

**Terms of References -** **REF- PROCUR00022**

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| **Study to evaluate the specific genetic, organoleptic qualities and mapping of Haitian vetiver characteristics** |

Project Title: **VETIVER FORWARD: DIGITAL INNOVATION FOR A FAIR AND SUSTAINABLE VALUE CHAIN**

1. **Project details**

Executing agency: **Heifer International Haiti**

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

**Project duration: 3 years**

1. **CONTEXT**

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with some form of disability.

Heifer International is an International Non-Governmental, Non-profit Organization which has been working in Haiti in the field of agriculture and breeding for more than twenty (20) years. Through its various projects, it aims to ensure a better living condition for Haitian families. Heifer International's mission is to fight poverty and hunger through sustainable community development. As part of the implementation of the Vetiver Forward project, in the southern department, whose goal is to improve the vetiver value chain by strengthening the capacity of six vetiver cooperatives. Heifer international Haiti wishes to recruit Consultant or group of consultants who can provide the services described in these Terms of References.The consultant will work under the supervision of the Program Director in charge of the Vetiver Forward Project.

Vetiver forward is a partnership between IDB Lab and Heifer International Haiti, International Flavors and Fragrances and Perfumes 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. (“Unikode”), one of the three leading distillers in the country, and International Fragrances and Flavors (“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.

1. **PURPOSE AND OBJECTIVE OF THE CONSLTANCY**

The main purpose and objective of this consultation is to analyze the organoleptic qualities of Haitian vetiver varieties while realizing their mapping. Test organoleptic qualities according to areas, varieties and other factors that can have positive or negative impacts on Haitian vetiver oil.

1. **SPECIFIQUES DUTIES AND ND SPECIFIC RESPONSIBILITIES**

Under the supervision of the Signature Program Director, The Consultant or the firm will work closely with all relevant stakeholders of the project and the sector in the South and must consider in the methodology the following tasks:

* Take note of the various existing documents relating to the service to be provided: inventory report, studies of agricultural practices and technical assistance already identified relating to the varieties of vetiver cultivated in Haiti, essential oils of Haitian vetiver and the roots of vetiver. Some documents will be compiled and transmitted by the HEIFER International Haiti before starting the consultancy.
* Organize a contact meeting with the steering committee to allow a clear understanding of these terms of references and the expected results.
* Submit for validation by the committee a proposed methodological framework that specifies the scope of the study, the work program and the collection and analysis tools.
* Carry out field missions to collect everything that will allow a later playful presentation of the production areas in Haiti, the varieties, and the essential oil of vetiver (photos, different stages of cultivation, elements of itineraries techniques, reports, etc.) and to complete the necessary technical information.
* Prepare and organize meetings for consultation, data collection and sharing information with the main actors concerned.
* Collect, collate, and evaluate all the relevant information available on the organoleptic vetiver essential oil, the study sites to describe their ecological,
* Prepare the products of the mission (reports, laboratory analysis, organoleptic test, technical sheet of varieties, Haitian vetiver mapping).
* Make intermediate restitutions to the steering committee and stakeholders during the mission.
* Facilitate a presentation and validation workshop for data and study reports
* Prepare the final version of the document which will consider the HEIFER comments and other stakeholders.
1. **EXPECTED RESULTS**

During the study and at its end, the consultant will submit to the Program Director the following deliverables:

* A methodology and a detailed work plan at the start of the mission.
* An intermediate report including a proposal for a final sheet for the analysis of the varieties, the essential oil of Haitian vetiver and the Haitian vetiver mapping
* Present in Word or SPSS format, the data collected in the different phases of the study.
* Primary information in Excel or Access spreadsheet presenting the data collected on the varieties during the study;
* A final report integrating the comments of the steering committee.
1. **METHODOLOGY**

Subject to the detailed methodology that the Consultant will propose, he must ensure that the methodology makes it possible to really consider information from the field, the experiences of the actors, laboratory analysis, and the Haitian vetiver mapping. It will favor techniques and instruments such as semi-structured individual and group interviews, thematic discussions with the concerned actors. The Consultant will therefore have to:

* Carry out significant research work, to complete and analyze the existing bibliography.
* Meet and collect information from experts, popularizers and universities.
* Identify and prioritize, in consultation with stakeholders (owners of factories processing vetiver roots into essential oils), etc.
1. **COORDINATION AND SUPPORT**

The Consultant will carry out the mission under the supervision of the Program Director to whom he will submit the methodological framework note, the preliminary report for review and the final version as well as the study database.

1. **QUALIFICATIONS REQUIRED**

The consultant or group of consultants must have the following qualifications:

* Experience in carrying out a similar mandate including the collection, analysis of primary and secondary data, the development of summary sheets. The Consultant must indicate in the expression of interest submitted the references relating to similar contracts already executed (name of assignment, place, year, name, and address of the client, start date, end date, description of the services provided by the staff in part of the mission), experience in similar fields.
* Proven experience in implementation of research projects management
* The consultant or group of consultants must have master’s or higher degree in a relevant field, such as industrial engineering, chemistry, biochemistry, food science and technology, biotechnology or a related field.
* He must have a minimum 3 years of demonstrable experience in related experiences
* Demonstrated experience in institutional engagement in the national context.
* Experience in the design and/or management of large-scale environmental management projects would be an asset.
* Excellent written and oral communication skills in English and/or Spanish and French.
1. **SELECTION PROCEDURE AND DURATION OF THE SERVICE**

Recruitment will be by Quality Based Selection. The criteria defining quality are:

a) the proposed methodology.

* Technical and methodological approach (coherence and reason for the approach),
* Understanding of the mandate,
* Adequacy of the organization of the mission and the resources intervention schedule, feasibility, and coherence of the work plan,

b) The skills of the consultant to the task.

* academic training,
* general experience,
* specific experiences.
1. **DELIVERABLES, SCHEDULE, AND TERMS OF PAYMENT**

The mission will take place over a maximum period of one (1) month, from the start date of the contract until the submission of the final version of the report

Interested consultant should submit a budget following the form in annexes. Please note that the consultant or firm would be required to use their own logistic (computers, printers, photocopier, car, tablets, GPS etc.)

Payment is contingent on approval by Heifer direction and will be made in three instalments. The following table explains the process.

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| **No** | **Deliverables**  | **Schedule** | **Payment terms** |
| 1 | Methodology and work plan  | 2 calendar days from the date of the contract signature | 40% of the contract amount, after approval of the first deliverable by the Client |
| 2 | Surveys conducted with distillers, producers, cooperatives, and other players in the value chain  | 3 calendar days to carry out the survey |
| 3 | Overall concept note  | 7 calendar days to submit the overall concept note |
| 4 | Preliminary version of the mission report | 15 calendar days from the start date of the contract to submit the preliminary report | 30% of the amount of the contract amount, after return and approval of the deliverable by the Client |
| 5 | Final mission report integrating the remarks of the Program Manager | 25 calendar days from the start date of the contract  | 30% of the amount of the contract amount, after return and approval of the deliverable by the Client |

**N.B:** The final report of the mission and all other documents will be written in French or English and transmitted in electronic version (via email) by the consultant, for the attention of the Program Director, for approval, in Word Format, font "Times New Roman size 12”, justified.

1. DURATION

This consultancy is expected for 2 months

1. DOCUMENTS FOR APPLICATION

Interested candidates are requested to apply with the following documents

* Cover letter
* A proposal documents
* 3 Top clients’ reference

Applicant should send HARD COPIES documents to 11, Rue Ogé,Building Platinum Plaza, Pétion Ville Haiti no laterr than May 6th, 2022, to attention of Heifer Project International Haiti