

## **REQUEST FOR PROPOSALS**

Title of Consulting Services:  
*“Data Collection Survey on Impact of  
COVID-19 on Small-scale Farmers in Egypt”*

February 2021

Japan International Cooperation Agency  
Egypt Office

## Section 1. Summary Sheet of the Instructions to Consultants

<b>1. Name of the assignment</b>	Data Collection Survey on Impact of COVID-19 on Small-scale Farmers in Egypt
<b>2. Method of selection</b>	QCBS (Quality and Cost Based Selection)
<b>3. JICA's officer in charge</b>	Mr. Mohamed Adam, Senior Program Officer JICA Egypt Office Address: <u>6th floor, World Trade Center, 1191 Corniche El Nil St. Boulak, Cairo, Egypt</u> Telephone: <u>02-25748240</u> Facsimile: <u>02-25748243</u> E-mail: <u>Mohamedadam.EG@jica.go.jp</u>
<b>4. Pre-proposal conference</b>	A pre-proposal conference will be held: No
<b>5. Type of contract</b>	[Lump-sum]
<b>6. Deadline of request for clarification</b>	Date: 10, February 2021 Time: 15:30 (Cairo Local Time)
<b>7. Proposal submission deadline</b>	<b>Date:</b> 21, February 2021 <b>Time:</b> 13:00 (Cairo Local Time)
<b>8. Proposal submission address</b>	same as the above <b>3. JICA's officer in charge</b>
<b>9. Expected date for the negotiations</b>	23 February 2021
<b>10. Expected date for the commencement of the Services</b>	25 February 2021

## Section 2. Instructions to Consultants

### A. General Provisions

- 1. Introduction**      1.1 Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

### B. Preparation of Proposals

- 2. General Considerations**      In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3. Cost of Preparation of Proposal**      The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 4. Language**      The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English
- 5. Documents Comprising the Proposal**      The Proposal shall comprise the documents and forms listed below;  
**1<sup>st</sup> Inner Envelope with the Technical Proposal:**  
(1) TECH-1  
(2) TECH-2  
(3) TECH-3  
(4) TECH-4  
(5) TECH-5  
(6) TECH-6  
**2<sup>nd</sup> Inner Envelope with the Financial Proposal:**  
(1) FIN-1  
(2) FIN-2
- 6. Only One Proposal**      The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.

- 7. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than 07 calendar days before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA's address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;
- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
  - (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 9. Technical Proposal Format and Content**
- 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.
  - 9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**.
- 10. Financial Proposal**
- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.
  - 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
  - 10.3 The Consultant shall express the price for its Services in in either Egyptian Pounds or US dollars.

## C. Submission, Opening and Evaluation

### 11. Submission, Sealing, and Marking of Proposals

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is as stated below;
- (1) **Technical Proposal:** one (1) original and two (2) copies.  
 (2) **Financial Proposal:** one (1) original.
- All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, name of the Assignment, name, and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL 21 FEBRUARY 2021.**”
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name, and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE 21 FEBRUARY 2021.**”
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 1. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.

### 12. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the

process, until the publication of the Contract award information.

### **13. Proposals Evaluation**

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

### **14. Evaluation of Technical Proposals**

- 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;
- I Consultant's general experience and competence in the field covered by the TOR: 20
  - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: 35
  - III Experience and records of the staff members to be assigned to the work: 45
    - a) Position 1: *Team Leader*: 20
    - b) Position 2: *Expert 1*: 10
    - c) Position 3: *Expert 2*: 10
    - d) Position 4: *Expert 3*: 5
- Total Points for Three Criteria: 100

14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: 70

### **15. Correction of Errors**

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

#### **a. Time-Based Contracts**

- 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

- b. Lump-Sum Contracts** 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.

**16. Taxes** The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Egypt.

**17. Combined Quality and Cost Evaluation** 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.

(In case of Quality-  
and Cost-Based  
Selection (QCBS))

**[Financial Score]**

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

**[Combined Score]**

The weights given to the Technical (T) and Financial (F) Proposals are:

**W1 (T) = 80%**, and

**W2 (F) = 20%**

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal;  $W1 + W2 = 100(\%)$ ) as following:  $S = St \times T\% + Sf \times F\%$

17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

## **D. Negotiations and Award**

**18. Negotiations** The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

**[Technical negotiations]**

18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

**[Financial negotiations]**

18.2 The financial negotiations will reflect the agreed technical

modifications in the cost of the services.

18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations.

**19. Conclusion of Negotiations**

19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant's authorized representative.

19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

**20. Award of Contract**

20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.

