

Tender and Terms of Reference

Case Studies on agroecological approaches implemented by Partner Organizations of Bread for the World

1 Background:

Bread for the World is the globally active development organization of the Protestant regional and free churches in Germany, which enables disadvantaged and marginalized people in almost 80 countries to improve their living conditions through their own efforts. Its work focuses on food security, the promotion of education and health, respect for human rights and the integrity of God's creation. The focus of Bread for the World's work is the promotion of projects in the Global South. In doing so, we work closely with local, often church-based partner organizations. If necessary, Bread for the World also supports partner organizations through technical experts.

Since October 2016, Bread for the World has been implementing a large-scale project entitled "Agroecological Innovation Network in Africa" in various African countries with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ). This "bundle project" on agroecological networking is about promoting agroecological measures for food security and supporting networking activities.

With a volume of 9,230,000 euros, a total of 15 individual sub-projects are financed through the "bundled project", which runs until the end of 2022. One of these sub-projects is a project under Bread for the World's own sponsorship (PieT). The preparation of the case studies is carried out as an activity under this PieT.

Two thematic bundles of 5 case studies each are hereby put out to tender, on the topics of "Communicating agroecological approaches to food security (quantity and quality) of smallholder families" and "Influencing government decision-makers nationally and supra-regionally to align their policies with securing the right to food and livelihoods of the poor population". Interested evaluators/consultancies can either submit a proposal for one of the thematic case study bundles, i.e. 5 case studies, or for the implementation of both, totaling then 10 case studies.

2 Objectives of the case studies:

The case studies, the implementation of which is hereby put out to tender, formally serve as indicators for the agroecological bundle project "Agroecological Innovation Network in Africa".

The **objectives and indicators of the project** read as follows:

Objective 1: Partner organizations competently communicate agroecological approaches on food security (quantity and quality) to smallholder families.

Indicator 1: Five case studies document the expansion of agricultural education and training programs initiated by partner organizations for organizations and smallholder farmers.

Objective 2: Partner organizations influence government decision-makers nationally and internationally to align their policies with securing the right to food and livelihoods of the poor.

Indicator 2: Five case studies on competent lobby and advocacy work regarding agroecology and smallholder agriculture at national and international level are documented.

Beyond serving as indicators for the Agroecology bundle project, the case studies are intended to serve the following purposes:

- Serve as a source of ideas for other organizations in Bread for the World's partner field (primarily on the African continent) for agroecological approaches to food security and advocacy.
- Strengthen institutional knowledge among Bread for the World staff on good agroecological practices (in cultivation and extension work) and lobbying.
- Use in the public relations work of Bread for the World.

3 Target readers of the case studies:

The target groups (readership) of the case studies include various groups both in countries in Africa and in Germany:

- BMZ as donor organization (indicators of project success);
- The broader agroecology community in Governmental and Non-governmental Organizations in Germany as well as internationally;
- Partner organizations in the field of agriculture, food security and advocacy in Africa;
- General public via website: interested churches/parishes, donors, etc.;
- Employees of Bread for the World, especially of the International Programs Department.

4 Tasks:

Preparation of:

- Five case studies on the thematic area of "Scaling up agricultural education and training initiated by partner organizations for organizations and smallholder farmers."

and/or

- Five case studies on the topic area "Lobbying: competent lobbying and advocacy work regarding agroecology and smallholder agriculture at national and international level" at selected partner organizations of Bread for the World.

A preliminary selection of the projects whose work should be covered by the case studies is presented below and provides information on the countries and corresponding languages in which the studies shall be conducted.

	Topic / Approaches	Country	Language
Topic area 1: Expansion of agricultural education and training programs initiated by partner organizations for organizations and smallholder farmers.			
1	Training of Youth in Organic Agriculture	Cameroon	French
2	Permaculture in Schools in the southern Africa Region	Zambia	English

