

Project title	VETIVER FORWARD: DIGITAL INNOVATION FOR A FAIR AND SUSTAINABLE VALUE CHAIN
Reference no	HPI202307025 Vetiver
Country	Haiti

Terms of Reference

Short Term Consultant – Report Writing

Title	Short Term Consultant – Report Writing
Type of Appointment	Service Contract
Duration of the Assignment	The consultation will stand for a max period of 15 days
Eligible Service Providers	Consultant
Location	Remote

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1. Project details

Executing agency: Heifer International Haiti

Main Donors: Heifer International Haiti, IFF, IDB, Caron

Duration: 3 years

2. Context

Vetiver forward is a partnership between IDB Lab and Heifer International Haiti, International Flavors and Fragrances and Perfums Caron to promote inclusion and improve the position of smallholder farmers in the value chain. The expected outcome is higher incomes for vetiver farmers by facilitating access to high value markets, inputs, technical services, and business training.

The project will take a value chain approach by working with key actors along the chain including Unicode S.A. (“Unicode”), one of the three leading distillers in the country, and International Flavors and Fragrances (“IFF”), the third largest flavor and Fragrance Company in the world and one of the main buyers of Haitian vetiver. Together, the actors will promote direct access to markets for farmers, improve quality and productivity through technical assistance and extension services, improve climate-smart capacities for sustainable production, and focus on enhancing the quality and branding of Haitian vetiver so that it maintains its dominant position in global markets.

The main innovation of the project is the introduction of a digital supply chain management tool that will be used by vetiver cooperatives to manage and coordinate all aspects of their operations. Each farmer participating in the program will receive an identification card with their photograph, unique identification number and a QR code to store their data and private information. The platform will be adapted to the needs of the cooperatives so that it integrates farm data, weather data, farm gate prices, harvesting projections, and delivery and pick up schedules to improve transparency and help farmers and cooperatives make better decisions.

The beneficiaries of this project will be 3,000 vetiver farmers and 6 cooperatives in the communities of Port-Salut and Cayes in the South Department of Haiti.

3. Logic of intervention:

The central objective of this project is to improve incomes of small-scale vetiver farmers and increase the competitiveness and sustainability of the value chain. The expected outcome is higher incomes for vetiver farmers who are cooperative members by providing them with access to higher value markets, inputs, technical services, and business training.

Project Components

Component I: Increasing Farm Productivity and Sustainable Production

The objective of this component is to improve productivity and sustainable farm management through the provision of enhanced inputs and extension services to farmers.

Component II: Using Data to Improve the Supply Chain Performance

The objective of this component is to capture and analyze value chain data for improved management and greater efficiency.

Component III: Improving Market Standards Based on Quality and Origin of Haitian Vetiver

The objective of this component is to facilitate new market channels for Haitian vetiver based on its quality and unique attributes.

Component IV: Improving Governance along the Value Chain

The objective of this component is to improve the business capacity and professionalization of cooperatives and to strengthen their relationships with value chain actors.

The project is expected to achieve the following results by the end of the execution period:

- (i) 50% increase in agricultural income for producers implementing improved practices and agricultural diversification.
- (ii) 60% increase in annual sales of vetiver roots by cooperatives.
- (iii) increase from 40% to 70% in the proportion of harvested roots that are at least 12 months old.
- (iv) 1250 hectares of vetiver plots under sustainable production.

2500 farmers adopting best practices outlined in the cahier de charge, including complying with standard measurements.

4. Purpose and Objectives of the final report

The purpose of this final report is to present the achievements of the life of the project after project completion. This will make it possible to compile the results of the 3 years of the project to submit them to partners, donors and project participants..

5. Audience for final report

Project team, MERL and Communication unit

6. The final report process and Methodology

- a. This final report will be produced in conjunction with the project team and the MERL and communication units of Heifer International Haiti.

This final report must highlight the participation of women in the project and the impacts of actions on women's empowerment. This report will highlight project indicators and Heifer global indicators.

