

Community Development Implementing Partners Capacity Mapping

Terms of Reference

General Description

Established in 2000, the [World Cocoa Foundation](#) (WCF) is the world's leading organization for cocoa sustainability. WCF is an international non-profit membership organization whose members include companies from across the global cocoa and chocolate supply chain. We convene public private partnerships for a thriving and sustainable cocoa sector, where farmers prosper, communities are empowered, and the planet is healthy. WCF is headquartered in Washington, D.C., with offices in Côte d'Ivoire and Ghana, and operations across cocoa origin countries. WCF has an annual budget of about \$8 million and a staff of about 35 people.

Context and Approach

The WCF Social Development Team works to deliver on the organization's [Empowered Communities](#) pillar, aiming to create well-structured and cohesive communities, where women are empowered, children are protected, all basic needs (Education, Health, Potable water, Nutrition) are met, and economic opportunities are available.

Creating Empowered Communities therefore requires a broad range of community development interventions starting from community needs assessment & community action planning, and carrying on with gender integration, fight against child labor and forced labor, financial inclusion & income diversification, education, nutrition, WASH & health, natural resource preservation, land tenure, etc.

For the execution of their community development programs, WCF members sometimes perform the above-mentioned activities themselves but are more likely to outsource them to whom they think are experienced and well-skilled implementing partners.

Therefore, as part of its approved Community Development Acceleration workplan, and to guide WCF members in achieving a relevant outsourcing strategy, the Social Development Team is planning to map out the capacities of key community development implementing partners operating in Côte d'Ivoire and Ghana.

Scope of Work and Deliverables

The mapping exercise should be conducted according to a methodology that would:

1. List all the community development implementing partners intervening in the technical areas mentioned above, in both Côte d'Ivoire and Ghana.
2. Interview and / or consult community Development implementing partners and WCF company members to gather information related to the capacities and the judgement made of them.

3. Analyze the capacities of the implementing partners according, (but not limited to) the criteria listed below:
 - a. Technical domain of expertise.
 - b. Estimated level of expertise.
 - c. Estimated cost of intervention.
 - d. Geographic (jurisdictional) capacity of intervention.
 - e. Number of years of experience in the relevant domains of expertise.
 - f. Connections between capacities.
 - g. Etc.
4. Develop a multicriteria scorecard usable by WCF members to guide their outsourcing strategies.
5. Propose an updating methodology for the score card developed.

Language The application will have to be developed in English.

Confidentialities

WCF advocates for multi-stakeholder partnerships, alignment of public and private investments, policy dialogue, joint learning and knowledge sharing to achieve transformative change in the cocoa supply chain. As such, the information we receive from company members is confidential.

Therefore, the consultant will agree not to use or share the data received for personal or other purposes and will need to sign an NDA.

Key Deliverables

At the end of this study the Consultant shall provide the following deliverables:

- Guidance note.
- Score card.
- Presentation and training on the guidance note developed.

The reports will be shared in digital format.

Duration of the Consultancy

The consultancy is to be completed within **35 working days**, including a maximum **10-day review period**. The consultant will propose the relevant break down of the allocated time between data collection, processing, and analysis, writing a first draft, integration of comments, and finalization of the report.

The consultancy will be completed no later than **October 29th, 2021**.

Technical proposal should include a detailed timeline in line with the activities to be carried out and the expected deliverables.

Qualifications/Experience and Skills of the Consultant

The Consultant shall have demonstrated knowledge of capacity mapping, knowledge of cocoa production, particularly in Côte d'Ivoire and Ghana. He/she should also have relevant experience in the development of score cards to be used for capacity assessment.

The profile sought is therefore that of a Senior Expert:

Education:

1. Master's degree in agriculture, social science, development or any relevant field; additional training or proven capacities in capacity assessments is highly desirable.

Experiences:

2. Proof of training and/or experience in community development in rural areas.
3. At least ten (10) years of relevant experience in rural development implementation, including stakeholders mapping, monitoring and assessment of implementation capacities.
4. Previous experience in Côte d'Ivoire and Ghana, particularly in rural areas is highly desirable.
5. Working knowledge of the cocoa sector and its major sustainability issues will be a plus.
6. Experience in training delivery

Evaluation Process

A technical evaluation of submitted proposals will be conducted by WCF to shortlisted applicants. Key components that will be assessed are:

Technical evaluation (out of 75 points)

- Technical expertise in rural development implementation (20 points)
- Capacities mapping experience (15 points) (studies conducted in the last five years)
- Relevance of the proposed methodology (20 points)
- Working knowledge and experience of coca and rural development in Cote d'Ivoire and Ghana (10 points)
- Experience in training delivery (10 points)

Financial Evaluation (out of 25)

Only short-listed applicants (at least 50 points out of a total of 75 in technical score) will have their financial proposals analyzed.

- Cost (25 points)

Proposal Submission

- Interested and eligible contractors are requested to upload their **technical** and **financial** proposals in two separate files to:
<https://worldcocoa.egnyte.com/ul/eEkxBb8dmv>
- Please upload in PDF formats
- Application must target one country (Cote d'Ivoire or Ghana).
- Please address the proposals to **Mr. Youssouf N'Djoré** and name your files using the following convention: 'Cote d'Ivoire/Ghana Technical Proposal' and 'Cote d'Ivoire/Ghana Financial Proposal'.
- The contractor will be expected to execute a service and non-disclosure agreement with WCF.
- Applications will be reviewed until **July 30th, 2021**. No phone calls please. Only shortlisted candidates will be contacted.