20.2 The Consultant is expected to commence the assignment on the date specified in **Section 1. Summary Sheet of the Instruction to Consultants.**



### Section 3. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

#### Checklist of Required Forms

<b>Form</b>	<b>Description</b>	<b>Page Limit</b>
TECH-1	Technical Proposal Submission Form	<i>N/A</i>
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	<i>N/A</i>
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	<i>N/A</i>
TECH-4	Work Schedule and Planning for Deliverables	<i>N/A</i>
TECH-5	Personnel Schedule	<i>N/A</i>
TECH-6	Curriculum Vitae (CV) for Key Experts	<i>N/A</i>

**Form TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: Chief Representative  
Japan International Agency (JICA) Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “*Data Collection Survey on Impact of COVID-19 on Small-scale Farmers in Egypt*” in accordance with your Request for Proposals dated 07 February 2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

## Form TECH-2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

{Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.}

#### A - Consultant's Organization

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

#### B - Consultant's Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}  
 {2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of .....; }	{e.g., Ministry of ....., country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

## Form TECH-3

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the Consultant's team.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

b) **Work Plan and Staffing.**

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

c) **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}



**Form TECH-4: WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Activity	Months											
		1	2	3	4	5	6	7	8	9	.....	n	

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

## Form TECH-5: PERSONNEL SCHEDULE

N°	Name of Expert / Position	Input of the Personnel												Total person-month input	
		1	2	3	4	5	6	7	8	9	10	11	12		n
EXPERT(S)															
1															
2															
3															
4															
n															
													Sub-Total		
Other Personnel															
1															
2															
n															
													Sub-Total		

- For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).
- Months are counted from the start of the assignment.
  -  Full time input
  -  Part time input

## FORM TECH-6

## CURRICULUM VITAE (CV) FOR EXPERTS

<b>Position Title</b>	{e.g., TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship / Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact info for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Expert's contact information: (e-mail, phone)**

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

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Name of Expert	Signature	Date {day/month/year}
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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## **Section 4. Financial Proposal Forms**

*{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}*

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**FORM FIN-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: Chief Representative  
JICA Egypt Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for “*Data Collection Survey on Impact of COVID-19 on Small-scale Farmers in Egypt*” in accordance with your Request for Proposals dated 07 February 2021 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

## FORM FIN-2

**BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**TOTAL COSTS OF (1), (2) AND (3) : *{insert: total estimate cost}***

<b>Remuneration</b>					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
	<b>1) Experts</b>				
1					
2					
3					
	<b>2) Other Personnel</b>				
1					
2					
3					
<b>Total of (1)</b>					

<b>Reimbursable Items</b>					
	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., national air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., reproduction of reports}				
5	{e.g., office rent}				
6	{e.g., office supplies}				
7	{e.g., support staff/secretary}				
8	{e.g., seminars/workshops}				
<b>Total of (2)</b>					

<b>Total Costs of (1)+(2)</b>	
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<b>Indirect Local Tax Estimates</b>		
1	{insert type of tax. e.g., VAT or sales tax}	
2	{e.g., income tax on non-resident experts}	
3	{insert type of tax}	
4	{insert type of tax}	
<b>Total Estimate for Indirect Local Tax (3)</b>		

## **Section 5. Terms of Reference (TOR)**

### **1. Background**

Agriculture is one of the most important economic sectors in Egypt, contributing to about 14% of GDP and employing about 28 % of the working population in 2019. Agriculture is significantly important in Upper Egypt, located to the south of Cairo, where over 55% of employment is agriculture related. The proportion of poverty is estimated to be approximately 25% of the total population in Egypt while the rate is as high as about 52% in the rural area of Upper Egypt.

In 2020, the COVID-19 pandemic, which is a global health crisis, has already made devastating impacts on the global economy, both directly and through necessary measures taken by different countries to contain the spread of the virus. These impacts have also casted its shadows on the food and agriculture sector. While the supply of food has held up well to date, in many countries, the measures taken to contain the spread of the virus may have disrupted the supply of agro-food products to markets and consumers, both within and across borders.

JICA Egypt Office is seeking an opportunity for formulating new development program with the Ministry of Agriculture and Land Reclamation (MALR) that would involve activities to alleviate the negative impacts of COVID-19 on small-scale farmers, and improving the reachability of the agriculture extension services, through the utilization of information technologies. However, available information related to the situation of the agriculture sector in Egypt amid the pandemic are limited, thus this survey is expected to clarify such the situation.

### **2. Objective(s) of the Assignment**

To provide a better understanding of the situation of Small-scale farmers in Egypt amid the COVID-19 pandemic, and to identify the challenges it has imposed on them.

### **3. Scope of Services, Tasks (Components) and Expected Deliverables**

#### **3.1 Survey Locations**

The Data Collection Survey shall be carried out in Upper Egypt (Assiut and Sohag Governorates are mandatory) and two governorates in Lower Egypt (Delta Region).

The Consultant shall suggest the two governorates in Delta Region within his/her plan and acquire JICA's approval before the commencement of the actual survey work.

#### **3.2 Survey Period**

The surveys period shall not exceed 2 and half months (10 weeks) from the date of signing the contract with the successful Consultant.