3	Agroecology for Communities' Resilience to Climate Change	Malawi	English
4	Promotion of agroecological approaches using the method of action research	R.D. Congo	French
5	Agroecological farming in the Sahel	Burkina Faso	French
Topic area 2: Lobbying: Competent lobbying and advocacy work regarding agroecology and smallholder agriculture at national and international level.			
1	Local and national lobby and advocacy for ecological land use	Kenya	English
2	Lobby and advocacy for traditional seeds in Africa	Network HQ in Kenya, partners in various countries across the african continent	English and French, report to be written in English
3	Networking, lobby and advocacy for organic agriculture in Cameroon	Cameroon	French
4	International lobby and advocacy for food sovereignty and agroecology on the African continent	Network HQ in Uganda, partners in various countries across the African continent	English and French, report to be written in English
5	Lobby and advocacy for biodiversity, seed- and food-sovereignty in South Africa	South Africa	English

5 Methodology:

Service providers (consulting companies/teams of consultants) can either apply for one of the topic areas (5 case studies) or for both thematic lots (totaling 10 case studies). If a company applies to conduct all 10 case studies, two separate/individual bids, one for each lot, must be submitted, **addressing the respective set of topics with appropriate and particular methodology and expert staffing.**

The methodological approach to collecting the information for the case studies and to preparing the studies will weigh 40% in the evaluation of the bids (see point 9.). The methods and steps for conducting/elaborating the studies should therefore be well elaborated and described in a comprehensive way in the offer, including allocation of working time and staff to the different steps in the process.

In general, it is expected that the working process would include (but not be limited to) the following aspects:

- Coordination with Bread for the World and, if only one set of topics is being worked on, with the other service provider that is working on the other set of topics regarding:
 - Methodology in the case survey and documentation.
 - Criteria for the analysis and presentation of good practices and successes,
 - Format of editing / written presentation of the case studies;

In this regard, constructive suggestions and some degree of adaptability are expected, so that all ten studies are presented in a harmonized format and manner.

- Project visits of at least 5 days in length to each of the selected partner organizations to capture approaches and practices (What was done by whom and how, in response to which problem and with what success? And (for thematic lot 1) what dynamics/expansion of the approaches can be observed?) as well as identifiable impacts among the various target groups. In this regard, the following is methodologically expected and should be presented with appropriate precision in the proposal:
 - Use of primarily qualitative and participatory methods to analyze success factors;
 - Triangulation of the view on approaches and practices from different perspectives: besides the target group also local decision makers and governmental service providers (advisory service), other national/international development actors, etc.;
 - Collection of about two or three “real life” stories in each case study, related to each of the practices/approaches examples from the target populations;
 - Comprehensive, meaningful, photo documentation, preferably following principles/methods of participatory photography.
 - Quantitative data collection should be limited to case where needed, i.e. where existing data from evaluations and M&E systems are not sufficient to assess the real results of the approach described in the study.

For project sites in **regions experiencing security problems** (applying potentially to Democratic Republic of Congo and Burkina Faso), a particular description should be included in the methodology:

- Measures/rules applied by your company to ensure the safety of employees travelling to areas with security issues. (In addition, any rules and travel modalities of the partner organization which aim to protect project staff and the communities/beneficiaries, will also require to be respected by visitors)
- Methodological approach for data- and story collection without physical displacement to the project area.

The exact security strategy/measures can be determined/adapted to the situation as it presents itself at the time of field work.

- Case studies should describe the approaches according to various aspects. These should include, but not be limited to, the following point. The aspects of analysis and description of Case Studies shall be further described/detailed in the methods section of the proposals submitted.
 - Effectiveness (what kind of effects are achieved, and with what measure and inputs?);
 - Success factors (why does the approach work well in this case?);
 - Placement in the NGO practice of the respective country (to what extent is the PO's approach special/innovative here?);
 - Placement in/contribution to the transition to agroecology in the region/ecozone/country;

- Strength of ownership on the part of the target group (How exactly are members of the target group able to describe and explain from their point of understanding the approaches/methods that were/are used in the project and what they can achieve with them? What further potential does the target group see?);
- How does the approach impact other important cross-cutting issues in the target population?
- Replicability (potentials and limitations of replicability)

These and any additional aspects of analysis and presentation of case studies shall be explained in detail in the methods section of the offer(s).

6 Particular conditions

COVID-19:

Due to the Covid-19 pandemic, difficulties may occur regarding travel. Proposals should consider possible Covid-19-related challenges in planning (team composition, timeframe, travel, budget, etc.) and describe strategies to overcome them. In the event of constraints concerning the accessibility of project sites and safe direct interaction with the target population, staff of the organizations and other stakeholders, which cannot be foreseen at present and can hence not be covered by planned mitigation strategies, service providers and Bread for the World shall discuss amendments in the schedule of implementation and, if necessary, agree to adjust it.

