

Scope of Work Template

Value Chain Analysis Team Leader

Background

Insert a brief overview of the project.

Explain the rationale for this value chain analysis.

Consultant's Role

The consultant will lead this process from inception through completion, providing technical assistance and oversight to the field team. The consultant will ensure that the team has a clear understanding of the process before proceeding with this assessment. S/he will deliver value chain training, lead the analysis in the field, vet the findings with stakeholders, and write the final value chain analysis report.

As Team Leader, the consultant will be responsible for:

1. The overall performance of the value chain analysis.
2. Training/orienting the value chain analysis team.
3. Directing and supervising the work of the value chain analysis team.
4. Arranging (together with [whoever will handle logistics]) and facilitating the stakeholders' meeting.
5. Presenting the value chain analysis findings to USAID and/or ACIDI/VOCA.
6. Drafting and finalizing the value chain analysis report.

Specific Tasks

- Develop an action plan with clear timetables, benchmarks and deliverables to ensure the successful completion of this assignment within the allotted timeframe.
- Analyze the body of information related to these value chains already available from secondary sources and from key informants, including project field staff. This will include, but not be limited to, the end-market analysis and documents from [list of initial resources to consult].

- Travel to [target country] to train the analysis team members and to oversee the data collection process.
- Meet with donor agencies and key government officials active in the target value chains to gain an understanding of their strategies and approaches, their current plans for new investments and initiatives, and their perceptions about gaps in assistance.
- Interview key private sector buyers, manufacturers, input suppliers, processors and traders to determine constraints and opportunities, relationships among actors that inhibit or contribute to competitiveness, actual and potential sources of learning and innovation, distribution of benefits, and other details about the current operations of and anticipated changes to the value chain.
- Map and assess the effectiveness of key support services along the chain.
- Analyze barriers to and incentives for greater upgrading, competition and cooperation between and among firms (including farmers).
- Ensure the participation of the value-chain actors in the assessment, including a stakeholders meeting to ground-truth constraints and develop a list of potential solutions to industry problems.
- Identify value chain actors with sufficient skills, resources and incentives to invest in—and drive change, upgrades and improvements in—the target value chains.
- Prepare a report documenting the results of this analysis, a vision of high-potential goals for the target value chains, and recommendations for strategies and activities to strengthen the chains.

Deliverables

Submit a final report that includes the following information:

1. Key short- and medium-term end-market opportunities in the target value chains
2. Value chain maps showing the different market channels
3. Analysis of factors constraining the maximization of these opportunities, including constraints (and opportunities) in the service markets and enabling environment
4. Upgrading strategies to address these constraints and maximize opportunities
5. Recommendations to the project of how to support these value chain upgrading strategies

Level of Effort, Term and Schedule

The level of effort for this assignment is 30 days. The term is [date] to [date] with a 6-day work week. The timeline for this assignment is as follows:

- [date] to [date]—desk research
- [date] to [date]—field team training/orientation
- [date] to [date]—field-based data gathering
- [date]—stakeholders' workshop
- [date]—draft of value chain analysis report
- [date]—feedback sent to consultant
- [date]—final value chain analysis report, incorporating feedback

Supervision

The supervisor for this assignment will be [name and title].