#### **3.3 Survey Items**

The survey report will include but not limited to:

- (1) Description of the situation in Egypt amid the COVID-19 pandemic, starting from the discovery of the first case, until the time of the survey, including a clear description of the actions and countermeasures taken by the Egyptian government to deal with the impacts of the pandemic in general, and in relation to the

Agriculture Sector (especially targeting small-scale-farmers including non-landowners).

(2) The Current Situation of the small-scale farmers amid the COVID-19 pandemic, in relation to the following:

(A) Productivity Related Impact:

- ⇒ Review the pandemic's relation to the small-scale farmers' production levels and the availability of crops in the markets during the crisis compared to normal times.
- ⇒ Identify if the pandemic has caused any disruption to the cultivation inputs, and to which extent (for example, changing the prices of seeds, fertilizers or pesticides, also if there are any changes to the wages of field workers).
- ⇒ Survey the change in farmers' revenues during the pandemic, in comparison to before the pandemic.
- ⇒ Assess the impact of the pandemic, lockdown and the limitations of movements and traveling on small-scale farmers' (and non-landowners) access to extension services and access to markets.
- ⇒ Assess the flow of the Governmental Agriculture Extension Services amid the crisis, and how the role of the extension workers was affected (if any)
- ⇒ Describe the impact of the lockdown on the situation of outdoor markets, which is considered the main outlet for trading for small-scale farmers.
- ⇒ Assess the efficiency of the countermeasures taken by the Egyptian government to alleviate the impact on small-scale farmers (described in the item (1)) from the farmers' point of view.

(B) Behavioral Related Impact:

- ⇒ Describe any changes on the norms of farmers' life amid the pandemic, in relation to following the precautions and instruction to limit the spread of the virus (social distancing, wearing masks, using disinfectants...etc.)
- ⇒ Describe the change on the farmers' own consumption patterns during the lockdown period in particular, and since the start of the pandemic in general. (Such as changing their regular consumption amounts, or quality due to any effect on the household income)
- ⇒ Explore any changes on the farmers' nutrition situation during the pandemic, and what are the causes of changing diets (if any).

(C) Labor Related Impacts:

- ⇒ Explain the pandemic's effect on small-scale farmers' behaviors, including the seasonal workers and non-landowners. (if any)
- ⇒ Identify the pandemic's effect on the availability of labor at different stages of the supply chain (Farm, transportation, markets...etc.)
- ⇒ Compare the pandemic's impact on small-scale farmers who have participated in JICA's Improving Small-scale Farmers' Market Oriented Approach Project to the farmers who haven't participated in the project. (this point to be covered in Assiut governorate only in the targeted villages that will be agreed with JICA Office later)
- ⇒ Analyze the impact on agriculture sector labor from gender perspective.
- ⇒ Explain if the pandemic has created more demand on different types of financial institutions to provide micro-finance to small-scale farmers or small businesses, and has it had any effect on the farmers' willingness to apply for micro-finance.

(D) Describe any other related impacts.

- (3) Clear description for the core challenges within the previously mentioned sections, and any efforts done for its relief (by the governments, donors, NGOs...etc.);
- (4) Suggestion and reference
  - a. Suggestion for additional survey;
  - b. Contact list of the targeted organizations/persons through the survey.

### 3.4 Work Items and Survey Method

The survey should include the following work items. The Consultant should perform the following work items without delay and report the situation of the preparation and the survey progress to the Client.

#### **Hearing/ Field Survey/ Document Investigation;**

- Ministries (The Consultant MUST contact with Ministry of Agriculture and Land Reclamation (MALR) and Central Agency for Public Mobilization and Statistics (CAPMAS)).
- Wholesale markets
- Farmers (small-scale, non-landowners, women) (ISMAP farmers and non-ISMAP farmers)
- Extension Workers
- Retailing stores
- Agricultural cooperatives (Governmental & Private)
- Donors, International organizations (The Consultant MUST contact with FAO, IFAD, WFP and IFPRI.)

#### **Outputs**

- Survey reports

**4. Team Composition & Qualification Requirements for the Experts (and any other requirements which will be used for evaluating the Experts)**

- a. Team Leader/ Economist (preferable: Agricultural Economics):  
(around 12 years' experience in the titled or similar expertise)
- b. Marketing/ Value Chain 1:  
(more than 7 years' experience in the titled or similar expertise)
- c. Marketing/ Value Chain 2:  
(more than 3 years' experience in the titled or similar expertise)
- d. Gender:  
(more than 5 years' experience in the titled or similar expertise)

The applicants can propose any other expertise and assistants, however it should be recognized that proposed price is one of evaluation indicators.

**5. Reporting Requirements and Time Schedule for Deliverables**

The Consultant should submit the following Reports:

- Inception Report: after 4 weeks from the Contract commencement date.
- Draft Final Report: after 8 weeks from the Contract commencement date.
- Final Report: after 10 weeks from the Contract commencement date.

The Reporting Requirements are as follows:

- The report size should be A4 size, and should be written in English.
- The Consultant should take pictures of survey situations and submit them to the Client.
- The Consultant should submit three (3) copies of the Final Report, and soft data.