Insecurity due to conflict:

For areas with security risks due to conflicts, means of risk mitigation should be described in the offer. During inception phase, accessibility of the site shall be assessed for a second time jointly by the selected contractor and the Project Partner Organization in the area, as part of the inception phase of the work. Measures/rules and travel modalities aiming on protecting the contractor, project staff and the communities/beneficiaries, shall be jointly agreed with the local organization. In case of inaccessibility of a project region and hence the need for data- and story collection without physical displacement, Bread for the World shall be informed about the chosen alternative working modality.

Offers from qualified service providers based in the project countries are explicitly welcome.

7 Schedule

The general time schedule is shown below. A more detailed schedule is expected to be presented as part of the offer.

Date/Timing	Activity
21. March 2022	Publication of tender
till 01. April 2022	Questions may be sent to Bread for the World (answers will be published on this website)
04. April 2022	Answers to questions are latest published on website
24. April 2022	Final date for the submission of offers
till 29. April 2022	Evaluation of offers and selection of the most competitive offer.

till 11. May 2022	Contracting of Service Providers
till 25. May 2022	Harmonization and presentation of detailed methodology and time schedule of all 10 studies. (Inception Phase and Inception Presentation).
June – July 2022	Field work, analyzing cases (visits to project sites, interviews etc.)
July - August 2022	Write up of case studies
01. July and 29. July 2022	Status update to Bread for the World
till 09. September 2022 (optional earlier)	Submission of studies to Bread for the World (collecting also feedback from partner organizations)
till 07. October 2022	Feedback by Bread for the World
October 2022	Review and finalization according to feedback
till 04. November 2022	Submission of finalized version of studies
till 18. November 2022	Closure of contract and final payment

8 Expected Outputs

If awarded the contract, the following products will be part of the contract:

1. Presentation of the detailed methodology and a detailed schedule of the research and writing phase (May 2022). If only one thematic lot of studies (5 studies) will be treated by one contractor, the preparation of this presentation should be based on an exchange and harmonization of the methodology and intended format with the party of the other lot.
2. Either ten or five case studies, as follows:
 - Five case studies on the thematic area "Extension of agricultural education and training services initiated by partner organizations for organizations and smallholder farmers" and/or
 - Five case studies on the thematic area "Lobbying: competent lobbying and advocacy work regarding agroecology and smallholder agriculture at national and international level" at selected partner organizations of Bread for the World.

Each of the final studies should have a volume of between 16 and 24 pages of text (font Calibri size 11, line spacing 1.15) with images/maps/graphs (approx. 20% - 30% of page space), equivalent about 7.000 to 10.000 words.

Pages such as title page, table of contents, acknowledgements, sources, and appendices are not counted in the above number of pages.

Studies should be written in the country's official language (English or French) of the partner organization's project they describe (see table in section 4).

9 Key Qualifications expected from service providers

- Proven expertise in conducting qualitative and quantitative studies and reports in the context of international cooperation, including at least one in the region of Sub-Saharan Africa, also in the non-profit sector.
- Deployment of a qualified team of consultants, for the collection and processing of the case studies, which carries the following qualifications:
 - Experience in participatory and empirical data collection and analysis (qualitative methods, quantitative methods, mixed-methods design, triangulation);
 - Profound knowledge of agroecology concepts at micro, meso and macro levels;
 - Profound technical knowledge of tropical agriculture, extension work and food security (Theme Bundle 1) and lobby and advocacy work (Theme Bundle 2);
 - Relevant professional experience in the field of development cooperation;
 - Excellent writing skills in English and French (reference documents are appreciated, if possible).
- Willingness and ability to travel to the project regions (see table above).

10 Tendering process and submission of offers

This call for proposals covers the analysis and writing of two thematic lots of 5 case studies each.

Service providers (consulting firms/teams of consultants) can either submit a proposal for one of the thematic lots (5 case studies) or two proposals in order to conduct all 10 case studies. **If a service provider applies to conduct all 10 case studies, two separate/individual bids, one for each topic bundle, shall be submitted, showing the particular approach for the respective topic bundle in terms of methodology, staffing/expertise and budget.** Bread for the World will evaluate submissions by lot and reserve the right to offer a contract for one lot only, should a more competitive offer be received for the other lot.