It is considered that the report writing methodology will include:

- A desk review/research, reports of project information including the key documents listed in these terms of reference.
- A planning meeting with the project management team and the MEL and Communication unit to gain a deeper understanding of the project and to review the project log frame to ensure clarity and shared understanding of what needs to be measured and the most appropriate and effective means of gathering the data (including identification of any known key informants).

b. Indicators

The main indicators of the project are in the below table. It gives a picture of the outcome and impact indicators after project implementation..

Percentage of increase in agricultural income for producers implementing improved practices and agricultural diversification. (Outcome)
Percentage increase in annual sales of vetiver roots by cooperatives. (Outcome)
Percentage of roots harvested are at least 12 months old. (Outcome)
Number of hectares under sustainable production. (Outcome)
Number of farmers adopting best practices outlined in the cahier de charge, including complying with standard measurements (Outcome)
Average annual income of households in US dollars
Average annual income of households in vetiver in US dollars
Average annual income of male-headed households in US dollars
Average annual income of female-headed households in US dollars
Average annual income of male-headed households in vetiver in US dollars
Average annual income of female-headed households in vetiver in US dollars
Average disposable income per person per day in US dollars
Average disposable income per person per day in male-headed households (US dollars)
Average disposable income per person per day in female-headed households (US dollars)
Percentage of households adopting climate smart agriculture (either conservation farming or soil conservation techniques)
Percentage of households adopting soil conservation techniques
Percentage of households adopting conservation farming techniques
Average annual income of households adopting climate smart agriculture
Average annual income of households which didn't adopt climate smart agriculture
Percentage of households harvesting vetiver roots after 18 months of planting or more
Percentage of women contributing to most of, or all the decisions related to the income

generated by the households
Breeding
Cash crop farming
Wage
Commercial activities
Percentage of women contributing to most of, or all the decisions related to the households' expenditures
Small expenditures
Large expenditures

Global Indicators

GI-01-SDG1-Actual Income of Household in US Dollars
GI-04-SDG5-Women making Household decisions jointly
GI-011-SDG13-Households Adopting Climate Smart Agriculture (CSA)

7. Analysis and reporting

- For the report, the following tools will be used to present information:
 - Tables
 - Graphs and charts
 - Frequencies, percentages, and averages
 - Mean, mode, and standard deviations.
 - Minimum and maximum ranges.
 - Information will be disaggregated where possible into the following categories:
 - Gender
 - Geographically/districts _as per sampling frame
 - Asset categories

Report content:

- It will present the overall findings of the final report as per the project outputs, activities carried out, periodic report, KPIs.
- The report should not exceed 25 pages with additional annexes. A summary version of the report should be provided to be shared with participating organizations.

Report Requirements:

- He must be prepared in both English and French
- The consultant will be required to provide presentations in zoom to present keys findings. Reports must be submitted electronically and three (3) hard copies related color of the French version.

8. Budget

Please provide a detailed budget with a workplan

9. Deliverables:

- D1 (25%)
 - Participation in scoping meeting
 - Validation of work plan
 - and submission of minutes.
- D2 (75%)
 - Data analysis
 - First version of the report
 - Presentation of findings
 - Final report

10. Consultation timeline

The consultation will stand for a max period of 15 days; depend on consultant proposition.

11. Consultant profil

- Degree in economics, communication, agronomy, social and human sciences, statistics, or development.
- At least 7 years' experience in communication, report writing, project management, diagnostic, studies, monitoring, evaluation and learning of development projects in the agricultural sector.
- Similar experience in reports writing or evaluation for economic development projects, or in agriculture in general.
- Strong report writing skills.
- The ability to produce the report in English and French is mandatory.

12. Documents for applicants

Interested consultants are requested to apply with the following documents.

- Cover letter
- A technical and financial proposal document
- 3 top clients' reference

Questions regarding this TOR may be submitted no later than February 12th, 2024, before 10h00am local time email to logistique-ht@heifer.org

Applicant should send documents to logistique-ht@heifer.org no later than February 16th, 2024, before 10h00am local time, to attention of Heifer Project International Haiti