredas,

respective zone, region and relevant federal institutions to create sense of ownership in the project and also ensure their participation in the project implementation.

As a general rule, in assessing the influence and importance of each stakeholder group as well as their potential impact on this project at different levels (local, regional and federal level), it is important to consider key issues like general basic facts that could be taken as base line, major challenges and bottle necks, stakeholders' need and concerns, decision making role and responsibility, critical support, degree of participation, influential and affected groups among the different stakeholder.

3. Objectives of the Analysis

The overall objective of the analysis is, therefore, to identify the relevant group of stakeholders from government agencies, civil society organizations, private sectors organizations, academic institutions, community associations and cooperatives and community members and depict the clear picture of the stakeholders and show strategic directions how they influence the management of protected areas. This will be a guide and enable the project implementers to build effective Biosphere reserve management collaborations.

Specific Objectives/scope:

- Establish stakeholders' selection criteria based on the above given background information and identify pertinent stakeholders from the four project woredas, respective zone and region and from the federal, who could contribute to the project implementation and as well benefit from project outcomes,
- Assess the importance and influence of the stakeholders for meeting project outcomes focusing primarily on their role, not just as an organizational group or a position title, and consider the following issues
 - (Who are the potential beneficiaries of the project?,
 - Who might be mostly impacted by the project?,
 - Identify supporters/collaborators and opponents of the project and make a decision on how they participate in the project and show what are the relationships among the different stakeholders),

- Prioritize the list of stakeholders by using a set of criteria in terms of how critical they are in helping to deliver project outcomes,
- Classify or categorize potential stakeholders into **primary** (those institutions, people and groups that are ultimately (directly) affected by the project), **secondary** (those that are supposed to collaborate with the project and that have the interest and concern to the project) and **tertiary** stakeholders (those informal groups, institutions, individuals that are not directly involved but who can advocate, provide support and collaborate during project implementation) depending on their involvement and degree of participation, influence and impact on the project,
- Map stakeholders depending on their interest and influence as **High power, high interested people** (those people who will fully engage and make the greatest effort to satisfy, **Low power, high interested people** (those people who need to be informed, and empowered), **High power, less interested people** (those where there is a need to put enough work to keep them satisfied) and **Lower power, less interested people** (Those stakeholders that may have little or no engagement in the project), and

4. Expected Deliverables/Outputs of the Analysis

Output 1: The professional/consultant/firm would be selected to conduct this analysis is expected to produce one stakeholders analysis report in both soft copy and signed hard copy that clearly describes stakeholders of all levels concerning Yaju 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 analysis
- Findings
- Conclusion
- Annexes (Data collection tools)

Output 2: The consulting firm/bidder will produce a systematic analysis 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.

5. Key Activities

- Visit project sites and work with OFWE staff, local government offices (Woreda administrations; Environmental Protection Authority bureaus; Agriculture offices; Health offices; Education bureaus; Women, Children and Youth Affairs bureaus; Media staffs; Regional Universities; Trade and Industry offices; Private sectors; Local Communities; associations; cooperatives etc).
- Produce donor and actor mapping (give more details on what are expected with table headings) - Sample **table headings** annexed to this TOR; and either the relevant sample can be adopted or a new one can be developed by the consultant.
- 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 and other federal and regional levels.
- 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.

6. 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 analysis report shall be submitted in hard and soft copies before or on the 30th day starting from the date of the contract.

7. Eligibility: Required Capacity and Skills

Individual professionals/consultants/firms having the following competencies/skills and capacities are eligible to apply for this stakeholder analysis:

- 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/analysis 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 stakeholder analysis.
- 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.

8. 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.

9. 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 stakeholder analysis.
- ii. Technical Proposal consisting of:
 - Proposed detail plan to undertake the stakeholder analysis.
 - 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.

10. 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 3rd floor in front of Bole St. Medhanealem Church, next to Edna Mall by September 9, 14.