All interested service providers (consulting firms/teams of consultants) can email questions about the Terms of Reference to the email address below by 01. April 2022. Answers/Feedback on questions will be published latest by 04. April 2022. We appreciate refraining from asking questions by phone.

Offers must be submitted to the email addresses below no later than Sunday, 24. April 2022.

A complete offer consists of:

1. A **substantive technical offer** that conclusively explains the methods/strategy that will be used for researching, documenting, analyzing and writing of the case studies. It shall also specify the timeline and allocation of person-days to each step of the work;
2. **Reference documents** (preferably internet links to documents) of similar work conducted and delivered by the experts/associates in the recent past.
3. Informative **curricula vitae** of all participating experts/associates, including at least three reference persons. For reasons of data protection, we ask you to send the CVs as a separate file.
4. A **comprehensive and detailed financial offer** stating the fees of the respective collaborators/experts, the number of person-days foreseen for the different tasks, the expected travel and incidental expenses (based on the German Federal Travel Expenses Act (BRKG)). All

costs including VAT must be listed in the financial offer. No lump sums for general administrative/communication costs can be covered.¹

5. Indication of the binding period of the offer (must be binding at least till 25. May 2022)
6. Documents for the assessment of suitability, including a brief company description (incl. legal form, and location of headquarters and registration) and declaration on the intended use of subcontractors with a precise description of the parts of the service to be taken over by the subcontractor.

Incomplete offers, lacking one or more of the above elements, will not be accepted and excluded from the selection process.

Bread for the World reserves the right to conduct interviews by telephone or Zoom with service providers after receiving the written offers. Furthermore, Bread for the World reserves the right to award a contract purely on the basis of the written offers received, without further interviews.

Bidding consortia and subcontractors:

A bidding consortium is an association of two or more individual bidders who submit a joint bid. In the case of a bidding consortium, an authorized representative must be appointed. The authorized representative shall represent the bidding consortium in a legally binding manner vis-à-vis the contracting authority. Each member of the bidding consortium is jointly and severally liable for the fulfilment of the contractual obligations even after its dissolution. The distribution of tasks within the bidding consortium shall be set out in the tender.

If necessary, the Bidder may also use third parties for the performance of the contract and commission them with the performance of the services or parts thereof. If subcontractors are to be included in the offer, this must be stated in the tender and full relevant information provided, including curricula vitae and exact tasks to be covered. The contractor shall be responsible for the performance of services in accordance with the agreement when using subcontractors.

Evaluation of the offers:

The contract will be awarded to the offer that is in total most economical in relation to the service offered.

Offers will be evaluated based on criteria listed below, and with respective weighting:

Selection criteria	Weighing of the criteria %
Quality of the technical offer , with emphasis on the understanding of the tasks and challenges, overall concept, methodological approach proposed and the plan for realization of the work.	40%
Qualification of the proposed consultants , with emphasis on the professional qualification and experience, reference documents and language competencies.	30%
Total price of the offer	30%

¹ The fee includes remuneration and other ancillary costs (cf. Section 6 Terms of Payment). For contractors based abroad, the fee shall in principle include all local and national taxes and duties (including value added tax or analogous types of tax). For contractors based in Germany, the net price shall be quoted. Travel time shall be reimbursed at half the agreed fee rate. Reimbursement of costs for meals or a daily allowance shall not be paid. The specifications for pricing are defined in the terms of payment (Annex 2).

Please send your questions and finalized offers to the following email-address:

Johannes.vonAbendroth@brot-fuer-die-welt.de

and

Corinna.Bothe@brot-fuer-die-welt.de

Bread for the World, EWDE e.V.

z. Hd. Corinna Bothe, Beraterin Agrarökologie und
Johannes von Abendroth, Projektverantwortlicher

Referat Afrika Zentral und Überregional

Caroline-Michaelis-Str. 1

10115 Berlin

Germany

<https://www.brot-fuer-die-welt.de/en/bread-for-the-world/>

11 Annexes:

Annex 1: Example contract for contractors based

outside the EU (B130),

or within Germany (B110)

Annex 2: Example payment terms (B112)